

Advanced Computer Skills: Project Management

La Sierra Academy
2nd Semester, 2006-2007

Week 1, Day 4

Review of Homework

**Conception Phase:
The Problem Statement or
Project Challenge**



“Defining the problem is half the solution.”

-- anonymous

- See Teacher webpages for additional information about the Problem Challenge

The Project Plan

Project Plan



- Does the following:
 - Coordinates all project planning documents
 - Guides project's execution and control
 - Documents assumptions and decisions regarding choices
 - Facilitates communication among stakeholders
 - Defines the content, extent and timing of management reviews
 - Baseline for progress measurement and control
- Dynamic, flexible, subject to change

Project Plan Sections



- Introduction
 - Overview, w/ definitions
 - Deliverables
 - Reference materials
- Project Organization
 - Process model
 - Organizational structure
 - Project responsibilities
- Managerial Process
 - Objectives and priorities
 - Assumptions, dependencies, constraints
 - Risk management
 - Monitoring and control
- Technical process
 - Methods, tools, techniques
 - Software documentation
- Work Packages, Schedule, Budget
 - Work packages
 - Dependencies
 - Resource requirements
 - Budget and resource allocation
 - Schedule

Project Plan Template



- Template can be downloaded from the La Sierra website, Teacher Pages
 - www.lsak12.com

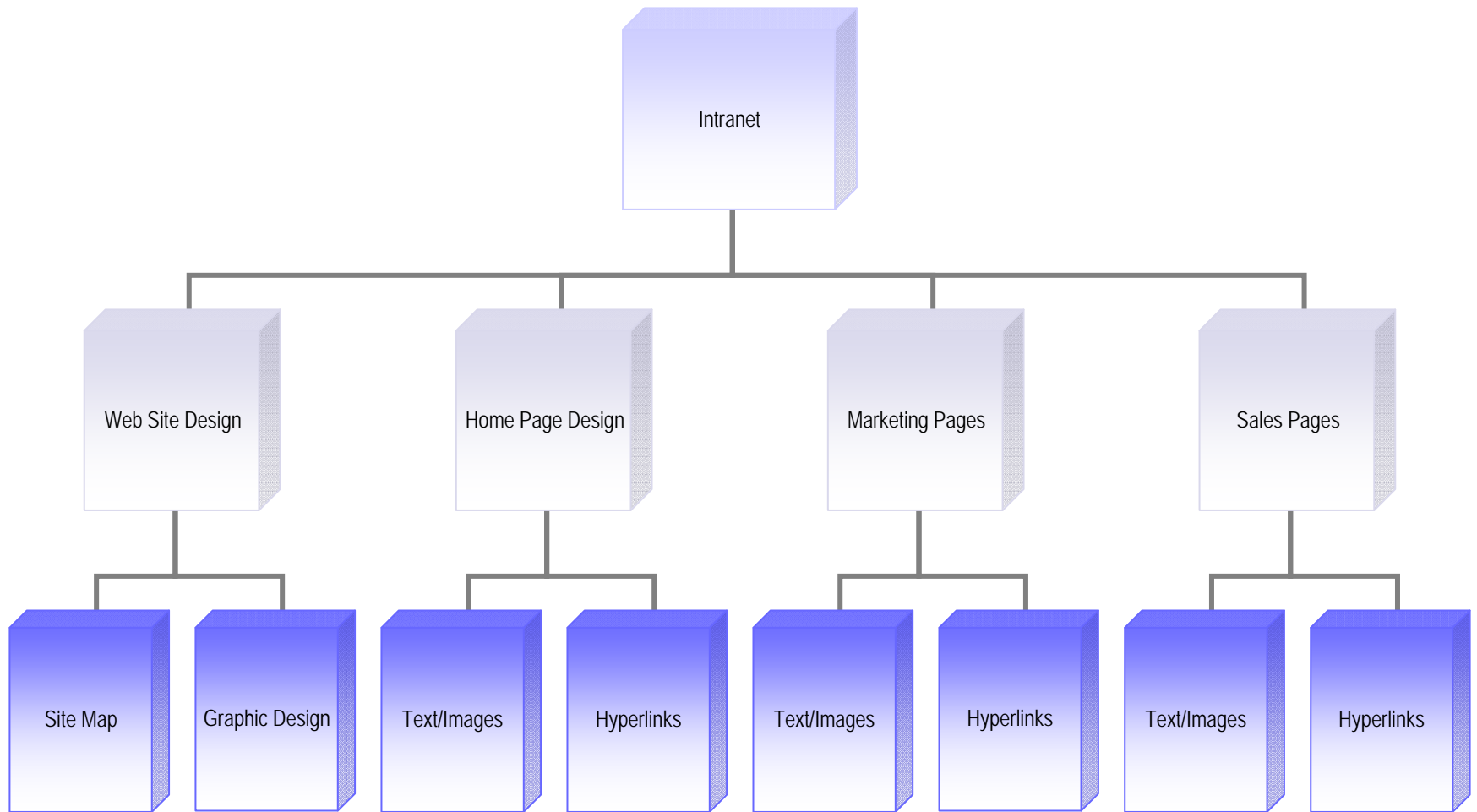
Work Breakdown Structure (WBS)

