Agenda for GSOE9820 Demonstrator-Student Meetings wk4-5

Subject of meeting: PMP project stakeholders and activity identification

Scheduling:
To be held online in MS Teams between 5th October (wk4) to 14th October (wk5), at time nominated by students and demonstrator.

Before meeting

Students
1. Complete outstanding items from previous meeting (see wk3-4 meeting agenda). Note deadline to review classmates work has been extended to 12th October.
2. Prepare a shared excel file that lists the work packages from your WBS.

Demonstrators
1. Review agenda and actions from wk3-4 Meeting Agenda and be prepared to follow up.
2. Refresh knowledge about Stakeholder Identification PMBOK 13.1.2 and Define Activities PMBOK 6.2.2.

Agenda
1. Demonstrator to inquire about process of combining WBS/purpose/scope statement, including team dynamics and grade outcomes. Make suggestions or solve problems as required. Prompt for clarifications or questions about Task 1 marks and feedback (can take on notice if necessary to save group meeting time)
2. Team to brainstorm stakeholders for the students' project. Keep a record in a shared file.
    a. Which stakeholders are likely to be key stakeholders for project success?
    b. How to analyse stakeholders systematically to find these key stakeholders?
3. Team to select one or more work packages from the WBS and together decompose these work packages into activities. Do not add the activities to the WBS diagram, but keep a record of the work, e.g. in an excel file. Add the activities to another column in the spreadsheet, in a way that they can be traced to their work package.

Actions arising from the meeting

Students
1. Complete stakeholder analysis and defining activities for your PMP.
2. Move on to future stages as presented in wk5 lecture: estimating cost and duration, and critical path analysis.
3. Complete review of your assigned scope statements and WBS from Task 1, if not done already. Deadline: Tuesday 12th October.
4. Post technical questions about your project in the Assignment Q&A channel, as required, tagging your project's sponsor.

Demonstrators
1. Check-up on any students who missed the meeting, agree measures to get back on track, and enter their names in the 'Student Participation' excel list in Demonstrators' channel > Files.