**Integrated** **Project Plan Assignment:**

**Part 1 -- Create integrated project plan document and scope document**

* Using the attached Table of Contents document as a guide, you will begin compiling the different components of your integrated project plan.
* Submit any questions you may have to better define the project through "Ask the Sponsor".
* Based on your review of the project case study, create a scope document using the attached template to include in your integrated project plan.

**Part 2 -- Create Stakeholder Register – by Friday – ask sponsor in class - Cristina**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder Position/Role** | **Type of Stakeholder** | **Stakeholder Expectation(s)** | **Stakeholder Interest(s)** | **Influence on Project Result** | **Stakeholder management strategies** |
| *Position in the organization or role in project* | *Internal or External* | *High level needs or expectations for the project and/or product* | *High/ Med/Low* | *Supporter/Opposed/ Neutral* | *Strategies and tactics to maximize positive stakeholder influence and minimize or neutralize negative stakeholder influence.* |

* Using the attached Stakeholder Register as a guide, work to identify and analyze project stakeholders.
* Be sure to integrate these stakeholders and your engagement plan into other sections of the IPP.
* You have only been provided a limited amount of information as part of this case study, so you will need to fill in the gaps in a realistic manner.

**Part 3 -- Insert Milestone List**

* Based on your Project Schedule developed in MsProject, update and insert the Milestone List into the Integrated Project Plan

**Part 4 -- Insert Summary of Schedule**

* Using either the phases or high level deliverables from your WBS, enter a summary of your project schedule into your Project Plan document
* Include the following information: Phase / Deliverable, Beg. Date, End Date,
* This section will be used later when we create a schedule for risk management, cash flow needs, performance evaluation, and other such items
* You will attach your MsProject file in a separate assignment link; but in the actually body of your project plan, you need to include the information listed above.
* Be sure you have resolved resource over/under allocation based on the availability of your resources.
* **Hint:** You can roll up your WBS in MsProject to capture this information at the summary task level;

**Part 5 -- Insert WBS**

* By either exporting the WBS from MsProject in a graphical format or copying it in a coded, outline format, insert your WBS into the Integrated Project Plan (do not include dates, durations, or the like; only include deliverables and the WBS code; *no activities should be included)*

**Part 6 -- Create a Cost Statement and Insert Cost Estimates for Project from Microsoft Project work.**

* You have been given a budget in your case study, and you need to determine if that is a realistic budget.
* You need to prepare a level cost estimate considering the major deliverables and activities contained within your WBS.
* Based on this weeks lectures and reading materials, your team needs to decide a way of developing this cost estimate.
* Create a brief cost statement that describes the approach used by the team and any assumptions relied upon when creating the cost estimates for your project
* Using your work in MPP, create a cost estimate organized either by major deliverables or major phases of your your WBS.
* Make sure you consider all the major areas of this project into account: logistics (travel, lodging, food), consulting fees, support team costs, etc.
* Use your resource loaded schedule (addressing any over-allocation) with the assigned effort, quantity and rates, to develop a clearer idea of the costs associated with your project.
* As part of this portion, be sure to include a statement as to whether or not you initially believe that the budget provided will be sufficient.

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**Part 7 -- Communications Plan – By Friday – Anna and Stella**

Based on the material covered in Week 5 Lesson on communications create a communications management plan, which includes the following items:

* Communication Matrix as presented in lesson that captures relevant information
* Description of how the communication plan and matrix will be executed by the project team. For instance, who will be responsible for approving messages, sending messages, receiving and coordinating messages? This should be a paragraph or two separate from your matrix that describes how the plan set forth in the matrix will be executed. This must be included in addition to the communication matrix.

**Part 8 -- Ethics Statement**

This section is not in your original Table of Contents for the Integrated Project Plan, so you will need to add a section at the end of the document. Based on your individual research for your own ethics presentation, I want your team to collaborate on an ethics statement for this project. This need only be a few paragraphs in length, but it should reflect the way that you will treat others, handle resources and conflict, and engage in the work of the project.

**Assignment Summary**

The following sections should be completed in your IPP submission:

* Scope Statement
* Summary of WBS
* Stakeholder Register
* Milestone List (updated and confirmed based on schedule)
* Summary of Project Schedule
* Initial Cost Statement & Cost Estimate
* Communication Plan
* Ethics Policy

**Note on Grading:**

If any elements are missing or do not follow the specific instructions given above, you cannot earn an 'A' on this assignment. An assignment must meet all the specific requirements above to be eligible to receive an 'A'. However, meeting those guidelines does not guarantee an 'A', but makes earning an 'A' possible. An 'A' grade is only assigned to work that is of excellent quality both in its content and presentation.