

"Icebreaker" for Introduction to Project Management

I.D. _____

- A _____ Develop a work breakdown structure
- B _____ Coordinate the ongoing efforts of project team members, office staff, suppliers, and contractors
- C _____ Prepare the final report for internal archives
- D _____ Obtain formal acceptance of the completed product
- E _____ Sequence project activities and estimate their duration and cost
- F _____ Research alternatives to determine project feasibility and practicality
- G _____ Determine the number and types of people needed to complete work packages
- H _____ Begin the execution of project work packages
- I _____ Construct a responsibility matrix that matches work packages to project positions
- J _____ Take corrective action as necessary to ensure that project objectives and success criteria are achieved
- K _____ Conduct a post-implementation review to identify the lessons learned
- L _____ Develop the general concept for the product of the project
- M _____ Prepare the project master schedule and/or detailed schedules
- N _____ Identify the functional or line managers who will provide resources to the project
- O _____ Define project goals, scope, and success criteria
- P _____ Assemble and document the Project Plan
- Q _____ Measure and evaluate the progress and evolving status of the project
- R _____ Develop a project charter
- S _____ Issue work authorizations for the individuals responsible for particular work packages
- T _____ Establish the final budgeted costs against which actual costs will be evaluated and compared
- U _____ Select the project manager
- V _____ Select team members from functional departments
- W _____ Transfer responsibility or ownership of the completed product to the end user or client
- X _____ Make available the completed product for testing or evaluation