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5/18/2016

Chapter 1 & 2

Odd numbered questions

Chapter 1

1. project- An endeavor to accomplish a specific objective through a unique set of interrelated activities and the effective utilization of resources.

3. List some examples of resources that are used on a project.

different people, organizations, equipment, materials, and facilities.

5. What aspects of a project might involve some degree of uncertainty? Why?

a project involves a degree of uncertainty. Before a project is started, a plan is prepared based on certain assumptions and estimates. It is important to document these assumptions because they will influence the development of the project work scope, schedule, and budget. A project is based on a unique set of interdependent activities and estimates of how long each activity should take, various resources and assumptions about the availability and capability of those resources, and estimates of the costs associated with the resources. This combination of assumptions and estimates causes uncertainty that the project objective will be completely accomplished.

7. List and describe the main phases of the project life cycle.

The generic project life cycle has four phases: initiating, planning, performing, and closing the project.

In the initiating phase, projects are identified and selected. They are then authorized, using a document referred to as a project charter. The planning phase includes defining the project scope, identifying resources, developing a schedule and budget, and identifying risks, all of which make up the baseline plan for doing the project work. In the performing phase, the project plan is executed, and activities are carried out to produce all the project deliverables and to accomplish the project objective. During this phase, the project progress is monitored and controlled to assure the work remains on schedule and within budget, the scope is fully completed according to specifications, and all deliverables meet acceptance criteria. Also, any changes need to be documented, approved, and incorporated into an updated baseline plan, if necessary. In the closing phase, project evaluations are conducted, lessons learned are identified and documented to help improve performance on future projects, and project documents are organized and archived.

9. Why must a manager monitor the progress of a project? What can be done if a project is not proceeding according to plan?

The project team, led by the project manager, will execute the plan and perform the activities to produce all the deliverables and to accomplish the project objective.

While the project work is being performed, it is necessary to monitor and control the progress of the project work to ensure that everything is going according to plan and the project objective will be accomplished.

If, at any time during the project, comparison of actual progress to planned progress reveals that the project is behind schedule, overrunning the budget, or not meeting the technical specifications, corrective action must be taken to get the project back on track. Before a decision is made to implement corrective action, it may be necessary to evaluate several alternative actions to make sure the corrective action will bring the project back within the scope, schedule, and budget constraints of the project objective.

11. Describe how a global project can be more complex than a project performed within just one country. How might these elements affect the successful outcome of the global project?

It changes the dynamics of the project and adds a layer of complexity that can adversely affect the project outcome if the project participants are not aware of what they might encounter regarding cultural differences and multinational economic transactions.

Currency fluctuations and exchange rates • Country-specific work codes and regulations, such as hours per day, holidays, and religious observances • Corporate joint ventures and partnerships creating entities with a presence and facilities in multiple countries • Political relations between countries • Availability of high-demand workforce skills

Factors external to the project itself, or to the project or customer organizations, can create a dynamic and perhaps unstable environment over the life of the project, introduce sources of risk, and affect the success of the project.

13. Consider a project in which you are currently involved (or in which you have recently been involved) Describe the objectives, scope, schedule, cost, and any assumptions made

I am in charge of raising warranty close rates for my department at work. The goal is to teach the people in my department different strategies to close the sale on warranty. Schedule is one hour meetings twice a week, until close rates go up, there is no cost. I am in the execution phase of project life cycle right now. This project does not have a baseline plan. Me and my director of the department are in charge of monitoring the progress of the project by keeping track of sales ratio and close rates. A unexpected circumstance could be that not enough people raise their close rates high enough and the project would fail in turn requiring us to hire new associates. Benefits of the project include higher close rates, more money on commission checks, and more profit for the company.

## Chapter 2

### 1. Why is it important to do a thorough and detailed job of needs identification?

Needs identification is the initial phase of the project life cycle. It is important to do a thorough and detailed job at this stage to identify the real needs of the company so time and resources are not wasted elsewhere.

### 3. Why is it important to select the right project before you begin working?

It is important to select the right project before you begin working so a company does not invest time and resources into a project that is not necessarily the outcome they had intended.

### 5. Which elements of a project charter would you use to help plan if you have a project that does not require a project charter? Why?

All the elements because it is important to have all the elements to be clear what you going to do, the budget, who will do, the schedule, the purpose, everything. Maybe I do not need to have the approval signature officially. However the project charter provides the key conditions and parameters that are framework for the project manager and team to develop a detailed baseline plan for performing the project, so it is interesting to have all the elements

### 7. Give examples of situations in which an individual might develop a request for proposal.

In some cases, an organization does not have the expertise or staff capacity to plan and perform the project or major portions of the project, and therefore it decides to outsource the work to an external resource (contractor). A request for proposal (RFP) is a document, prepared by the sponsor/customer, which defines the project requirements and is used to solicit proposals from potential contractors to do the project.

### 9. What should be contained in a statement of work?

Outline the major tasks the customer wants the contractor or project team to perform to accomplish the project scope and produce all the deliverables

11. The RFP might state the approvals required by the customer. For example, the housing customer may want to review and approve the plans before construction is started. The brochure customer may want to review and approve the brochure's layout before printing is started.

### 13. REQUEST FOR PROPOSAL (RFP)

BUILDING A DECK FOR MY HOUSE ABC 123 ABC Street St. Petersburg, Florida 33714 Phone: 7276141805

[abccompany@gmail.com](mailto:abccompany@gmail.com)

Prepared by: Alyson Plant

Date: May 19, 2016

Submission deadline: May 20th, 2016, 5:00 PM

Question Submission deadline: May 20th, 2016

Questions may be submitted in written form no later than May 25th, 2016 to: RFP contact name: Alyson Plant

Contact address: 123 abc street

Telephone number: 7276141805

Email Address: [abp123@abc.org](mailto:abp123@abc.org)

#### INTRODUCTION

ABC invites and welcomes proposals for the building a deck for my house project. Please take time to carefully read and become familiar with the proposal requirements.

#### PROJECT AND LOCATION

The bid proposal is being request for building a deck for my house which is or shall be located at 123 Abc Street, St. Petersburg, Florida 33714.

#### PROJECT MANAGER CONTACT INFORMATION

For questions or information, contact: Name: Kristina Plant

Phone: 7274827049

Email: [Kristina.Plant@gmail.com](mailto:Kristina.Plant@gmail.com)

#### PROJECT OBJECTIVE

The objective and ultimate goal for this project is building a wood deck for my house.

#### PROJECT SCOPE AND SPECIFICATIONS

The ABC company will build a wood deck. Services to be provided include: 1) Project the deck 2) Build the deck 3) Maintenance

#### SCHEDULED TIMELINE

The following timeline has been established to ensure that our project is achieved.

Start of project: May 20th, 2016

End of project: July 20th, 2016

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