**Project Management for the Final assignment***Teamwork is part of this activity as it is in most ICT projects. Assemble a team of two or three members and discuss the case study found in the Final Project assignment item on the course web site. This activity submission is individual (even if you have already formed a team) and focuses on managing your tasks for the assignment. After submitting to Blackboard, share your Activity 11 document with your team members by uploading it to your MS Teams site (see Final Assignment specs for details). Team members agree on an overall plan to execute, control, and submit the final assignment.*

**Your team is bidding on – *not doing* –** **a potential client's internal IT infrastructure upgrade project.** Your boss (instructor) has assigned your group the task of responding to the potential client's [Request For Proposal](https://en.wikipedia.org/wiki/Request_for_proposal).

You will start by developing a Final Assignment Plan for your team to create a Project Proposal, Budget, WBS–Work Breakdown Structure, and Training Module (three person teams). These artifacts, as they are called in project management, are your response to the client's RFP and will be submitted to the client for their evaluation. The client will decide if your team will be hired for their project based on how well your artifacts convince them that you understand the client's needs, know how to provide a solution for their needs with the project management skills to successfully deliver it.

In the lecture, we talked about the process groups in project management: initiating, planning, executing, monitoring and controlling, and closing. In this activity, discuss with your teammates the detailed steps within each process group to create a plan that will produce the artifacts. Then decide who should take responsibility for which steps in creating the artifacts: Project Proposal, Budget, Work Breakdown Structure (WBS), and Training Module (for 3 person teams).

The **Initiation** step has been done by your instructor. Think of your instructor as the managing partner in an ICT consulting company which is responding to the client's RFP – Request for Proposal. The RFP is a standard method businesses use to find a consulting company who can deliver what the business needs. See the case study within the Final Project specifications for the client's needs.

See the detailed notes at the end of the lecture’s PowerPoint slide deck regarding a project's process groups. Also, <https://www.projectsmart.co.uk/understanding-the-project-management-triple-constraint.php> **has a nice summary and here** <https://canadabusiness.ca/managing-your-business/day-to-day-operations/operations-planning/completing-your-project-on-time-and-on-budget/>

Answer each question in a paragraph or using bullet points. Write, from your own point of view, about managing your own tasks from Plan through to Close and how you will work with your teammates.

Please delete this line and the above from your submission.

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Planning (25 points)  
🡺 What does this mean to you with respect to producing the artifacts for this assignment?

When a customer requests a project to be completed, we must state what is important. The main purpose of planning in this project is to plan the time and budget required to complete these artifacts. We will break down the project and identify the main components. We should plan how to estimate the budget, what tasks should be included, and how to divide the task resolution with the team members. This will make the target scale clearer and more predictable how long the project will take, enabling cost planning with efficient staffing.

🡺 How will you and your team member(s) know what is needed and what's to be done to complete the artifacts in response to the client's RFP?

1.Analyze the customer's RFP. Gather reference materials, identify the customer's needs and factors to consider.

2.The establishment of all objectives is specific, measurable, agreed on, realistic, and time based (S.M.A.R.T.) philosophy.

3.The scope of the project is comprehensively classified. Specify what will be carried out.

4.Balance budget, scope and labor rate.

5.Set who, how, and when the task is completed.

(The work must comply with the 8/80 rules for at least 8 hours and not more than 80 hours, which will not result in too much granularity or materialization.)

Executing (25 points)  
🡺 What does this mean to you with respect to producing the artifacts for this assignment?

This means that the plan related to the project is executed after obtaining approval from the client and team members for the cost/resource, schedule/time, range/quality.

🡺 How will you and your team member(s) create the content for the artifacts in response to the client's RFP? e.g. Is everyone clear about the scope of their individual tasks? Will the right tools, materials, and resources be available at the right time?

Controlling (25 points)  
🡺 What does this mean to you with respect to producing the artifacts for this assignment?

🡺 How will you and your team member(s) ensure tasks are completed as planned to complete the artifacts in response to the client's RFP?

Closing (25 points)  
🡺 What does this mean to you with respect to producing the artifacts for this assignment?

🡺 How will you and your team member(s) confirm you have completed the artifacts *on time & on budget* *with quality* for your manager to present in response to the client's RFP?