COIS-ADMN 3850H - 2018 FA

# QUESTION SET #3

Submitted by: Konrad Bartlett

Evaluated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_2018-10-02\_\_\_\_\_

# of **CORRECT** answers: \_\_\_\_\_ # of **INCORRECT** answers: \_\_\_\_\_

**Instructions:** Please type your answers clearly and concisely on these pages to the questions that follow and submit them at the beginning of the next class for evaluation.

**PMBOK Guide Reading – Chapter 3: Project Management Processes**

**The relevant pages are 47-61 & Annex A1 417-461 in the 5th Edition**

## TO RECEIVE FULL CREDIT INCLUDE YOUR PAGE NUMBER REFERENCE IN THE LEFT MARGIN

1. **Project processes** generally fall into two major categories. Give the names of these two categories and describe how they differ:

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Project management process is the organization and complete the work of the project.

Product-oriented process specifies the projects product.

1. Name and describe the purpose of each of the [5] **Project Management Process Groups**:

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1. Initiating process – authorizing the project or phase

2. Planning process – Defining and refining objectives and selecting the best alternative course of action to attain the objectives that the project was undertaken to address

3. Executing process – Coordinating people and resources to carry out plan

4. Controlling process – Ensuring the project objectives are met by monitoring the progress

5. Closing process – Formalizing acceptance of the project or phase

1. What is a **Project Charter** and what is its key characteristic ?

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A project charter is a document that formally authorizes a project

1. What is the **Project Management Plan** document ? What is its purpose ?

Is a document used to describe every phase of a project. Includes initiating, planning, executing, monitoring, controlling, and closing.

1. List [all of] the **activities** [in the order detailed in Table 3-1 on page 61] in the **10** **Knowledge Areas** of project management that the **Planning Process Group** takes into consideration when developing a Project Management Plan.

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1. Project integration management
2. Project scope management
3. Project time management
4. Project cost management
5. Project quality management
6. Project human resource management
7. Project communication management
8. Project risk management
9. Project procurement management
10. Project stakeholder management
11. Briefly, describe the "**Create Work Breakdown Structure**" process. List the Inputs and Outputs of this process.

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1. Develop project management plan: the process of defining, preparing, and coordinating all subsidiary plans and integrating them into a comprehensive project management plan.
2. Plan scope management: Plan that documents how the project scope will be defined, validated, and controlled.
3. Collect requirements: Determining, documenting, and managing stakeholder needs and requirements to meet project objectives.
4. Define scope: Developing a detailed description of the project and product.
5. Create WBS: Subdividing project deliverables and project work into smaller, more manageable components
6. Briefly, describe the "**Estimate Activity Durations**" process. List the Inputs and Outputs of this process.

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Process of estimating the number of work periods needed to complete individual activities with estimated resources.

1. What are the **6** **Knowledge Areas** of project management for which the **Executing Process Group** is responsible? Include their specific activities in this regard.

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1. Project quality management: Perform quality assurance

2. Project stakeholder management: Manage stakeholder engagement

3. Project human resource management: Acquire project team, develop project team, mange team

4. Project communications management: Manage communication

5. Project procurement management: Conduct procurements

6. Project integration management: Direct and manage project work

1. What is the key benefit of the **Monitoring and Controlling Process Group**?

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Project performance is measured and analyzed at regular intervals, appropriate events or exception conditions to identify variances from the project management plan

1. List 7 activities that may occur at project or phase closure by the **Closing Process Group**.

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1. Obtain acceptance by the customer or sponsor
2. Conduct post-project or phase-end review
3. Record impacts of tailoring to any process
4. Document lessons learned
5. Apply appropriate updates to organizational process assets
6. Archive all relevant project document in the PMIS to be used as historical data
7. Close all procurements activities ensuring termination of all relevant agreement
8. Perform team members’ assessment and release project resources