

## Project Proposal:

- Project Proposal is the initial document used to define an internal or external project.
- proposal includes sections such as title, start & end dates, objectives & goals, requirements & description of the proposed sol<sup>n</sup>.
- functions as working document bet<sup>n</sup> the agency & the client before a initiat<sup>n</sup> of the project.
- used to define the objectives & req<sup>s</sup> of a project for external party
- used to analyze the feasibility & profitability of the project.

## Effective Project Team:-

- Proj. includes the PM & group members who work together.
- It consists of PM, Project mgmt. staff & other team members → who are not directly involved with mgmt. but carry out the work related to the project.
- other team members are people from diff<sup>t</sup> teams with precise subject knowledge or req. skill set to carry out the work of project.
- the structure & characteristics of a project team usually vary, but the PM's role as the leader of the team remains constant.
- team should report to the PM & the org<sup>n</sup> structure of the project.



## Building effective project team:

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- Success of any project depends on the project team.

If the project team doesn't perform to the best of their ability then projects may fail.

- ① Establish the Team
- ② Provide Eff. Comm.
- ③ Encourage Collaborat<sup>n</sup>
- ④ Accept & Manage Problems
- ⑤ Recognition & Reward.

### \* Team Development & Growth:-

- For teams Any project team will be effective when people/members in the team work together to contribute collectively to produce outcome.
- initially you are not a team, you are just individuals assigned to work together.
- overtime you will ~~corregt~~ come to know each other, you will come to know what to expect from other, how to divide the work & assign tasks & how you will co-ordinate your work.
- through this process, you will begin to work as a team instead of indrigr<sup>o</sup>up of individuals.
- This process of learning to work together effectively is known as team development.

### \* Stages of Team Development:

#### ① Forming stage:

- ~~members within the team first come together to meet.~~ Team members discuss things like
- Team members are introduced. Roles and responsibilities are unclear.
- There is polite behavior, but people are cautious.



### ③ Norming Stage:

- team reached to a sense of unity & a consensus will be developed around who the leaders are, what everyone's role is → & what comes next.

- sense of bonding bet<sup>n</sup> team & more familiar with each other's personality.

### ④ Performing Stages:-

- team performance & productivity is high during this stage.

- everyone is fully committed to achieve goals.

- sense of focus, purpose & alignment from everyone on the team.

```

mov dl, 31h.
mov ah, 02h
int 21h
jmp space

```

```

zero: mov dl, 30h
      mov ah, 02h
      int 21h.

```

```

space: mov dl, ' '
       mov ah, 02h
       int 21h

```

```

       mov ah, 02h
       int 21h.

```

```

xor bx, 1

```

```

loop loops

```

```

mov ah, 4ch
int 21h.

```

### ⑤ Adjourning stage:

- terminal / ending stage.
- at this stage, most of the goals will be achieved.
- Project will be in wrapping state.
- final tasks & documentat<sup>n</sup> will be completed.

### ② Storming Stages:-

- conflicts may arise as team members push against boundaries, compete for roles & or challenge the project goals.