**Project Title:** MBA615 Course Textbook Upgrade

**Project Start Date:** 1 January 2015 **Project Finish Date:** 31 December 2015

**Project Manager:** Stanley Murphy

**Project Objectives:** To upgrade the current MBA615 Information Technology Project Management 5th Edition and Harvard Business Review (HBR) Guide to Project Management course books, along with the course curriculum. Upgrades will affect the course books, PowerPoint presentations and class course files.

**Approach:**

* Inventory current books to establish new volume of updated course curriculum books
* Choose Project Team
* Develop budget to determine costs

**Roles and Responsibilities**

Name Role Responsibility

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| **Roles and Responsibilities** | | |
| **Name** | **Role** | **Responsibility** |
| LeDon Jones | CEO | Project Sponsor |
| Stanley Murphy | Project Manager | Monitor Project, provide staff |
| Megha Bhagat | Purchasing Manager | Assist in purchasing books |
| Michael Fetick | Human Resources Manager | Provide staff, issues memos about project |
| Gabriel Ramirez | Lead Librarian | Provide information about books stock and restocking |

**Sign-off:** Signatures of stakeholders

LeDon Jones Megha Bhagat

Stanley Murphy Micheal Fetick

Gabriel Ramirez

**Comments:**

This project MUST be completed within one year.

Project should have adequate resources, however overtime will be provided if needed.

SWOT Analysis for presentation