COMP2910

Project Management Lab #2

April 28, 2016

## Learning Objectives and Tasks:

* Teams use structured meeting techniques (suggest ~45 min)
  + To brainstorm remaining details of project
  + Describe main ideas
  + Key selling points
  + Other initiation phase components (to put into Project Summary)
  + Take notes
  + Roles: facilitator, timer, recorder
* Teams work on creating their 30 second pitch. (suggest ~ 45-60 minutes)
  + Create script
  + Practice/produce
  + Trial run
  + Be creative, have fun!

## Project Initiation

Recall Initiating Phase key components (see lecture notes for reference):

1. Problem Statement
2. Project Goal and Objectives
3. Choose a Strategy
4. Gather Requirements
5. Deliverables and Success Criteria
6. Assumptions and Risks
7. Scope
8. Stakeholders
9. Team Charter
10. Approval

As you discuss your project ideas, make notes about points in each of the above categories. Your pitch will only include a subset of those details. Your Project Summary will include all, documented in a succinct, professional way.

## Notes:

* After Friday’s “30-Second Pitch”, your project may need changes.
* Be prepared to meet as needed to re-define your project.
* Incorporate changes into your “One-Page Project Summary”, which you will both present AND submit next Monday.