**Unit 3 Lecture Notes**

Welcome to week 3. We have another busy week so let’s go ahead and get started.

This week there are many readings and videos to review. Please ensure you are reviewing the material prior to completing the discussion or working on the project. All of the material is meant to assist in completing the discussion posts and the project work.

**This week our focus is on project management planning and more specifically we will be discussing the communication plan and two major components of the scope statement the change management plan and the work breakdown structure (WBS)**. Every week there will be a discussion post and an aspect of your project that is worked on. Therefore this week is no different. **The discussion post is around the topics for this week: the communication plan, the WBS, and the change management plan and the importance of planning in a project.**

This week in the major project we are focusing on sections 3 and 7 of the project plan which are the communication plan and the scope management plan. More specifically, the WBS, deployment plan, and the change management plan. This week you are starting to work on the WBS by completing 10 WBS elements. The rationale for only ten elements is to get used to creating the WBS and to ensure you are on the right path. Feel free to complete more than 10 but try not to complete any more than 20 this first week as next week you will be focusing on the WBS a lot more after feedback is sent. Also, the deployment plan is a high level statement on how you are going to deploy your project. The change management plan is a high level response on how you will manage change on your project. Here you want to mention who approves changes, how the change is submitted, how much change is authorized at each level, and other important aspects of the change plan. Additionally, we will be working on the communication plan which is vitally important to ensure all parties are communicated to appropriately on the project.

Therefore the deliverables this week will be sections 3 and 7. Please don’t forget to update the plan from last week and therefore that means that sections 1, 2, 3, 4, and 7 should be completed with this week’s submission.

As always if you have any questions ask. That’s what I’m here for. Also, if the question pertains to the entire group, please post in the instructor’s office and I will respond there. If it’s a personal question, feel free to contact me directly at the email mentioned above. Have a great week!