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**Project Management Process Groups**

Planning (25 points)  
🡺 What does this mean to you with respect to producing the artefacts for the Final Project?

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 group know what is needed, and what is to be done?

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 artefacts for the Final Project?

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. Ensure that the milestones specified in the planning phase are met and note the progress

🡺 How will you and your group create the project artefacts? 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?

1.Run the project based on the work breakdown schedule in the planning stage.

2.Check the team members' work style, milestones, and progress.

3.Check the problems that occur during the project.

Controlling (25 points)  
🡺 What does this mean to you with respect to producing the artefacts for the Final Project?

It means controlling a project. Continually monitor the performance of all activities (costs/resources, schedule/time, range/quality) and compare the results with those originally planned.

🡺 How will you and your group ensure tasks are completed as planned?

During the course of the project, the project manager shall frequently control, resolve various problems arising from the work, and correct the implementation process. And it is necessary to adjust the relocation plan according to the actual situation.

1.Determine the progress of the work.

2.Compare planned time with actual execution time.

3.Compare budget with actual cost.

4.Identify corrective actions when a problem occurs.

Closing (25 points)  
🡺 What does this mean to you with respect to producing the artefacts for the Final Project?

Project closing includes contract closing management and management finishing.  
The formal acceptance and termination of the project are included. Ensure that the completed project meets the contract requirements and standards. Subsequent administrative activities include keeping all documents and records recorded during the project and documenting lessons learned after a lapse in practice. These documents are intended for reference to other projects

🡺 How will you and your group confirm you have completed the project on time with the expected quality?

1.End of Contract: To settle each contract; to conclude each contract corresponding to the project.

2.Project closure: Completing all activities across all process groups, formally terminating a project or phase of a project.

3. Post-implementation review: This is an essential step in the project for the project team to learn from experience and apply to future projects. Usually, post-implementation reviews end by reporting good things and then analyzing errors that occurred while running a project to derive a solution.