

## Student Project Plan

### The Executing Phase

Review the activities and tasks from your **Planning Phase** documents, and determine how you will assign work teams. As you agree on responsibilities, you should consider which activities are happening concurrently and sequentially, so that the work is distributed evenly across the amount of hours and number of people.

#### STEP ONE: ASSIGN TEAM RESPONSIBILITIES

TEAM MEMBER	LEAD ON ACTIVITY #	ASSIST ON ACTIVITY #S

## STEP TWO: ESTABLISH YOUR MONITOR AND CONTROL CYCLE

For each Monitor and Control Process, the following items should be completed, always in the following order:

- Evaluate progress:** Fill in the Team Status Report
- Document and communicate:** Using the Master Inventory
- Analyze impact:** Record the information in the Impact Statement
- Update and Report:** Revise the **Student Project Plan**, Report Internally and Externally

### ***A. Evaluate Progress: Fill in the Team Status Report***

Each team should work as a group to fill in a copy of this form at the beginning of each Monitor and Control Process. At this point in the process, you will only fill in the first two columns (Activity, and Complete or Date to Complete). The other two columns will be filled in later in the Monitor and Control Cycle.

Team members: \_\_\_\_\_

Report covers the time period from: \_\_\_\_\_ to \_\_\_\_\_

ACTIVITY	COMPLETE OR DATE TO COMPLETE	A B O	RISK

You may record your answers here or use a separate sheet of paper and attach it to your Status Report.

- Have there been any setbacks that will keep you from meeting your milestones or deliverables?
- If the team is behind on any activity or task, describe the plan for getting on schedule? Are there resources your team needs to remain on or get on schedule, or to maintain the expected quality?



### **B. Document and Communicate: Using the Master Inventory**

This may be filled in by your Communication Manager or other assigned student.

TEAM NAME	MATERIAL OR ITEM DELIVERED	DIGITAL/FILE NAME

### **C. Analyze impact: Record your Analysis in the Impact Statement**

- A = Ahead of schedule
- B = Behind schedule
- O = On schedule

ACTIVITY	COMPLETE OR DATE TO COMPLETE	A B O	RISK

TEAM	PLANNED CHANGE	EXPECTED IMPACT

#### ***D. Update and Report: Revise the Student Project Plan, Report Internally and Externally***

The final step in the review is to assess the information, determine and assign action items (if needed), revise the **Student Project Plan**, and report out to the team and stakeholders. The Project Manager leads these activities. You may document your answers on the back of this sheet, or in a separate document that you attach to this **Student Project Plan**.

- How does the current information compare to the original Project Plan?
- What changes are being made to the Project Plan?
- Which stakeholders need to be notified of these changes?
- How will those notifications be made?
- Who will make those notifications, and when will it be done?