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Project Management Process Groups

Planning (25 points)

➔ What does this mean to you with respect to producing the artefacts for the Final Project?

According to me, 'planning' determines the entirety of the project. It's the initial step of the final project and gives us a better understanding of what the project will be like. It can make us conscious about the factors that will affect the project and can give us a brief overview of what the project will be like. While planning the final project, I will understand the problems in developing the project. This will enable me to tackle the issues better, beforehand.

➔ How will you and your group know what is needed, and what is to be done?

As I have a supportive team leader, he has a better understanding of the project management and requirements. I will go through the project requirements and will start working on the topic of the project. The members of the group will organize meetings aiming to work on the project. On top of that, once we go through the instruction given by our Professor, we will make the WBS and the gantt chart with respect to the instructions, provided to us.

Executing (25 points)

➔ What does this mean to you with respect to producing the artefacts for the Final Project?

"Execution" - is the most essential part of the project. Every member in the group must do their part of work, in order to successfully excel the project assigned to the entire group.
"Teamwork" - is the most essential thing in this workshop. Even if one member makes a mistake in the project, it can affect the work of the other group members and the overall project too. Therefore, we will make sure every individual completes their work and make the project meaningful and efficient enough, to have less flaws in it.

➔ How will you and your group create the project artefacts? e.g. Is everyone clear about the scope of their individual tasks? Will the right tools, materials, and resources be available at the right time?

After being assigned the work by the group leader, we will work on the tasks, we are given and complete it before the deadline we are given. This will enable the project to be done without any burden. To work on the project, we will initially decide the tools that we will be requiring for the completion of the work assigned to us. We will also help one another if they require assistance in anything regarding the project work.

Controlling (25 points)

➔ What does this mean to you with respect to producing the artefacts for the Final Project?

In my accordance, "Controlling" of the project work by the group leader makes a huge difference as he determines the work each individual does. Having a co-operative leader makes it easy for the group to work with ease and much more efficiently. Talking about our own group, the leader is very familiar with the project and its requirements, and management so the work distribution is much easier. He also has a lot of knowledge about it so it is easier to approach him if assistance is required.

➔ How will you and your group ensure tasks are completed as planned?

In order to, ensure timed submission, we will assign the work according to the capacity and ability of a participant. We will give them a timed deadline before which the work must be submitted so that we can go to the next step of the project. Having a friendly group, we can approach each other for help and also get work done quicker. We also will conduct timely meetings on Teams, in order to make sure, we all are on the same page :)

Closing (25 points)

➔ What does this mean to you with respect to producing the artefacts for the Final Project?

"Closure" is the last and the most important step of this assignment or project. Once the project is planned, executed and controlled on time, we step into the closing process. This is a very smooth step/ process, where we just have to go through all of the work we have done. In this process, everyone must be satisfied with the outcome of the project. Once everyone is satisfied, the project will be submitted to the Professor, for the marking and evaluation purposes.

➔ How will you and your group confirm you have completed the project on time with the expected quality?

Having a quality project submitted on time will be the target since the beginning of the project assignment. We will all make sure everything in the project is done with all the members' satisfaction. For further quality checking, we will show the project to our professor and take their opinions about it. It will all be done smoothly with time in consideration, at first. Once

everything is verified and assurance is made, the work shall be submitted, to the professor for the evaluation and marking purposes.

“You are what you do, not what you say you’ll do.” – Carl Jung

