* Hint: Answer all the following questions in “one word document named properly to reflect your name + course code with section + week of the course + file contents”.

**Project management processes for your final assignment:***Although collaboration with your final assignment team is part of this activity, submissions are individual.*

In the lecture, we talked about the typical processes in project management. In this activity and considering your final assignment as a project, discuss with your teammates and write, from your own point of view, about the processes of managing yourCPR101 assignment from Plan through to Close.   
**Note:*not* the case study’s project but your CPR101 student project.**

The **Initiation**step has beendone by your project sponsor (your instructor) in the specifications to the final CPR101 assignment.

How will you and your team get your final CPT101 project done using the **planning, executing, controlling, and closing**processes. This is your preparation for assignment Deliverable #1:*what*needs to be done and *who* does it. This activity is about *how* you and your team will complete the course assignment (not the client’s project).

See the detailed notes at the end of the lecture’s PowerPoint slide deck.

Answer each question in a short paragraph or using bullet points.

**Planning (25 points)  
🡺 What does this mean to you?   
🡺 How will you and your team do this to complete the CPR101 assignment?**

Planning phase is definitely a crucial phase in the project management. A plan we initiate, our note describes it as, “a very high-level” plan which the team members has to carefully define and understand what the problem is, and it has to be approved by the majority of your team. I believe that a very skilled team who can clearly define a problem has a higher chance for success. In addition, it is very important that an assigned project manager ensure the project’s objective throughout the development and also needs to lead them team to clearly define the scope of the project.

**Executing (25 points)  
🡺 What does this mean to you?  
🡺 How will you and your team do this to complete the CPR101 assignment?**

Executing phase follows two methods from the planning phase, and our note describes that there are two approaches where a project manager and his/her team could set up and deliver schedules to each individual. One way is to make up a Work Breakdown Schedule (WBS), which “breaks the project into tasks with costs or estimated hours producing measurable deliverables”. The other way is by formulating a Gantt chart, which provides the team an “overall timeline for work-packages to be assigned to people or technical roles”.

I believe that these two methods need to work in conjunction to each other, as both provide the detailed and well-constructed assigned schedule and tasks to each team member. Especially, the WBS provides a comprehensive classification of project scope, which keeps members on the same page and allows them to work towards the same goals. A Gantt chart is also just as important as WBS, where it gives the clear insight of which specific items and activities are going to be implemented in a project. Both WBS and Gantt chart work together to ensure efficiency and productivity for the team.

Going into the actual topic of Executing phase, our note describes that a role that the project manager takes is very important and also the management is a high-stake role during this phase. I truly agree with this because when it comes to executing a project, the project manager has to carefully deliver the estimated cost and time while keeping accountable with the approved project budget and resources. One can’t really neglect or skip through each process, but needs to carefully monitor that every assigned task gets quality checked and completed appropriately on time.

**Controlling (25 points)  
🡺 What does this mean to you?   
🡺 How will you and your team do this to complete the CPR101 assignment?**

This is the reason why the company needs to hire and assign an appropriate and skilled project manager to a team, and the manager needs to ensure that the project development begins strong during the planning phase. Without the strong foundation established by the manager’s guidance and encouragement, the team is going to encounter more complex problems (whether it would be development-related or synergy-related) in the future.

Monitoring performance, monitoring variables, and identifying corrective actions; not only they ensure the quality check on every activity and process being during the phase, but it also helps prevent and cover many uncertainties or potential problems in regards to project development. Because there are more than one person working and collaborating ideas and tasks with each other, one can always expect unforeseen incidents to happen during the course of activities. Therefore, it is crucial that the project manager to critically analyze and evaluate as each process and activity is being developed during the controlling phase.

**Closing (25 points)  
🡺 What does this mean to you?  
🡺 How will you and your team do this to complete the CPR101 assignment?**

This particular phase, to me, it means that the project manager declares and formally close the project and then report its overall level of completion and success to their sponsor. It still requires a high-level handling over the deliverables to their client, passing the final and completed documentation, and cancelling supplier contracts and releasing staff/equipment. In addition, a team might run a process-analysis session to support each other’s success, share praises, or share ideas for the next future project. Therefore, the closure of the project does not mean the complete end of the project or end of the current subject of topic a team is working on, but it actually means for a team to develop further and enhance individual ideas and skills to prepare for the next successful project.