

Business Tools for Career Readiness



Project Management: The Basics for Success Module 1



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Initiating



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graph LR; A[Initiating] --> B[Planning]; B --> C[Executing]; C --> D[Controlling]; D --> E[Closing]
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Initiating

Planning

Executing

Controlling

Closing

Stakeholder

Individuals and organizations that are actively involved in the project or whose interests may be positively or negatively affected as a result of the project execution or project completion. They may also exert influence over the project and its results.

Customer

- One of the overall list of stakeholders.
- Special subset of stakeholder.
- Individual or group that receives the deliverables of the project.

Project Charter

- Agreement between all involved parties
- One location for all overview information
- Definition of the project
- Guide for the project activities

Example Project

Project: Remodel and expand the current sports stadium on a university campus.

The project will include:

- installing new turf
- putting in all new lighting
- adding 28% more seats
- constructing a new parking lot
- installing a new score board

Who might be included in the
Stakeholder List?

List at least 3 people or groups you think
might be interested in, involved with, or
affected by this project.

Who did you list?

- Students
- Faculty
- University President
- Athletic Department
- Home owners near the stadium
- City departments (streets, utilities, etc)
- And many others

Elements of the Charter and Scope Statements

Charter	Scope Statement
Project purpose or justification	Product scope description (progressively elaborated)
Measureable project objectives and related success criteria	Project deliverables
High-level requirements	Product user acceptance criteria
High-level project description, product characteristics	Project exclusions
Summary milestone schedule	Project constraints
High level risks	Project assumptions
Summary budget	
Project approval requirements (what constitutes success, who decides it, who signs off)	
Assigned project manager, responsibility and authority level	
Name and responsibility of the person(s) authorizing project charter	
Stakeholder list	

Table 5.1

Scope Statement

The description of the project scope, major deliverables, assumptions, and constraints

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The project will include:

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What are the major deliverables
for this project?

List at least 3 major deliverables for this
project.

What deliverables did you list?

- New turf
- New lighting
- New scoreboard
- Additional seating
- New parking lot

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