🡺 Your name: **Jason Jun** Student No.: **126683200** UserID: **jjun10@mySeneca.ca**

Planning (25 points)  
🡺 What does this mean to you with respect to producing the files for this assignment?

To plan out the files that we need to produce for this assignment, my group and I need to first decide on goals and objectives of the project. Then we need to brainstorm the ideas to determine on a scope of this project.

After outlining of what to do for this project, each of the group members (including) me will be given a task to do. The project is broken down into small tasks because to finish the whole project, teamwork and cooperation is important. It would be too much work for one person to finish everything and would not be fair.

While everyone is doing their own tasks, it is important to schedule a date to get together and check with the progress everyone is making. If creating a meeting is difficult, we can use a Gantt chart. The chart can be accessed by everyone online and everyone can write which task they have done and when they finished it. Also, the chart can be used to write down a deadline of each tasks because some tasks may require the previous tasks.

🡺 How will you and your team member(s) know what is needed and what's to be done to complete the files in response to the client's RFP?

To complete the files in response to the client’s RFP, my team member(s) and I will first take a look at the RFP given to us. By examining what the RFP requires us to do, it will be easier to gather ideas of fixing the client’s RFP.

Next, we would start to gather information to try to find solution to the RFP. The more information we have, we would have higher chance to find solution faster with more detail.

If information is collected enough, it is important to discuss with the team members and divide up roles to, so that the solution can be done efficiently without any overlapping tasks between the members.

Executing (25 points)  
🡺 What does this mean to you with respect to producing the files for this assignment?

It means that “executing” step is the beginning of a project. This step is where all the team members, including myself, to start working on the tasks that are given to each one of us. Executing means to carry out a task, so in our case, it means to get started on the tasks that are divided among us.

🡺 How will you and your team member(s) create the content for the files in response to the client's RFP? 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?

In order to create the content for the files, it would be best to use Gantt chart in order to clear the team members with their individual tasks. By doing so, the members would what to do and by which time of the month they should finish their tasks by. Also, by having to create the chart, it would be also beneficial to the others because the whole team would know which member is doing a specific task. Organizing the members through this chart would definitely help to create the content for the files without any troubles.

Controlling (25 points)  
🡺 What does this mean to you with respect to producing the files for this assignment?

The “controlling” step means that get the members to stay on track, without getting sidetracked. It is important to control the team members and I to stay focused and work while having enough time to rest and to have fun.

🡺 How will you and your team member(s) ensure tasks are completed as planned to complete the files in response to the client's RFP?

To ensure the tasks are complete as planned, it would be important to monitor the team members if they are struggling with any tasks. To monitor the group members, it would be a good idea to have a group meeting once in a while and discuss on the progresses on each members and ask if there is any struggle he/she is facing. The members with their task due soon would be reminding once in a while, so that they realize how close the deadline is. While everyone is working, it is also important to check up on the status of the team member, in case they are over working, not feeling, and other situations that may disrupt their working environment. Having the team members to have enough rest would also result in better quality accomplishment.

Closing (25 points)  
🡺 What does this mean to you with respect to producing the files for this assignment?

The “closing” step would mean that after creating all the files, it is time to combine the files into one and submit the solution. In order to close the assignment, all the files that have been created by the members need to be combined as one solution and be submitted.

🡺 How will you and your team member(s) confirm you have completed the files *on time & on budget* *with quality* for your manager to present in response to the client's RFP?

When every member is done with their tasks on time, it is time to start a meeting on how to combine the files into one file that could be submitted to the manager. It would be good to go through each of the completed tasks and check if everyone agrees with how the work is done. By doing so, different member could come up with better style of solution and the quality of the solution would increase. Since the project is done in a team, different suggestion could make the solution more efficiently and more precise.

After everyone agrees with the files that have been created, it is time to combine those files. To combine the files, it is important to also get agreements on every team member because if one person dislikes the idea, then it could also mean that the customer might have the same thought. After completing the solution and getting agreement with each other that the solution is good, it is now ready to be submitted to the manager. Then the manager will present the solution to the client’s RFP.