Project Deliverables Descriptions

Deliverable Set 1:

Phase 1 Pre-Initiating & Initiating

Corporate Partner provides RFP, Students Provide Proposal
Proposal structure of this Statement of Work (SOW) as a response to the given RFP

1. Letter of Intent / Company Information
   - Defined: Thanking the client for offering this opportunity, etc. The student company Information is about their student consulting firm that is writing the proposal. The content, such as Company Address, should be created realistically.
   - Grading Criteria - Professionalism, Relevance of the content against the RFP.

2. Project Charter
   - Defined: as per textbook
   - Grading Criteria – Shows understanding of what the project entails

3. Scope Statement / Executive Summary
   - Defined: Setting scope assumptions/ executive summary
   - Grading Criteria - Professionalism, How accurately and completely their understanding Reflects the problem statement

4. Work Breakdown Structure with Milestones (using PMI's 5 phases as Summary Tasks)
   - Recommend a Word Format or a screen shot from MS Project
   - Grading Criteria - How well they schedule the breadth of the project. Have 3-4 subtasks for each of the 5 phases

5. Proposed Personnel (Similar descriptions for job postings. Use those listed under Project Charter's Roles as well as any external personnel you plan to use.)
   - Defined: The number of resources by role to solution the project.
   - Grading Criteria - The resources cover the entire scope of the project. Cite sources for your costs.

6. Risk management approach:
   1. Issue Log (This will be on-going throughout the project.)
   2. List of Prioritized Risks
      - Defined: A detailed list defining how risk will impact project. List about 8 to 10 risks that could be considered during this project.
      - Grading Criteria - Professionalism. Realistic.

7. Business Case & Financial Analysis (Be sure to use textbook's templates.)
   - Defined: Financial Analysis & Business Strategy that ties the business and financial benefits together into one analysis. Also includes Constraints & Assumptions.
   - Grading Criteria - whether the case made for this project aligns with the needs of the RFP.

8. Additional Exceptions ("Terms and Conditions"):
   1. Project Success Criteria (Acceptance Criteria)
   2. Termination - Protection if the client tries to pull out of the project.
   3. Business Conduct Information
   4. Confidentiality
   - Grading Criteria - completeness, how project success relates to the triple constraints, creativity reflecting importance of protection that is covered this section.

Deliverable Set 2:

Phase 2 Planning:

1. Team Contract
   - Defined: Internal document reflecting the communication mechanisms, meeting schedules, code of conduct, participation expectations, problem solving expectations
2. Stakeholder Register & Stakeholder Management Strategy (previously Stakeholder Analysis)
   - Defined: Analysis of the key stakeholders on the client side: their organization, project role, perceived view of the project, level of interest, level of influence, etc.
3. Gantt Chart Show Milestones (at least one for every phase), Costs, & Resources per Task
   - Defined: A MS Project view of the Task Name & Gantt graph with Cost and Resources for each task..
4. Cost Estimate
   - Defined: Use 'Cost_Estimate.xlsx' template, changing the categories as needed for your specific project. Additional categories to be considered are Executive oversight (review of team's work), delivery excellence (risk review by non-team member), costs to plan for upgrades due to supporting software being updated (ex: new features), etc.
5. Cash Flow Report: Collapse time scale to fit across only ONE page.
   - Defined: Internal document that reflects the cost of the project to the team's company Submit snapshots of MS Project's Cash Flow Report
6. Resource Usage Report (Use MS Project's 'Who Does What When' report. Customized to fit the width of one pg.)
   - Defined: A report of each resource and the tasks they have associated to them. This should reflect if a resource is over-allocated.
7. Issues Log (This will be ongoing throughout the project).
   - Defined: Real issues that have come up during the project to date: description, remediation strategy, assigned people, status, etc.
8. Quality Tool (ex: Pareto Diagram) Be sure to list specific problems.

Phase 3 Executing:

1. Responsibility Assignment Matrix (RAM)
   - Defined: Spreadsheet capturing the people (by name) allocated only during the Execution Phase of the WBS.
2. Agenda for Project Team Meeting to Address Challenges
   - Defined: Use Meeting Agenda template. Be sure to detail the questions and next steps.
3. Interim Project Presentation: (Aligns with Agenda.)
   - Defined: Create a presentation for the above meeting with client stakeholders. This presentation will address challenges and the project status.
4. Milestone Report (Use MS Project's "Milestone Report'. Customized to fit the width of one pg.)
   - Defined: A status report of the project's milestones. Be sure to include all columns.
5. Risk Register
   - Defined: Be sure to use the template on Angel - which is enhanced from the textbook's figure. The additional columns are mitigation plan (prevention measure) and contingency plan (responses to risk occurring.)
6. Probability / Impact Matrix (P/I Matrix)
   - Defined: Matrix graphically showing probability & impact of various project risks. These risks should be in a prioritized list below the P/I matrix.
7. Prototype Web Screens for project's process
   - Defined: The prototype web screens are project specific and do not need to be live.
8. Deliverables Website
   - Defined: The project website captures all team deliverables.

Deliverable Set 3:

Phase 4 Monitoring and Controlling: (All updates are to be in 'red' text.)

1. Meeting Agenda having Assumptions and Questions related to recent changes.
   - Defined: Each project will contain a scope change scenario. This deliverable will capture the teams' assumptions and questions related to this scope change
2. Change Request Form (sometimes called a PCR <== Project Change Request)
   - Defined: Use for the change in your project as if it is going to the Change Control Board. Changes will be project specific and may include changes to scope, assumptions and cost of the project.
3. Updated Budget
4. Updated Project Charter and Scope Statement based on Scope Change
5. Updated Gantt Chart based on Scope Change
6. Updated List of Prioritized Risks

Phase 5 Closing:

1. Updated Deliverable Website to include all final project updates & deliverables
2. Lessons Learned Report
   - Defined: Lists the Issues Log with your recommendations.
3. Client Acceptance / Project Completion Form
   - Defined: Document capturing client satisfaction and enhancements to project for future work.

Final Report -

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Project Charter
Scope Statement
Business Case & Financial analysis
Proposed Personnel
Team Contract
Stakeholder Register & Stakeholder Management Strategy
Gantt chart showing WBS with resource initials and costs for tasks
Milestone Report
Responsibility Assignment Matrix
Resource Usage Report
Cash Flow Report
Pareto Chart
Quality Assurance Plan (if applicable)
Risk Register
Probability/Impact Matrix listing these risks
Meeting Agenda discussing Assumptions & Questions related to recent changes
Change Request Form
Contract and Statement of Work (SOW) for outsourcing (if applicable)
Prototype Screens (including Website link if applicable)
Client Acceptance / Project Completion
Lessons Learned Report
Future Opportunities for Engagement