**3/23/21 PM Meeting Notes**

Global Green Books Publishing Budget Development:

* An in-depth look at budget detail with a different way of determining overhead
* Review rubric and follow instructions explicitly
* Need to revise some formulas in spreadsheet to reflect case study conditions

DroneTech #4:

* Setting baseline, status date, and project progress
  + Baseline set in MSP
  + Status date July 30, 2021
  + Set entire project complete to 40%
* MSP creates 3 tables of interest
  + Earned value, cost indicator, schedule indicator tables (review carefully)
* Create presentation explaining progress and/or problems with project at 40% completion
* Goal: use data in above tables plus any other needed information to present and discuss plausible explanations for your progress (or lack thereof) within context of case study (be creative)
* Keep all discussions in layman’s terms (no jargon)
* Client is looking for information in terms of time, cost, risk, financial exposure, etc.
* Be mindful of what you tell your client (Do you really want to tell them you are behind because you don’t have the resources to deliver the project?)
* Explain what you see in reasonable pm terms without jargon
* Cost being over budget is probably not going to be a problem with the project; project will probably have schedule problems