**Xidian University**

**School Of Computer Science And Technology**

Software Project Management

2018

Lab - 1

Lab1: Project Initiation Documents

1. Statement Purpose:

The main purpose of conducting this LAB is to give an idea about the project management documentation during the **Project Initiation Process**.

1. Activity Outcome:

Student will get familiar with How to Document:

1. Project Description
2. Business Case
3. Project Charter
4. Project Scope Statement
5. Team Contract
6. Instructor Note:
7. **Business Case <商业案例>:**

A Business Case helps to determine whether or not a project justifies an organizations investment into a project. The Business Case defines the problem and its impact and performs a Cost Benefit Analysis for the proposed solution. It also looks at possible alternative solutions. Often overlooked, the Business Case also checks to see that the project aligns with the organization’s strategic plans.

1. **Project Charter< 项目章程 >:**

The Project Charter formally authorize a project, it states the scope of the project, gives the Project Manager authority over the project, provides summary milestones, states the project budget and identifies funding sources.

1. **Project Scope Statement <项目范围说明书 >**

The Project Scope Statement provides a baseline understanding of the scope of a project to include the project’s scope and deliverables, the work required to complete the deliverables, and ensure a common understanding of the project’s scope among all stakeholders.

1. **Team Contract<团队契约 >:**

This contract can be used by a project team to agree upon about how they will work together.

1. Activities:
2. Complete the following document based on your project<ParkNShop> using the given templates.
   1. Project Description
   2. Business Case
   3. Project Charter
   4. Project Scope Management
   5. Team Contract
3. Reference:

Chapter-3, Information Technology Project Management, 8th Edition Kathy Schwalbe

1. Deadline:

2018-12-13