

### 1.一句话描述项目目标：

The project goal is .....

The project's aim is to.....

The goal of the project is to.....

2.一句话描述你在项目中的角色，3-4 句话详细描述在五大过程组中，你参与、负责的主要工作。此部分是审核中的重点（PMI 要求按照 5 个阶段的格式呈现，每个阶段做了什么样的工作。但不一定参与到所有的过程中，主要描述某几个过程的主要的职责即可）五大过程组的工作描述在最后。

As the project leader ,my major responsibility is .....In initiating progress, I .....

I work as the project manager, joined the process from.....(哪个过程组)to..... (哪个过程组) stage.

I was a project manager and in charge of the whole project.

### 3.一句话描述整个项目的最终成果。

After the project,the system put into use successfully.

The system is composed of ....

### 4.一句话描述你在项目中的收获。

After the project, I have learnt..... ( how to set up a good working environment; and negotiate for the best people. )

Especially, I learnt ..... ( how to keep the team motivated and deal with any conflicts that happen along the way. )

五大过程组，每个过程组的工作描述翻译

## 启动过程组 Initiating the Project

Defining the project scope

obtaining approval from stakeholders.

Perform project assessment;

define the high-level scope of the project;

perform key stakeholder analysis;

identify and document high-level risks, assumptions, and constraints;

develop and obtain approval for the project charter.

## 规划过程组

### Planning the Project

Preparing the project plan and developing the work breakdown structure.

Assess detailed project requirements, constraints, and assumptions with stakeholders

create the work breakdown structure;

develop a project schedule

develop budget, human resource management, communication, procurement,

quality management, change management, and risk management plans

present the project plan to the key stakeholders

conduct a kick-off meeting.

## 执行过程组 Executing the Project

Performing the work necessary to achieve the stated objectives of the project.

Obtain and manage project resources

execute the tasks as defined in the project plan

implement the quality management plan

implement approved changes according to the change management plan

implement approved actions by following the risk management plan

maximize team performance.

控制过程组 Controlling and Monitoring the Project

Monitoring project progress, managing change and risk, and communicating project status.

Measure project performance using appropriate tools and techniques; manage changes to the project scope, schedule, and costs

ensure that project deliverables conform to the quality standards

update the risk register and risk response plan

assess corrective actions on the issue register

communicate project status to stakeholders.

收尾过程组 Closing the Project

Finalizing all project activities, archiving documents, obtaining acceptance for deliverables, and communicating project closure.

Obtain final acceptance of the project deliverables

transfer the ownership of deliverables

obtain financial, legal, and administrative closure

distribute the final project report

collate lessons learned; archive project documents and materials

measure customer satisfaction.