

## ✓ Congratulations! You passed!

Grade received **100%** To pass 80% or higher

[Go to next item](#)

- To pass this practice quiz, you must receive at least 80%, or 4 out of 5 points, by completing the activity and answering corresponding quiz questions. You can learn more about the graded and practice items in the [Course Overview](#).

1 / 1 point

### Activity Overview

In this activity, you will identify project tasks by reviewing project and company documents. Then you will draft the project plan for Sauce & Spoon's tabletop menu tablets project.

### Scenario

Review the scenario below. Then complete the step-by-step instructions.

Peta, the new in-house project manager for Sauce & Spoon restaurants, has finished drafting the project charter for their tabletop menu tablets project. Her next step is to identify tasks to include in a project plan that will help her team reach the project's goals.

To identify project tasks, Peta spends some time reviewing project documentation for the current tablet project. She also examines the project plan from a completed Sauce & Spoon project for information that could help the team complete the tablet rollout.

### Step-By-Step Instructions

#### Step 1: Access the template

Click the link to create a copy of the template. If you don't have a Google account, download the template directly from the attachment below.

Link to template: [Project Plan Template](#)

OR

Download template:



**Activity Template\_ Project plan**  
XLSX File

#### Step 2: Access the supporting materials

The following supporting materials will help you complete this activity. Keep them open as you proceed to the next steps. Each link will open a new Coursera tab.

- Project Charter: Review your completed project charter from Week 1
- [Historical Project Plan](#)
- [Email Exchange: Tablet Logistics](#)

**Note:** To review supporting materials introduced in earlier activities, you can find them in the [Resources section](#).

#### Step 3: Make a list of 10 tasks

Review the project charter, historical project plan, and email exchange and identify 10 tasks that might be required for the tablet rollout project. Identify at least one task from each supporting document. Remember that **project tasks** refer to activities that need to be accomplished within a set period of time, which eventually lead to the completion of a milestone.

Then, add the tasks to the **Task Brainstorm** tab of your project plan in the **Task** column.

As you add your tasks, ask yourself the following **Guiding Tips and Questions**:

- Are there multiple tasks implied by a single sentence? For example, "Launch a reservation system" implies that the team selected, installed, tested, and then launched the reservation system.
- Always ask yourself what decisions might need to be made before an action is taken and what testing might need to be done to verify the success of that action. These decisions and tests might also be considered tasks for the project plan.

#### Step 4: Save your work

Be sure to save the project plan you updated for this activity. You will revise and refine project artifacts, including the project plan, as you progress through the course.

#### Pro Tip: Save the template

Finally, be sure to save the template you used to complete this activity for further practice or to use in your own personal or professional projects. These templates will be useful as you put together a portfolio of project management artifacts that you can speak to in an interview to demonstrate your experience to potential employers.

## What to Include in Your Response

Be sure to include the following elements in your project plan:

- At least 10 project tasks from the supporting materials (including at least one task from each supporting document)

## Did you complete this activity?

- ☒ Yes
- ☐ No

✔ **Correct**

Thank you for completing this activity! Reviewing documentation from past and current projects can help you identify important tasks. Review the quiz feedback below to find out how you did.

2. What are some resources you can consult to find tasks to add to a project plan? Select all that apply.

1 / 1 point

- ☒ Relevant work documents, like emails or meeting notes

✔ **Correct**

These are some of the items you can consult to identify project tasks.

- ☒ Project plans used in the past for similar projects

✔ **Correct**

These are some of the items you can consult to identify project tasks.

- ☐ Customer surveys

- ☒ The project charter

✔ **Correct**

This is one of the items you can consult to identify project tasks.

3. Which of these tasks might you identify from your Sauce & Spoon menu tablets project charter? Select all that apply.

1 / 1 point

- ☒ Implement a post-dining survey to assess customer satisfaction

✔ **Correct**

As a core deliverable of the project, this is one of the tasks that might be identified from the project charter.

- ☒ Train management, FOH staff, and BOH staff

✔ **Correct**

As a core deliverable of the project, this is one of the tasks that might be identified from the project charter.

- ☒ Install tablets in the bar areas at the Downtown and North restaurant locations

✔ **Correct**

As a core deliverable of the project, this is one of the tasks that might be identified from the project charter.

- ☐ Add a reservation booking feature to the tablets

4. Which of the following tasks from the historical project plan could be helpful for the tablet project? Select all that apply.

1 / 1 point

- ☐ Test out reservation systems

- ☒ Generate quotes and review costs

✔ **Correct**

Generating quotes and reviewing costs ensures that a project stays within budget, so this is a task you can pull from the historical project plan.

- ☒ Create a launch day plan: staffing, troubleshooting, etc.

✔ **Correct**

The tablet project needs a launch day plan, so this is a task you can pull from the historical project plan.

- ☒ Create contracts and statements of work for vendors

✔ **Correct**

The tablet project likely involves working with external vendors, so this is a task you can pull from the historical project plan.

5. Which of the following project tasks can you identify from the email exchange about tablet logistics? Select all that apply.

1 / 1 point

☒ Train the staff to update the menu

✓ **Correct**

This is one of the tasks you can identify from the email exchange.

☐ Train general managers how to enter payroll

☒ Schedule an electrician

✓ **Correct**

This is one of the tasks you can identify from the email exchange.

☒ Connect the Sauce & Spoon marketing team with Terrific Tablets for branding

✓ **Correct**

This is one of the tasks you can identify from the email exchange.