

**Project Management BT 353**  
**Spring 2020 Midterm**

*Please type answer(s). Space provided is not indicative of answer length.*

**Questions 1 – 10 Value: 5 points each**

**1. Define “stakeholder” and provide four (4) examples.**

A Stakeholder is anyone who is involved in a project or is impacted by the project.

A few examples of stakeholders are...

- *The Customer*: the main person who commissions & usually pays for project.
- *The Project-Users*: anyone who will use or attend the finished project.
- *Any Sponsor*: those who approved/ helped fund the project in anyway.
- *The Project Team*: those working to achieve to project goal including the Project Manager and Subject Matter Experts.

**2. Name four (4) rules of Project Management:**

1. Develop and fully understand a detailed project scope and requirements of the stakeholders including time, cost, and risks.
2. Formulate the best possible project team specifically for the project.
3. Develop a detailed and feasible timeline for the project
4. Ensure all stakeholder requirements are met, and every milestone of timeline is met and executed on time.

**3. Which key elements should your timetable include?**

The timetable should include all milestones of the project from the start date of planning the project through execution and cleanup. These milestones should include any due dates of tasks or deliverables for the project including permits, documentations, marketing and planning. It should also include any rain-dates for any events.

**4. What qualities should you look for in selecting Project Team members?**

While selecting team members it is always important to select the best people for the specific project. However, a great project team member should be an excellent communicator who is highly organized with attention to details. These qualities will ensure transparency between the team and that due dates/requirements are met. A great member would also be confident in their own work and ability, and in their knowledge of expertise to ensure client trust.

**5. What are the main functions of the Project Manager/Leader?**

The Project manager is key individual who leads and directs the Project Team Members to ensure the correct delivery of the project. They should schedule and manage of activity and time of the team, so priorities are made deadlines are met. Project Managers also must help make decisions relating to cost, performance, and important “Go/No-Go” decisions.

**6. Which is the most important element in the Project Management process?**

**Answer:** C – without fully understanding the project requirements and scope, a proper team cannot be formed with correct SMEs, important details of timeline can be missed or excluded, and you cannot achieve due diligence without a proper understanding of what must be done.

- A. Due Diligence
- B. Developing a Feasible Timeline
- C. Assembling a team of subject matter experts
- D. Full understanding of the project requirements
- E. All of the above

**7. As a presenter/SME, what should you not do during Project Presentation Q&A?**

As a presenter or SME, the worst thing to do during Q&A’s is to come off uncertain. The tone of your voice, posture, long silence or overuse of filler words will appear unprofessional and unreliable to the stakeholders.

**8. From United Water’s perspective, what were the lessons learned from the Atlanta Water Project?**

After rushing the bidding process to beat competitors while failing to properly understand the scope and cost of the failed Atlanta Water Project, United Water learned a few valuable lessons. The most important lesson taken away was the importance of thorough risk-assessment. Without it, United Waters failed to properly assess the cost of the project and the resources they needed for it. Because of this, United failed to meet requirements and Atlanta’s water quality drastically decreased. In addition to risk assessment, United Water also learned the need for community outreach for better access to resources including help of local private businesses.

**9. What is the value of developing a public/community relations plan in conjunction with your proposal?**

Developing a public/community relations plan along with your proposal is important not only because it creates a reputation and engagement with the community, but also can allow for better infrastructure plans, crisis management and the risk assessment of them. All of which United Water’s failed to do with the Atlanta Water Project.

**10. What are three biggest determinants in coming to a Go Decision?**

*Need logic benefits*

1. Infeasible project or timeline - **Logic**
2. Lack of funds/resources - **Needs**
3. If the cost is not worth the payoff (revenue vs. building portfolio) - **Benefits**

*Provide a one (1) paragraph summary of your Project Team's proposal. Include your Team Name and Project Name*

**Question Value: 25 points**

ChariTunes Inc. – Music Festival

On Friday July 30<sup>th</sup> and Saturday July 31<sup>st</sup>, 2021, ChariTunes Inc will organize and hold a music festival on Governors Island. This family-friendly music festival will be one for the community. Up-and-coming to well-known local artists, will perform on one of two stages. Expecting approximately 20,000 attendees, the stage will be set up in either the east side of the play lawn or west side of the parade grounds, along with a smaller one in either Nolan park or Hammock groove. Folding chairs, water and food trucks will be available to the attendees. All equipment, emergency resources and attendees will arrive and leave via ferry from Manhattan and Brooklyn and pass through security check points. On the island, emergency vehicles and food trucks will be placed for easily accessibility, and golf carts will be used to transport equipment and performers around the island. With an expected budget totaling \$5,127,000, each ticket will be priced at \$175, and any profit will be donated to underfunded arts programs in NYC school districts

*Provide the Needs/Logic/Benefits Table for two (2) of the Projects listed below. N/L/B list should be at least three (3) each. May use an additional page to create the table.*

**Question Value: 25 points**

1. *Life Skills Course for Graduating Seniors*
2. *Stevens' Student Mentoring Program for Hoboken High School*
3. *Storm Evacuation Plan for Stevens' Residence*

*Life Skills Course for Graduating Seniors*

Need	Logic	Benefit
Life skills course outline	Determines the best life-skills helpful to teach, assigns appropriate materials and assignments	Provides valuable information for life in an organized and detailed fashion to better prepare students for life after college.
Staff	Knowledgeful Stevens staff, Q&A's, provide personal experience	Provides a personal explanation of skills, allows for questions and answers for students for better understanding and explanation
Stevens	Students are well-rounded and intelligent students, about to graduate and live on their own, in need of life-skills	Will better fully develop Stevens students, improve reputation of graduates and can improve success of graduates after college.

*Storm Evacuation Plan for Stevens' Residence*

Need	Logic	Benefit
Emergency Plan	Sets organized escape routes for parts of city	Efficient and safer community evacuation execution in case of an emergency
Police & Fire Department	Quick response, control of public, resources for emergency, respond to dangers	Better organization and direction of Stevens during emergency, reliable response and protection of people
Community Outreach	Informs the Stevens students and employees	Provides clear and safe directions for community to follow during emergency. Creates community trust in Stevens for safety.

"I pledge my honor that I have abided by the Stevens Honor System." – Julia Nelson