

Project Management Training
Fall 2014
Final Project
Due: December 18, 2014

Create a Detailed Project Proposal

The information presented here is intended as a guide only and is not totally prescriptive, a few recommendations may help you organize and plan your paper better. For the overall organization of your paper, you are asked to use the section headings as given below (except of course for the “Presentation and Organization” heading) and organize the sections in the same order.

EXECUTIVE SUMMARY

(10 points)

In the context of this Final Assessment paper, the Executive Summary should serve as a “standalone” section, targeted to a busy executive or manager who is not necessarily directly involved in the project.

This summary will provide a general overview of the key aspects of the project and will typically include the following areas: the purpose, the business need / justification of doing the project, a brief description of the project, general approach to the project, the most important stakeholders, estimated duration and budget, key constraints and assumptions, major risks, types of resources needed (human, equipment, etc.), and the overall approach to measuring and evaluating success and quality of the project.

You are advised to write the Executive Summary **AFTER** you have completed all other sections of your paper and it should be placed at the beginning of your submitted document. This section should contain no new information but should summarize, at a high level, the key elements of the Final Assessment paper for an executive level audience.

INITIATING PROCESSES

(15 points)

Information included in this section should state the project purpose, justification and highlevel description, define the objectives and related success criteria, determine the project requirements, describe the organization and authority, key assumptions and constraints, summarize resources, budgets, schedule milestones and risks, and assign the project manager. Students will be expected to utilize and show application of the appropriate tools and techniques and outputs from the processes in this Process Group. These may include (but are not limited to) the following:

- Project selection criteria
- Force Field Analysis
- Project Charter
- SWOT technique
- Stakeholder Analysis/Register

PLANNING PROCESSES

(40 points)

Develop a comprehensive project plan. Be sure to define the project scope, subdivide the project into major deliverables, identify relevant activities, estimate activity durations, determine resource requirements, construct and analyze the project network. Describe how you will estimate resources, recruit and organize the project team, their schedule and document their work. Determine a project schedule and show evidence of cost estimation and budgeting. Students will be expected to utilize and show application of the appropriate tools and techniques and outputs from the Planning Processes. These may include (but are not limited to) the following:

- Collecting requirements
- Project Scope Statement
- Work Breakdown Structure (WBS)
- Network diagram
- Project schedule
- Cost estimating
- Organizational and resource planning
- Quality planning
- Human resource requirements / assignments
- Communications planning
- Stakeholder planning
- Risk planning, identification, analysis and response planning
- Procurement planning
- Other subsidiary Management Plans as required
- Other supporting details as required

EXECUTING AND MONITORING & CONTROLLING PROCESSES

(15 points)

Describe and demonstrate, by possibly using sample processes and forms, what needs to be measured and/or verified / validated and how, how changes will be managed and controlled, how project performance and budget will be tracked and reported, how contracts will be obtained, signed and administered, how you will execute risk management and quality assurance and control measures, how the project team will be acquired, developed and managed, how other key stakeholder's expectations / engagements will be managed, and how issues will be tracked.

CLOSING PROCESSES

(10 points)

Describe and demonstrate, by possibly using sample processes and forms, how you will turn the project over to the customer, obtain acceptance and close contracts, what project documentation will be archived, where and how, and what information the final Closeout Report will contain, including lessons learned.

**PRESENTATION
AND ORGANIZATION**

10 POINTS

The ability to communicate your knowledge and understanding of the key processes in the project management Process Groups in this final assessment is critical. You will be assessed on the overall presentation of the paper as well as: clarity, organization and flow of the content, readability (including font type and size), terminology, writing mechanics and language used to convey meaning.

**TOTAL
POINTS: 100 POINTS**

This assignment is based upon:

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