

سَلَام

Salâm

# Working with weebly.com

Using weebly as a digital notebook to structure and communicate your projects & assignments.

The notes for this class can be downloaded from the class website.

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At the end of the lecture begin creating your web site. Try and make the site look as professional as you can.

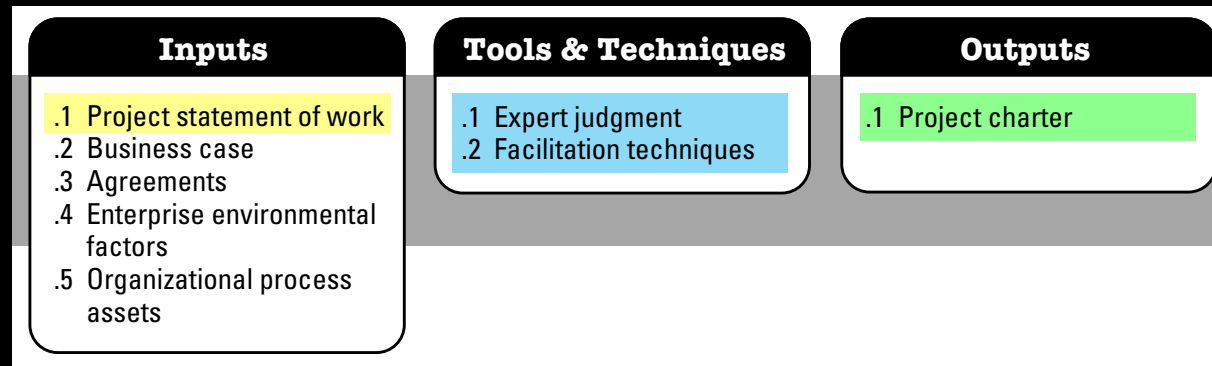
## Your website:

1. Put your company name and SOW statement on the home page of the site.
2. Create a new page called “Project Charter”
3. Create a project charter on this page using the

# In-class presentation

October 14 & 15

## 4.1 Develop Project Charter



The **Project Statement of Work (SOW)** is: A narrative description of products, services, or results of the project

Q&A

# Question

6. Which of the following is NOT an input to the initiating process group?
- A. Company processes
  - B. Company culture
  - C. Historical WBSs
  - D. Project scope statement

# Answer

6. **Answer D**

**Explanation** Notice the question asks which is NOT an input to project initiating. Did you read it correctly? Companies should have processes in place for hiring resources, reporting, and managing risks on projects (to name only a few). These are inputs to project initiating, as are company culture and historical WBSs. The project scope statement is an output of project planning.

# Question

7. The project sponsor has just signed the project charter. What is the NEXT thing to do?
- A. Begin to complete work packages.
  - B. Validate scope.
  - C. Start integrated change control.
  - D. Start to create management plans.



# Answer

7. **Answer D**

**Explanation** To answer this type of question, look for the choice that occurs closest to the process group you are in. The project charter is created during project initiating. Completing work packages is done during project executing. Validating scope and performing integrated change control are done during project monitoring and controlling. Starting to create management plans is the best choice, as it is part of project planning.

# Question

8. The high-level project schedule constraints have just been determined. What project management process group are you in?
- A. Initiating
  - B. Planning
  - C. Executing
  - D. Monitoring and controlling

# Answer

8. **Answer A**

**Explanation** High-level constraints are identified in the project charter, which is created during project initiating.

# Question

9. The WBS and WBS dictionary are completed. The project team has begun working on identifying risks. The sponsor contacts the project manager, requesting that the responsibility assignment matrix be issued. The project has a budget of US \$100,000 and is taking place in three countries using 14 human resources. There is little risk expected for the project, and the project manager has managed many projects similar to this one. What is the NEXT thing to do?
- A. Understand the experience of the sponsor on similar projects.
  - B. Create an activity list.
  - C. Make sure the project scope is defined.
  - D. Complete risk management and issue the responsibility assignment matrix.

# Answer

## 9. Answer B

**Explanation** Look at the order of planning the project that the team has chosen. Although understanding the experience of the sponsor might sound like a good idea, the sponsor is a stakeholder and understanding the stakeholders is part of stakeholder analysis. That should have occurred before the creation of a WBS. Project scope must be defined before a WBS can be created. Completing risk management and issuing the responsibility assignment matrix cannot be best, as that work does not come next in the process. Other work must be done before risk management can effectively be completed. Creating an activity list comes next after the WBS and WBS dictionary.

# Question

10. A project manager does not have much time to spend on planning before the mandatory start date arrives. He therefore wants to move through planning as effectively as possible. What advice would you offer?
- A. Make sure you have a signed project charter and then start the WBS.
  - B. Create an activity list before creating a network diagram.
  - C. Document all the known risks before you document the high-level assumptions.
  - D. Finalize the quality management plan before you determine quality metrics.

# Answer

10. **Answer B**

**Explanation** This question is asking which of the choices is the most effective way to move through project planning. Starting the WBS immediately after obtaining a project charter skips the important steps of defining the scope and other activities. High-level assumptions are determined in project initiating. Quality metrics are determined as part of the quality management plan, not after it. The activity list is created before the network diagram, so that is the best option.

# Question

11. The BEST time to assign a project manager to a project is during:

- A. Integration.
- B. Project selection.
- C. Initiating.
- D. Planning.



# Answer

11. **Answer C**

**Explanation** The project manager should be assigned during project initiating.

# Question

12. A project manager gets a call from a team member notifying him that there is a variance between the speed of a system on the project and the desired or planned speed. The project manager is surprised because that performance measurement was not identified in planning. If the project manager then evaluates whether the variance warrants a response, he is in which part of the project management process?

- A. Initiating
- B. Executing
- C. Monitoring and controlling
- D. Closing

# Answer

12. **Answer C**

**Explanation** Even though the measurement was not identified in planning, the project manager would still have to investigate the variance and determine if it is important. The project manager is in project monitoring and controlling.

# Question

13. A team member notifies the project manager that the activities comprising a work package are no longer appropriate. It would be BEST for the project manager to be in what part of the project management process?
- A. Corrective action
  - B. Integrated change control
  - C. Monitoring and controlling
  - D. Project closing

# Answer

13. **Answer C**

**Explanation** If you chose another part of the project management process, you probably forgot that the situation needs to be evaluated by the project manager before recommending a change or beginning integrated change control.

# Question

14. During a team meeting, a team member asks about the measurements that will be used on the project to assess performance. The team member feels that some of the measures related to activities assigned to him are not valid measurements. The project is BEST considered to be in what part of the project management process?
- A. Closing
  - B. Monitoring and controlling
  - C. Executing
  - D. Initiating

# Answer

14. **Answer C**

**Explanation** This situation does not describe an actual measurement (a monitoring and controlling activity) but rather a meeting occurring during project executing.

# Question

15. Which of the following is the MOST appropriate thing to do during the initiating process group?
- A. Create a detailed description of the project deliverables.
  - B. Get familiar with the company culture and structure as they relate to the project.
  - C. Identify the root cause of problems.
  - D. Ensure all project management processes are complete.



# Answer

15. **Answer B**

**Explanation** A detailed description of the project deliverables is created during project planning, as part of creating the project scope statement. Root cause analysis occurs during project monitoring and controlling, not initiating. Ensuring all project management processes are complete occurs during project closing. It is important for a project manager to become familiar with the company culture and structure as they relate to the project as early in the project as possible. This is the most appropriate choice to do in project initiating.

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