

Instructions for Wednesday tutorial

The third hour (8 pm – 9 pm AEST) of this Wednesday's (24th February) scheduled lecture will be used as tutorial time to help you prepare your project charter presentations.

Each group will have a minimum 10 minutes of live discussion scheduled with your demonstrator.

Because this is scheduled class time, everyone in your group is expected to attend and be ready to take part in the discussion. This means:

- Attending at the scheduled time
- Turning on camera so your team can see you
- Turning on microphone to talk, especially if asked questions
- Preparing for the tutorial (see below)

Preparation

1. Find your group members, message them and say hello as soon as you can. Suggest that you have a Teams call to say hi and introduce yourselves (before Wednesday). Do this as soon as you can and discuss:
 - a. where you are and what you are doing
 - b. when is a good time for each of you to work on the project?
 - c. your understanding of the assignment and what you need to do.
2. Carefully **re-read your project description**.
3. Either alone or (preferably) with your team, **make a list of stakeholders for your project**.
4. Carefully read the [UNSW 2025 strategy update](#).
5. Think what the main objectives and the main deliverables of your project should be to achieve maximum benefit for the stakeholders. If you have several different ideas, give each one a provisional project title. List these possible titles.
6. List the benefits of your project(s) by matching stakeholders with the deliverables and the objectives.
7. Meet with your team again and choose the best project you have thought of.
8. Match the benefits of your project with the UNSW *strategic priorities* >> *sub-themes* >> *Objectives* to see how it delivers on the organisational strategy.
9. Start to work on other details for your project charter. E.g.: requirements, constraints, WBS elements, major risks, (or opportunities), location for your project (if it has physical deliverables).

Tip: Do your best to be original and think of a great project, but do not get too involved in the nuances of your idea. Rather prioritize execution of your work! Remember this is not a pitching contest – it is a PM assessment, and you can score great marks for planning any project that seems reasonable.

Tutorial

1. Tell or show your demonstrator your project title and briefly explain your idea. Or, tell them how far you have got down the Preparation list, above. (1 min)
2. Explain to your demonstrator how the major deliverables and project objectives of your project maximise benefits and deliver on the organisational strategy. (4 min)
3. Tell your demonstrator what work you are going to do next. (2 min)
4. Ask them for feedback on your work so far. (3 min +)