

Chapter 1

Directions: Everywhere you see a , fill in your answers to the questions in the space provided. Where you see a complete that activity outside the worksheet and check the box when you are done.

Determine whether the activity you are working on is a project.

- » First, in a few words, identify what makes your project unique.
- » Second, does your project have a specific goal? If so, what is it?
- » Third, does the project have a beginning and end date? If so, what are they?
- » Finally, does your activity have a budget? (limited money, resources, time, or a combination of these three)
- » Determine the type of project management you will use for this project. Ask yourself, is the solution to this project clear (traditional) or unclear (agile)?
- » Determine your company's organizational structure.

What software needs do you anticipate for your project?

Notes:

Chapter 3

- » Identify your stakeholders. Remember to include their motivation, roles, and contribution to the project.

What is the problem you are trying to solve? (This is your problem statement)

- » Define your project goal.
- » List your main project objectives. Be sure the objectives are specific, measurable, realistic, and time-related.
- » How are you going to solve the problem? Define several possible strategies for solving the problem.
- » Evaluate each strategy. Consider the following:
 - » How well does this strategy satisfy the project objectives?
 - » Is this strategy feasible?
 - » What are the risks of this strategy? Are the risks acceptable?
 - » Does this strategy fit the culture of the organization?
- » Evaluate the solutions. Which strategy best solves the problem statement?
- » Develop requirements
- » Identify deliverables and success criteria
- » Identify assumptions and risks
- » Develop a scope statement
- » Create a project charter

Notes:

Chapter 4

- » Build a Work Breakdown Structure (WBS). Identify the summary tasks and work packages in your project.
- » Which estimating method will you use for your project?
- » Identify the people who can help you estimate.
- » Create a responsibility matrix to help determine your resource needs.
- » Create a budget. Remember to account for all types of costs (labor, time-based resources, material, ancillary).
- » What risks do you anticipate?
- » Create a risk management plan.
- » Create a communication plan. Determine your audience, their needs, and how you will distribute information to your audience. Use a table like the one below to assist your planning.

Who	What	How

- » Determine your quality management plan. Remember to account for each process (standards, assurance, control).
- » How will you process changes? Define your change management process.
- » Do you need to procure items from outside your organization? If so, define your procurement management plan.

Notes:

Chapter 5

- » Set aside contingency time and money in your schedule and budget.
- » Identify all task dependencies in your project. Include Finish-Start, Start-Start, Finish-Finish, and Start-Finish dependencies.
- » Add milestones to your project schedule.
- » Assign resources to tasks
- » Determine which tasks are on the critical path.
- » If necessary, add buffers to your tasks and overall schedule.
- » Save the baseline version of all of your planning documents.
- » If you’re using project management software, input the baseline values of your project into your schedule.

Notes:

Chapter 6

How are you going to procure your team?

What types of contracts will work best for your project?

Notes:

Chapter 7

Notes:

Chapter 8

» Create a plan for gathering and reporting progress, using a table like the one below. Consider the following: From whom will you need to collect data? What data will you collect? How will you collect the data? When and how frequently will you collect the data?

Who	What	How

» Use the information from your Communication Plan (Chapter 3) to create a plan for reporting progress. Use a table like the one below.

Who	What	How

For discussion: What methods do you anticipate using to get your project back on track if necessary?

Notes:

Chapter 9

- » Identify the acceptance procedures you and your customer will use to indicate the completion of the project.

List some questions you can ask your team to gather lessons learned.

- » Determine when and how you will collect lessons learned.
- » After your project is complete, document a closeout report. Consider the following: Was the project a success? What was the final cost? Were the delivery dates and key milestones met?
Summarize any changes that occurred. List any lessons learned.
Summarize the effectiveness of the project.
- » Make a list of the tasks you need to complete in order to end the project, include any transitions or hand-offs.

Notes:
