

# 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

Теам Мемвег	LEAD ON ACTIVITY #	Assist on Activity #s

1

© 2016 PMI Educational Foundation. All rights reserved.

NOTICE OF DISCLAMIER AND TERMS OF USE This publication is provided for informational and educational purposes only. The Project Management Institute Educational Foundation (PMIEF) makes no warranty, express or implied, as to the accuracy, completeness or usefulness of the information contained in this document. PMIEF further makes no warranty that the information in this document will fulfill any particular purposes or need and does not represent that use of the information will not infringe privately held rights. PMIEF disclaims liability for any damage, loss, injury or poor performance of any kind resulting directly or indirectly from the distribution, use, application or reliance on this document. Persons using the content of this document must rely upon their own or an appropriate professional's judgment as to the proper application of the information contained herein. The material in this publication is for noncommercial use only. The content of this publication may not be used for any purpose without the express written permission of the PMIEF. Other usage may be granted by contacting PMIEF at pmief.org. PMIEF, 14 Campus Blvd., Newtown Square, PA 19073-3299 USA, Tel: +1-610-356-4600, Fax: +1-610-356-0357, email: pmief@pmi.org.



#### 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:

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

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

Team members:

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.

Report covers the time period from:	to		
Астіvіту	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.

- a. Have there been any setbacks that will keep you from meeting your milestones or deliverables?
- b. 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.

Теам Nаме	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

Астіvіту	Complete or Date  TO COMPLETE	A B O	Risk



Теам	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?