**TUTORIAL 4**

1. A project has reached its critical stage now and the senior project manager wants you to invite all stakeholders to attend this meeting to discuss some critical issues. Before calling the meeting, you have to schedule the meeting first. Produce a WBS for “schedule a meeting”. Make sure you have at least 2 levels in the WBS (excluding level 0) expanding from some level 1 item.
2. Schedule a meeting

1. Identify list of attendees

2. Determine meeting duration

2.1 Get a list of important agenda

2.2 Estimate the time need for each agenda

3. Determine meeting time and date

4. Identify a meeting room

4.1 Identify member of attendees

4.2 Identify required equipment

4.3 Identify seating order

4.4 Find a meeting room

5. Notify attendees the time, date and place, etc.

1. Which tool or technique for collecting requirements is often the most expensive and time consuming?
2. Interview b) focus group c) surveys d) observation
3. Which tool or technique for collecting requirements is often the least expensive and least time consuming?
4. Interview b) questionnaire c) prototype d) observation
5. Assume you have a project with major categories called planning, analysis, design, coding, and testing. What level of the WBS would these items fall under?
6. Level 0 b) Level 1 c) Level 2 d) Level 3

Level 0 is the thing that you are doing, like mobile application

1. Assume your WBS has maximum 4 levels (starts with level 0). What level would “black-box testing” fall under?
2. Level 0 b) Level 1 c) Level 2 d) Level 3

It is the smallest possible deliverable.

1. Scope \_\_\_\_\_\_\_\_\_\_\_ is often achieved by a customer inspection and then sign-off on key deliverables.
2. verification b) validation c) completion d) close-out
3. Briefly describe the following terms concerning project scope management.
4. Analogy approach : review WBSs of similar projects and tailor to your project
5. Top-down approach : start with the largest items of the project and break them down
6. Prototyping : is a sample program.