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QNO1: Explain the project charter, who is the charter developing authority, what are major components of project charter, what is included and excluded from project charter.

Explain the project charter.

DEFINITIONS

A project charter will be creating in the initiating process group of a phase or a project at the very start.

A project charter management a project charter project definition or project statement is a statement of the scope objectives and participants in a project it provides a preliminary delineation of roles and responsibilities outlines the projects key goals identifies the main stakeholders and defines the authority of the project manager.

The charter once signed will provide authority to the project manager to officially execute the project and employee organizational funds and resources to make the project successful.

IT SHOULD BE:

Contain the essence of the project

Provide a shared

Understanding of the project

Act as a contract between the project sponsor key stakeholders and the project team

PURPOSE OF PROJECT CHARTER:

Reasons for undertaking the project

Objectives and constraints of the project

Directions concerning the solution

Identifies of the main stakeholders

In scope and out scope items

Risk identified early on.

Who is the charter developing authority?

The project charter provides the project manager with the authority to having the project team together to accomplish the task of completing the project successfully.

A project charter names the project manager and defines the authority of the project manager. It gives the project manager the power to utilize organizational resources to accomplish the project objectives.

It explains why the project should proceed, how long, how much, what risks, what resources and what benefits it will deliver. A small team is usually brought together to prepare and present this document.

Included

The purpose and objectives of the project in clear concise language. Requirements of the project very high level not much detail here. Project description a paragraph or two that explains the project. Risks that you can ascertain for the project. These are high level because you haven't drilled down to every detail yet. You need to capture the major categories of risk however or you will be unpleasantly surprised later. Schedule. You will need to provide schedule of events with the start and end dates. The major events along the path are called milestone, you should mark the major milestone so everyone agrees on deliverables or activities that can be expected before end date of the project. The budget. This is a summary of how much the project will cost. You will be wise to do your homework as much as possible ahead of time while preparing these documents. Requirements from the organization for approval.

Must be approved by the governing body of your project you will approve and how will you get that approval.

Key players will introduce you and your authority level. It will also give the name and authority level of the project sponsor.

When preparing the project charter utilize the smart method. Be specific ensure your goals are measurable, attainable, relevant to the project and timely.

Excluded

Assumptions and constraints are included in a project scope statement. They are also explicitly referenced in the develop project charter plan, project plan and plan procurement management processes. Each of the

47 processes has implicit reference to exclusions, assumption and constraints.

Here a simple example to help you lock in the difference among exclusion, assumption and constraints. Anna has a project to make exotic papaya honey cookies to enter her cities bake-off competition. The scope of the project is to make and enter one dozen cookies for the competition. Here are some examples of exclusions assumptions and constraints for this project.

Project exclusions are those things that outside of the project boundaries. It explicitly states what is not included in the project. This project does not include making enough cookies for Anna to eat some herself. This project does not include submitting her recipe to the judges.

Project assumptions are those things that are believed things are believed to be true. We will omit the slang term for what a bad assumption makes someone!

Project constraints are limitations placed upon the project team. Anna must have the cookies delivered to the competition one hour before the judging starts.

Major Components of a Project Charter

Project purpose or justification

Stating the business need that the project addresses can give everyone direction and clarity regarding project decisions and build a foundation of strong leadership from the performing organization. The project requirements as envisioned by the organization can be placed within the project charter to make it clear what the organization is thinking by creating the project.

Assumptions and constraints

Many project issues arise from unclear assumptions, and many of these assumptions are clear to the management of the organization before they create the project. Therefore, they should be stated within the project charter and thereby passed down to the project management plan.

High-level project description and boundaries

A high level scope is generally defined, if not on paper than in executive's minds, well before the project becomes a project. Therefore, they should be included within the project charter, but they should not take the place of a project risk analysis within the project management plan.

Summary milestone schedule

Most projects have milestones that are defined by executives before the project becomes a project, whether explicitly stated or implied. These milestones define the project and should therefore be placed into the project charter; however they do not take the place of a detailed project schedule during the project planning stage.

Summary budget

All projects are created in the context of organizational budget constraints. Although the project charter is not the appropriate place for a comprehensive list of all stakeholders, the ones that are of primary importance to the project should be identified.

Project approval requirements

Because most projects require approval from external authorities, those approvals which will have a major impact on the project can be explicitly stated within the project charter. The project charter is not the place for a comprehensive list of approval requirements, however.

Assigned project manager

As stated in the PMBOK above, one of the primary purposes of the project charter is to assign responsibility to the project manager.

Therefore, the project manager should be named and their authority to use organizational resources should be made clear.

Project Sponsor

The project sponsor is one level above the project manager, often an organization contact for the project.

QNO 2: what is project management plan and list down and explain these components in two or three lines.

Project management plan

DEFINITION

The Project manager creates the project management plan following inputs from the project team and the key stakeholders. A Project management plan is a formal, approved document that defines how the project is executed, monitored, and controlled. It may be a summary or a detailed document and may include baselines, subsidiary management plans, and other planning documents. This document is used to define the approach project team takes to deliver the intended project management scope of the project.

Conception and Initiation

During this phase you reiterate the project proposal or the business case. It's also time to round out details of how you will deliver on the project and meet stakeholder demands.

Definition and Planning

Project tasks are defined with scope in mind. Changing and tweaking plans during a project is part of the process, so it's great to have the plan nearby.

Performance and Control

This is the monitoring portion of the plan. Team status updates are evaluated to ensure that project progress is aligning with predictions made early on. Reallocation of resources happens if necessary to keep the project on track, referencing the plan as a guide. Using real-time dashboards allow you to easily track progress of the project and keep an accurate picture.

Closure

You're almost to the finish line, but you're not there just yet.

EXPLAIN

Subsidiary management plan

Project Management Subsidiary Plans. A Project Management Plan is a formal, approved document that defines how the project is executed; monitored and controlled .The subsidiary plans include, but are not limited to: Scope Management Plan.

The project's baseline

Is used to measure how performances deviate from the plan. Your performance measurement would only be meaningful if you had an correct baseline.

A project's baseline is defined as the original scope, cost and schedule. The project's baseline must be completely defined and documented before the project completing and control activities can begin.