Planning a Project Assignment

Goal

Become familiar with Project Initiation & Planning (PIP).

At this point in the project, Project Managers define the business problem that the project will solve (Problem Definition), define exactly the responsibilities of the project team (Statement of Work), break the software project down into tasks (Work Breakdown Structure), assign duration & responsibility for each task, then create visual aids that help with project scheduling & management (Gantt & PERT/CPM charts).

Deliverables

- Problem Definition
- Statement of Work (SOW)
- Work Breakdown Structure (WBS)
- Gantt Chart
- PERT/CPM Chart

Requirement 1

Problem Definition

This document defines the business problem that the software project is intended to solve. As with most deliverables, it comes in many forms, & the final form will depend on the client.

Find & submit 2 or 3 examples of a Problem Definition document, preferably from a software project. Explain why this document is important to a software development project.

Requirement 2

Statement of Work

This document outlines the responsibilities of the project team. It is a contract between the client and the project team that defines the scope of the project, exactly what the team will and will not do & for what price. When there are disputes during or after a project, the Statement of Work is often cited in settlements.

Here is an extremely detailed SOW example from the government, the GSA:

https://www.gsa.gov/portal/mediaId/179967/fileName/SOW_Software_Application_and_Web-based_Service_Interface_FINAL.action"https://www.gsa.gov/portal/mediaId/179967/fileName/SOW_Software_Application_and_Web-based_Service_Interface_FINAL.action

Find & submit 2 or 3 other examples of a Statement of Work, preferably from a software project. Explain which form you might prefer if you were a risk-averse Project manager.

Requirement 3

Work Breakdown Structure (WBS)

This document shows each separate project task and is used to develop the project's schedule.

Here is an example that shows the tasks broken down in several different views:

http://www.projectmanagementdocs.com/project-planning-templates/work-breakdown-structure-wbs.html#axzz4Vkf7iJhw"http://www.projectmanagementdocs.com/project-planning-templates/work-breakdown-structure-wbs.html#axzz4Vkf7iJhw

Planning a wedding often has as many tasks & subtasks as a complex software project. As you know, Pippa Middleton's wedding was on May 20th, 2017. Pippa's wedding planner broke the wedding into 230 tasks! You're required to create a WBS for your own wedding, real or imagined. Please limit your WBS to under 50 tasks. Assign an estimated duration & team member responsibility to each task & subtask.

Requirement 4

Gantt and PERT/CPM Charts

Gantt charts are useful in planning & maintaining the project schedule, & they provide great timeline representations during project presentations. The purpose of a PERT chart is to identify tasks that are on the "critical path". If a task on the critical

path falls behind during the project, the project manager knows that the whole project will be delayed.

Using your WBS from #3 above, create a Gantt chart & a PERT chart for your wedding. If possible, use Microsoft Project to create these charts...because that would be one more skill to add to your resume/portfolio. But I will accept these in any form, even scanned hand drawings on cocktail napkins.