

Advanced Computer Skills: Project Management

La Sierra Academy
2nd Semester, 2006-2007

Week 1, Day 3

Review

PM Concepts Review



- Terminology
- Triple Constraint
- Project Phases and Processes
 - Conception
 - Development
 - Implementation
 - Close-out
 - Initiating
 - Planning
 - Executing
 - Controlling
 - Review and Closing

Cyberfair Brainstorming

Working with Files:

- Naming
- Revision Changes
- Organization

Naming Syntax

ProjectName_DocType_Rev#_Initials.ext

Cyberfair_ProjPlan_Rev1-0_sg.ext

- ProjectName: The designated name of the project
- DocType: Type of document (eg: project plan, WBS, etc)
- Rev#: Revision number
- Initials: initials of current editor;
 - Use when soliciting input from team/others
- First letter of all words and abbreviations are capitalized
- All other letters are lowercase
- No spaces
- Separate sections by underscore
- Use program's default extension

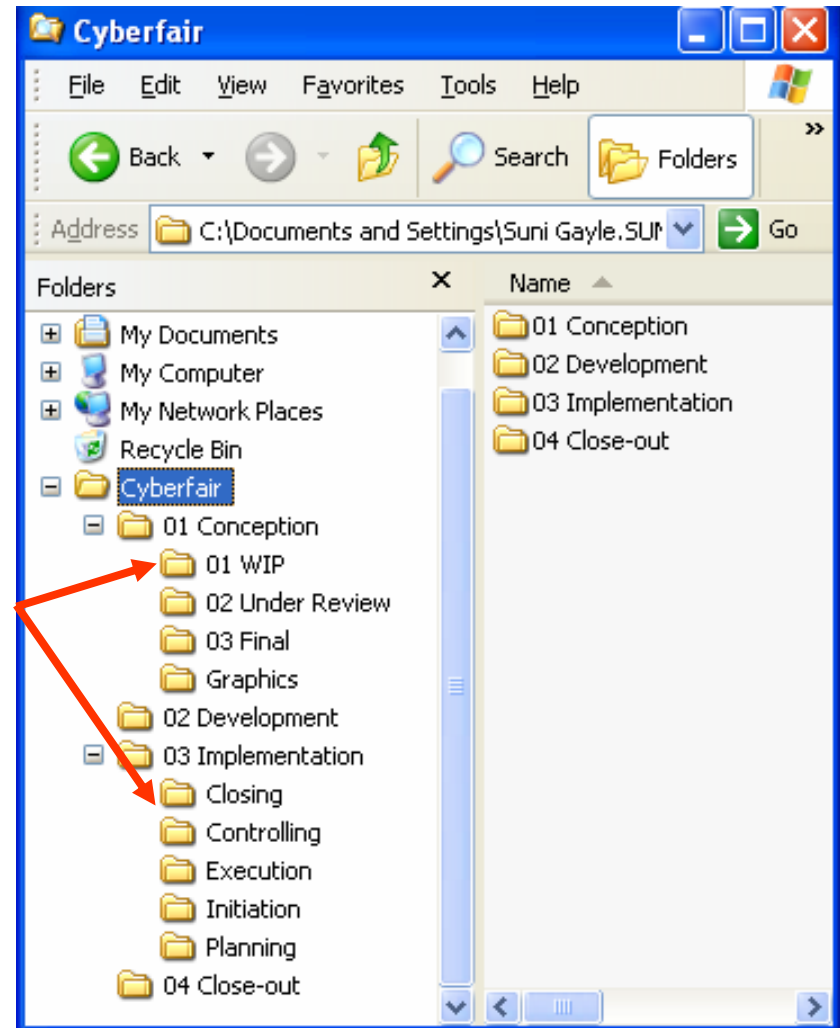
Tracking Revisions



- Revision (“Rev”): Major or significant changes made to a document or file
 - Increment rev # with each major change
 - Only the PM can/should change the rev#
- Feedback/Input
 - Changes made by team members
 - Team members add their initials

File/Folder Structure

- First level: Project name
- Subfolders by project phases
- Can further subgroup by folders as needed



Homework

Tasks in our Project



- Make a list of tasks that need to be done in our project
 - Minimum of 10 tasks
 - No maximum