**Project management for the Final Project***Teamwork is part of this activity as it is in most ICT projects. Assemble a team of two or three members and discuss the case study found in the Final Project assignment item on the course web site. This activity submission is individual and focuses on managing your tasks for the project.*

In the lecture, we talked about the typical processes in project management. In this activity and considering the case study as a project, discuss with your teammates the detailed steps that must be taken to make that project successful. Then decide who should take responsibility for which steps.

The **Initiation** step has been done by the client's senior management: they have defined their needs and the scope of the project.

How will you (and your team) get the balance of that project done using the **planning, executing, controlling, and closing** processes of Project Management? Your objective is to deliver the project on time, on budget, and with value (i.e. satisfies scope and realizes business benefits providing a return on their investment). The team will come up with an overall plan to execute, control, and finish the project. Individuals' tasks within the project should also be planned, executed, controlled, and completed. The project will be presented to the case study company using a web site created by your team; there is more about that in the Final Project document.

See the detailed notes at the end of the lecture’s PowerPoint slide deck regarding the project phases. Also, <https://www.projectsmart.co.uk/understanding-the-project-management-triple-constraint.php> **has a nice summary and here** <https://canadabusiness.ca/managing-your-business/day-to-day-operations/operations-planning/completing-your-project-on-time-and-on-budget/>

Answer each question in a short paragraph or using bullet points. Write, from your own point of view, about managing your own project tasks from Plan through to Close.

**Planning (25 points)  
🡺 What does this mean to you with respect to the tasks you are taking on?   
🡺 How will you (and your team) know what is needed and what's to be done to complete the project for the Seneca Insurance Company (your client)?**

**Executing (25 points)  
🡺 What does this mean to you with respect to the tasks you are taking on?   
🡺 How will you (and your team) ensure tasks are completed as planned? E.g. Is everyone clear about the scope of their tasks? Will the right tools, materials, and resources be available at the right time? What about testing, verification, and quality control? The objective is to do it right the first time.**

**Controlling (25 points)  
🡺 What does this mean to you with respect to the tasks you are taking on?   
🡺 How will you (and your team) do this to ensure the client's project stays on track?  
 This is where you try to remain within the triple constraint:   
 Cost/Resource, Schedule/Time, Scope/Quality.  
 This is where issues and problems are dealt with by you (at the task level)   
 and the Project Manager (at the overall project level).**

**Closing (25 points)  
🡺 What does this mean to you with respect to the tasks you are taking on?   
🡺 How will you (and your team) do this to confirm you have completed the client's project to their satisfaction and yours?**