**In groups pre-determined by your lecturer, discuss the following;**

1. Describe quality planning and the quality management plan.
2. Describe several functions that may be performed using a RAM (responsibility assignment matrix).
3. Identify eight items that should be addressed by a communications management plan.
4. What is the main purpose of the risk management plan? How should the document be constructed?
5. What is a procurement statement of work (SOW) and how should it be specified?

**Please ensure that your findings/discussion is documented and can be submitted online.**