Work Breakdown Analysis

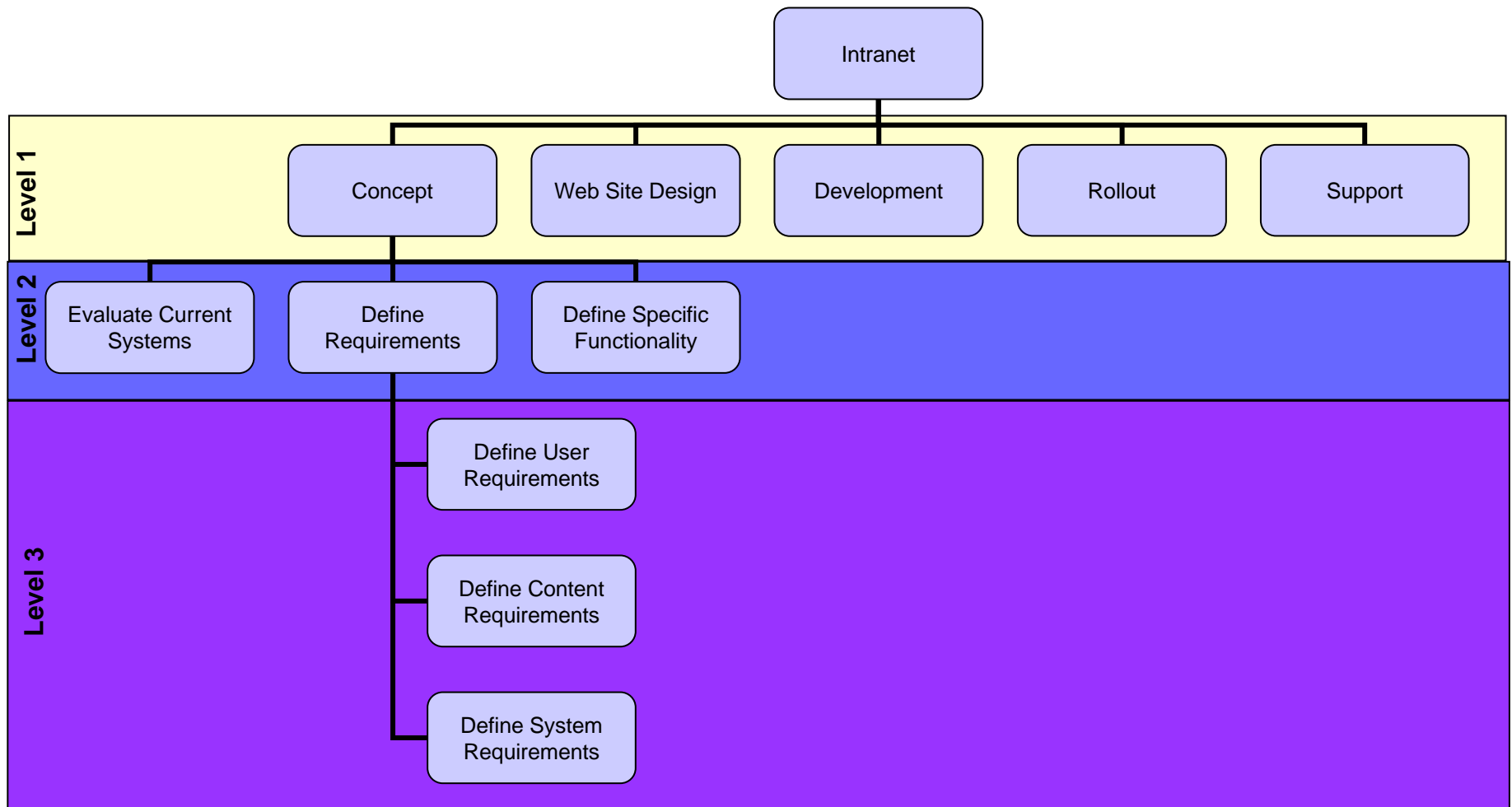


- Outcome-oriented
- Analysis of work involved in the project
- Basis for planning and manage schedule, costs, and changes
- Usually organized around project products or phases

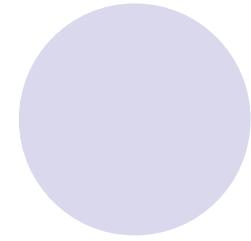
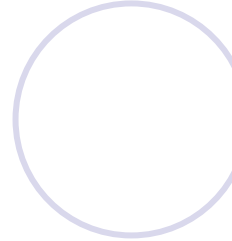
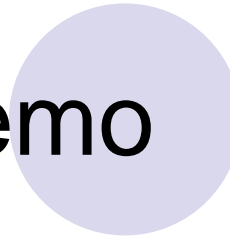
WBS by Products



WBS – Each level adds more Detail



MS Project WBS Demo



Homework



Homework

- Sign up for an MSN/Hotmail ID
- Write at least 3 problem challenge statements (first drafts) for your individual/small group project