

**Name:** Pallerla Akshay Raj

**Project Management – OPIM 5270**

**Individual Paper – Project Priority Matrix**

**Topic / Question:**

For every project, there is a need to prioritize the three critical constraints (Time, Money, and Scope). Choose a project where you can introduce the use of the Priority Matrix to your project champion. Do your best to describe the Matrix's use to your project champion and then discuss how to apply it for that project. On the following page, describe how you conducted the conversation, what resistance you faced (if any) and how you handled it. Lastly, share what you learned from the experience. Indicate on this front page how your Priority Matrix looked once completed. Remember, this is not a hypothetical exercise. It needs to be a real conversation about a real project. It can be business or personal.

**Rubric:**

20% - Turned in on time

10% - Grammar

10% - Format

10% - Project defined

10% - Conversation with sponsor

10% - Priority Matrix used correctly

10% - Learning from exercise

10% - Table used correctly

10% - Creativity

**Limit your paper to two pages, beginning on the next page.**

**Format: Arial – 11 pt. 1 ½ line spacing.**

**Priority Matrix**

	High Most Constrained	Medium Some Constraint	Low Least Constrained
Scope	✓		
Time			✓
Money		✓	

**My Current Project:** My uncle owns a hospital, and he needs 10 new laptops for his staff by 28-FEB 2022. So, he asked me to buy these new laptops for his business purpose which will be replaced and are better in performance than the older ones. I took this situation as a project and role-played as a project manager. Here, I am the Project Manager, and my uncle is the champion for the project. Based on the discussion, following outcomes were assumed by me:

**Requirements from the champion:** There were different requirements from the champion, and I have included them in 3 categories. These categories are nothing but the goals of a project which are taken as attributes in my priority matrix. They are Time, Cost and Scope. My **time** to get the laptops is almost 3 weeks as they need to be bought by **28-FEB,2022**. The budget which can be afforded for these laptops is **\$8000 which is the cost** included in our project. The laptops were given some specifications as follows: (**Scope in our project**)

- a. **2 laptops with 8GB RAM, i7 processor and 250GB memory** for the front-desk receptionist.
- b. **8 laptops with 16GB RAM, i7 processor and 1TB memory** for Pharmacy and Pathology department. (Laptops equally distributed among both departments)

**Assumption of Project Manager based on the requirements discussion:**

During my requirements discussion, I was informed that all the aspects are important/highly constrained as he do not want to spoil things (as he is investing from his pocket). From the earlier discussion, I assumed that **cost is a high constraint factor** because most of the businesses do not want to spend unnecessary money, **scope as medium constraint** because I felt that the requirements are over-rated for a hospital department to use such high specification laptops (so I can buy low specification laptop to save cost) and **Time as low** constraint because 3 weeks time is enough to complete the project. To maintain transparency and clear my understanding, I scheduled a discussion with my uncle where I explained him the importance of the priority matrix tool. He was dicey to implement this tool and discuss the points but I put-forth some questions to make him realize the way priority matrix solves problems. He was thinking that I am planning something in the background which might lead things in a negative way. I asked him some questions like:

- What if the laptops are not available with mentioned specifications? Can we go with buying the ones with lower specifications (concerns flexibility in scope) or wait for the item to be available (concerns flexibility in time)
- Does he need any extra warranty options for the laptop (Might cost a bit more for buying extended warranty to the item but is he okay to increase budget)
- Does he need the speed delivery option (increasing cost but saves time)?

- Some vendors provide discounts for bulk order. What if the discount giving vendor do not have enough laptops for our purchase but asks some more time to make them available (Saving cost at expense of time)

After further discussions, my champion liked the priority matrix discussion and was ready to practice this method personally. After many discussions, I was able to conclude the following:

**Cost:** If the required laptops does not fit in the budget, then the champion is ready to fund some additional amount in the budget till \$500 and was ready to take up the extended warranty option if it falls in the budget. The champion conveyed that scope is important to him and hence was able to be a bit flexible in the cost constraints. **Hence, the cost can be a medium constraint.**

**Scope:** Although I first assumed that the requirements are over-rated, but the champion is strong about the opinion of using the laptops in hospital and so made his point clear that he is not going to compromise in the requirements. **Hence the scope can be a high constraint.**

**Time:** The champion is fine if the devices are delivered a bit late from the given deadline as he mentioned that he had the older systems through which he can manage things for a period of time if late. So, we decided to chose normal delivery options and select a vendor who can give us good discounts on our bulk order. Here, we have a flexibility to wait for some period if the vendor wants some more time to make the laptops available for delivery on a condition that he agrees discount for bulk order. **Hence the time factor can be a least constraint factor.**

### **Conclusion and lessons learnt:**

Healthy discussions are always something which gives us a fruitful result. The more valid questions you discuss with the champion the clearer we are for a successful project execution.

**Never make self-assumptions on your own based on the requirements and it is always good to discuss the project priorities with the champion.** As we can see from the example above, **I first assumed that the cost is highly constrained, scope is medium constrained, and the time is low constrained.** It was good that I had a discussion with my uncle about the priorities and **realized that cost is medium constrained, scope is highly constrained, and time is low constrained.** If I had not had a discussion with the champion, then my assumptions would have been a major part in project failure (I would have bought low specification laptops for cost saving). Priority matrix is such a good tool that it brings one to a common page with the champion for project success and I personally will equip this method when I come across tough situations even in personal life or professional life.