

# **SUMMARY – 16SEPT19**

# Chapter 2 : Project

- A Project is defined by :

- ↳ Clear objective with Specific Delivery

- ↳ Unique

- ↳ Time delimited : with a START and an END

- ↳ It operates within defined boundary conditions

- ↳ Coordinated effort (inter-related / cross functional ...)

- **Project Scope :**

- describes the boundaries of your project
  - It is included into contractual agreement between the client and the service provider (ex : Statement of Work (SOW))
  - To well define the scope of a project, ask the 7 Questions: Who / What / When / Why / Where / How / How Many ?

# Chapter 2 : Project

- The scope states what the **objectives of the project** are and what goals must be met to achieve success
- A good Objective must be **SMART** or **SMARTED** :
  - S : Specific**
  - M : Measurable**
  - A : Achievable**
  - R : Realistic**
  - T : Time Limited**
  - E : Ethical**
  - D : Documented**

**Q1 : A SMART objective is :**

a - Specific / Maximum / Achievable / Realist / Time Limited

b- Specific / Measurable / Achievable / Realist / Time Limited

c- Specific / Measurable / Achievable / Real / Time Limited

d- Specific / Maximum / Achievable / Real / Time Limited

**Q2 : "All the following are characteristics of a project except :(toutes les propositions suivantes sont des caractéristiques d'un projet SAUF) "**

a - It operates with defined boundary conditions

b- Unique

c- No detailed objective with No specific Delivery

d- Time delimited : with a START and an END