

Project Management Worksheet

Mission/Research Question	
<u>Research Question</u>	What is your team's Research Question? If this was not given to you, develop the research question as a team. Carefully consider what the client needs to know, needs to happen, what he is asking.
<u>Scope</u>	Be prepared to adjust and refine your research question and the scope of your topic as you learn more about the subject matter and context of use.
<u>Team's Mission</u>	What is your team's mission with this project?
	What do we do? How do we do it? Whom do we do it for? What value are we bringing?
Time Management/Schedule	
<u>Purpose</u>	Keeping track of individual team member's time spent on the project will help develop a more successful product. <i>Create a way of how the team will keep track of its time working on tasks for the project. Example of schedule management approach: Establish a baseline within the first two weeks of the project and monitor progress against the baseline on a weekly basis.</i>
<u>Time Tracking Template</u>	Determine each task to develop the final product. Then Put team members' names in each row and divide tasks by columns. Each team member is to keep track of how much time they spend on each task and put that amount under each column.
<u>Milestones</u>	List the milestones for this project, along with their estimated timeframe.
<u>Project Schedule</u>	Create a project schedule for your team. Effective schedule management is necessary for ensuring tasks are completed on time, resources are allocated appropriately, and to help measure project performance.

	List of key meetings.
	Presentations and phone calls with dates and times.
	In Progress Review meeting with the team and client.
	Meeting expectations with faculty supervisor.
Scope Management	
<u>Scope Management Plan</u>	It is important that the approach to managing the projects' scope be clearly defined and documented in detail. Failure to clearly establish and communicate project scope can result in delays, unnecessary work, failure to achieve deliverables, cost overruns, or other unintended consequences.
	Who has authority and responsibility for scope management?
	How the scope is defined (i.e. Scope Statement, WBS, Statement of Work, etc.)?
	How the scope is measured and verified (i.e. Quality Checklists, Scope Baseline, Work Performance Measurements, etc.)?
	Set the limits or parameters on the project.
	Who is responsible for accepting the final project deliverable and approves acceptance of project scope?
<u>Work Breakdown Structure</u>	A Work Breakdown Structure (WBS) is a decomposition of all the work necessary to complete a project. A WBS is arranged in a hierarchy and constructed to allow for clear and logical groupings, either by activities or deliverables. The WBS should represent the work identified in the approved Project Scope Statement and serves as an early foundation for effective schedule development and cost estimating. Project managers typically will develop a WBS as a precursor to a detailed project schedule.

Quality Management	
Purpose	How will quality management be used to ensure the deliverables for the project meet a formally established standard of excellence? All project deliverables should be defined in order to provide a foundation and understanding of the tasks at hand and what work must be planned. Quality management is the process by which the organization not only completes the work, but completes the work to an acceptable standard. Without a thorough Quality Management Plan, work may be completed in a substandard or unacceptable manner.
Standards	What are the standards of the deliverables? Are they given to you? Do you create them?
Communications	
Communication Management Plan	The purpose of the Communications Management Plan is to define the communication requirements for the project and how information will be distributed to ensure project success. By having a solid communications management approach you'll find that many project management problems can be avoided. Develop communication requirements based on roles of the team. What information will be communicated? How will the information be communicated? When will information be distributed? Who does the communication? Who receives the communication? Develop communications conduct.
Communications Matrix	Develop a communications matrix of each team member's roles and contact information to distribute to the entire team.
Conflict Resolution Strategy	

Tips for Conflict Resolution	Some conflict in the group is healthy.
Steps for resolving conflicts	Goal is always collaborating - not compromise. Find a solution where everyone is happy. Teams are faced with disagreements, counterdependency, and the need to manage conflict. Challenges include violations of team norms and expectations and overcoming groupthink. Focusing on process improvement, recognizing team achievement, and fostering win-win relationships are needed from team leaders.
Roles and Responsibilities	
Roles and Responsibilities	Develop Roles and Responsibilities for each team member.
Writing in Teams	Determine the Project Leader for the group and their roles and responsibilities.