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

-Defining the concrete steps that will need to be accomplished in order to the client’s needs

-Important for later stages in project management, such as executing. Since how we will be able to accurately estimate budgets, when we don’t know what tasks should be included and the specifics for each problem.

-Planning also involves figuring out which team members will be assigned to which tasks, after the tasks are concretely defined. This will prevent duplication of work, and help create a realistic, agreed upon timeframe to divide the work needed to produce the artifacts.

🡺 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?

-Starting off by analyzing the client’s RFP, reading the case study, taking notes about the client’s expectations and factors the be considered, for an example in this case study the hardware, backup, security specifications the client requires

-With an understanding of the client’s RFP, create a Work Breakdown Schedule (WBS) to divide the larger problem to smaller tasks, like decomposition in computational thinking

-WBS is vital to planning step, which means a draft should be created early on by our team, because it allows us to identify the scope of the project, corrections can be made later

-Tasks identified by the WBS should follow the 8/80 rule, not less than 8 hours, not more than 80 hours, this way tasks are not too divided or not too unspecific

-Divide work among team members with S.M.A.R.T in consideration

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

-Executing requires researching the costs and time needed to purchase different hardware, and services needed to accomplish the objectives of this case study.

-Monitoring if the milestones specified during the planning stage is met, and make notes on progress, anything goes unplanned (tasks not being done in time, resources not being available)

🡺 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?

-Base execution of tasks on the WBS created during the planning stage

-Communication between team members on how their tasks are going along, whether the final assignment plan milestones are being met, and record how progress is going

-Record the problems run into during execution, as well as any observations as this will be useful to identify the variables that are causing the problems in the next stage (controlling), problems such as services no longer being available or going over budget

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

-Controlling involves looking at what is monitored during the execution, to figure out what the progress is in the current project

-It also involves looking at the issues run into during executing stage and figuring out corrections that can be made.

-For an example if a certain hardware is too costly, and a team member found and alternative that is less costly or works more efficiently, a correction can be made.

🡺 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?

-To ensure controlling works properly the observations on project progress and issues are properly and recorded in detail

-Compare what is currently done, with the task timeline established in the planning stage, if something unforeseen occurred, changes will be needed to be made to the WBS

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

-Look back at the issues that occurred during the executing stages, and fixes that were applied, to see if there are lessons to be learned that can be used in the future.

-Write a project proposal to properly create a summary of the thought process that went into creating a plan on how to achieve the clients RFP

🡺 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?

-Each member in the group will read the written summary to determine if they see any issues that need correction or further improvements that can be made before submission.