**Breakdown Assignment 2**

**We must use PowerPoint**

**We must ALL speak for an equal amount of time**

**We have 10 minutes and will be told to stop if we go any longer.**

**ONE team member introduces and concludes the presentation.**

*Purpose of the assignment is to demonstrate to the tutor that our team knows where the project is headed and its scope.*

To do:

* **Project Charter *[Sam]***
  + Project Description
  + Project purpose
  + Project objectives
  + Criteria for successful delivery
* **Requirements analysis *[Dave]***
  + Identification
  + Analysis
  + Prioritisation
* **Scope management plan 1 *[Tom]***
  + Scope definition
  + Scope management approach
  + Roles and Responsibilities **(of team members)**
* **Scope management plan 2 *[Josh]***
  + Project deliverables (what we are doing)
  + Work Breakdown Structure Diagram (includes THREE key tasks)
* **Stakeholder management strategy *[Noel]***
  + Who are the stakeholders?
  + What are their concerns?
* **Choose a project management methodology *[Ben]***
  + Why did we choose this methodology?
  + Why is it appropriate for this project?

**QUESTIONS TO ASK TUTOR**

[Tom] Defining roles and responsibilities.