Unit 8 Checklist

# Section A

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| Project Proposal | Make sure you’ve talked about impact on others  Make sure you’ve presented different options for solving a problem, then made a recommendation for which one to use |
| Definition of Scope | Describe the project you have chosen from the different options above |
| Stakeholders | Some discussion of the stakeholders in your project |

# Section B

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| Project Plans | All tasks for your project defined, with dates & timings  AT LEAST 3 different version of the plan, with descriptions of changes  Discussion of resources needed for the project |
| Risk assessment | Discussion of Risks to project (along with explanation of how you can stop them killing your project – contingency etc) |

# Section C

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| Formal meetings | Agenda and Minutes for formal meetings with various stakeholders |
| Informal communication | Some evidence that you’ve communicated with stakeholders informally – email, quick chats in the corridor etc |
| Screenshots of project folder | Show that you’ve organised & named your files etc |
| Progress reports | Dated throughout the project, at least 3 |
| Feedback | Some explanation of the feedback that you got from people, how you got it, what you did with it – most of this will come from your meetings. |
| End of project review meeting | Details from your end of project review meeting, lessons learnt, performance etc. |

# Section D

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| Your project | Present your finished product, along with all deliverables – your user guide for example |
| Signoff sheet | Some evidence that your customer got their product and are happy with it. |
| Following the Plan | Detailed evidence that you followed your project plan from section E – you should have kept a diary, so use this to show how what you were doing matched with what you should have been doing.  Make sure dates match up. |

# Section E

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| End of project review | Make sure you refer back to your end of project review meeting  You must make sure you explain each of the project management methods that you have used |