**Unit 2 - Activity 3 - Project Management Worksheet**

You are recently appointed as Project Manager for Valika Solutions Inc. You are assigned by CEO to explain the employees the basic project management terms using power point presentation. The terms needed to be explained are:

1. Project management
2. Scope document
3. Task, deliverable and schedules
4. Project plan which consists of software meets user needs meeting quality budget and timelines
5. Produce software according to specifications such as coding, testing and deploying, How to create user documentation and training materials.