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Subject : Project Management  
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Q No 1: Explain the project charter:

- A formal document based on the statement of work.
- once authorized gives the project manager the authority to spend the project budget in the delivery of the project.
- project charter includes the following:
  - why?
  - who?
  - what?
  - when?
  - where?
  - How?of a project.

⇒ Who is the charter developing authority?

- The sponsor or the initiator sign the project charter, they are external stakeholders and have the authority to provide resources and support.
- The project initiator or sponsor should be at a level that is appropriate for funding the project.
- They will either create the project charter or delegate that duty to the project manager.
- The initiator's signature on the charter authorizes the project.

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⇒ How are the major components of project charter?

- Components of project charter:

- Scope
- objectives
- measurements and Assumptions.
- Restrictions
- project manager Authority.
- major participants.

⇒ What is included and excluded from project charter?

• Includes the following:

- Scope
- Proposed deliverables
- Project assumptions
- proposed exclusions.
- proposed criteria for acceptance of a project.
- why?, who?, what?, when?, where?, How?  
of a project.

⇒ Excluded: A description of task, items, and actions are specifically "excluded" in the project scope. for example "Any painting materials or labour".

Q No 2:

⇒ What is a project, project management and purpose of project management.

Ans: Project:

A temporary endeavor undertaken to create a unique result

⇒ Project management:

The Application of ~~knowledge~~ knowledge, skills, tools, and techniques to project activities to meet project requirements.

⇒ Purpose of Project management:-

- Integrates and consolidates subsidiary management plans
- Defines how work will be executed to accomplish project objectives.
- Documents how changes will be monitored and controlled.
- Define key management reviews as to content, extent, and timing for issue and decisions.
- Addresses change management to handle documentation, tracking and approval needs of the project.

- ⇒ Explain the needs of the project why project are initiated.
- Project are initiated for two broad reasons:
- Problems that lend themselves to systems solutions.
  - opportunities for improvement through:
    - Upgrading systems.
    - Altering systems.
    - Installing new systems.
- ⇒ What are the project management process group elaborate these key areas.
- ⇒ Project management process groups:
- Project Management process includes:
    - > Initiating
    - > Planning
    - > Execution
    - > Monitoring and controlling
    - > closing closing
  - Life cycle can change from project to project, but project management process groups are same.
- ⇒ Initiation: processes performed to define a new project or a phase.
- Planning: Establish the scope of the project, and define the course of action required to meet the objectives of the project or the phase.
- Execution: complete the work as defined in the project plan.
- Monitoring & controlling: Track, review, and regulate the progress and performance of the project. Identify corrective actions if required.
- Closure: Finalize all activities across all process groups to formally close the project or the phase.

THANK YOU