🡺 Your name: Student No.: UserID:

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

The first step requires task decomposition. Prior to project task decomposition, the project was a general, fuzzy "black box." After the project task is decomposed, the goals of the project will be clearer, and at the same time, the project's workload and cost estimates will be more accurate. Through reasonable resource allocation, an effective schedule and cost plan can be formulated.

1) Identify and decompose the main components of the project.

2) Determine the decomposition criteria. Including the level of decomposition and the size requirements of the minimum unit of work.

3) Check whether the decomposition is detailed and whether it meets the decomposition criteria.

4) Determine project deliverables. Defining deliverables facilitates validation.

5) Verify the correctness of the decomposition.

6) After the work breakdown results are verified correctly, a numbering system needs to be established to distinguish each work unit.

🡺 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?

We need to reach some agreements with our customers, including:

1. Statement of corresponding work content

2. Customer requirements define good specifications and attributes

3. The client wants the team to provide some kind of work

4. Relevant information that customers need to provide

5. The client needs to summarize the relevant approval content

6. Payment methods that customers want to use

7. Schedule required for project completion

8. Format and content of application

9. Deadline for customers to submit applications

10. Evaluation criteria that may be included

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

1. Define the project scope and formulate an action plan to achieve the goal: prepare a project management plan and project documents to guide the implementation of the project

2. Complete the work identified in the project management plan and meet the project specifications: coordinate personnel and resources in accordance with the project management plan, manage stakeholder expectations, and integrate and implement project activities.

🡺 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?

As project information or features are collected and mastered, and major changes occur, the project may require further planning. The gradual refinement of the project management plan is called "progressive detail", which indicates that project planning and documentation are repeated hierarchical activities.

When planning a project, formulating a project management plan and project documents, the project team appropriately solicits the opinions of all stakeholders and encourages all stakeholders to participate.

The results of the implementation may trigger plan updates and baseline rebuilding. Deviations in implementation may affect the project management plan or project documents. Careful analysis is required and appropriate management responses are developed. Most of the project's budget will be spent in the execution process group.

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

Just as the supervisory institute is independent of the administrative system, its responsibility is to continuously monitor and control whether each process is in accordance with the original plan in the process. Once a deviation is found, the necessary measures must be taken immediately to bring the process back on track; however, if it cannot be restored, corrections or remedies must also be made to account for the impact of the new variables after they are added.

🡺 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?

While the project is being executed, the project manager must supervise and control, resolve various problems arising from the work at any time, and correct the implementation process. And need to adjust the previous plan according to the actual situation.

Supervision and control system and the "budget", "quality inspection" and "milestone" in the project supervision process are three very important aspects. Around these aspects, we need to establish a suitable supervision and control system.

Tips: Milestones (critical tasks that must be completed) are used to monitor the progress of the project. Strictly speaking, each task in the plan represents a milestone, but there are important points. More important milestones have a greater psychological impact on team members. Use them to revive morale and share encouraging words.

Monitoring of risks For the monitoring of risks, you can quantify and analyze the development trends of risks by quantifying key risk indicators, thereby predicting and warning the risks.

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

When the project reaches the final stage, in addition to using procurement management knowledge, the project manager conducts "contract settlement" (checking whether the work completed by the seller and the delivery results meet the project requirements and standards) and auditing the products or services purchased in the project. In addition to the review, the focus of this stage is to integrate management knowledge and translate the success and failure experiences learned by team members after the "end of each phase of the project / the end of the entire project" into a documented record and do It is a reference for other projects in the future.

🡺 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?

The project closeout includes the management of contract closeout and management closeout.

1. Closing the contract

The conclusion of the contract is to combine the contracts and settle the accounts, including the resolution of all outstanding matters. The closing of the contract requires a systematic review of the entire procurement process to find out the successes and failures that are worth learning from when purchasing other products of this project or other projects within the organization.

2. Management closeout

Management closeout involves the verification and archiving of project results in order to formalize the acceptance of project products by project stakeholders, including collecting project records, ensuring that products meet business requirements, and archiving project information, including project audits. Project acceptance shall verify whether all work or activities within the scope specified in the project plan have been completed, and whether the deliverables are satisfactory, and the verification results shall be recorded in the acceptance documents.