Throughout the semester you have completed documents that are required components in a project plan. Each team should have a completed *Project Charter* that contains information about the entire project; the remaining documents have been (or will be) completed individually and will make up the rest of the project plan. Keep in mind there may be additional documents that will need to be included in the project plan; I will indicate those to you when applicable. The only formatting requirement is that it be keyed in an 11-pt or 12-pt font size. Make the report attractive – as if stakeholders, community members, and/or staff would be reviewing it.

Here are the documents (labeled as ‘handouts’ in Schoology) that are required in your **completed project plan**:

* Project charter
* Quality Matters
* Peer Review Checklists (include team members’ reviews)
* Here’s What It’ll Take
* Financing My Project
* Will I Risk It?
* Others (possibly)

You will begin by downloading (from Schoology) a clean copy of each document and keying in the information that you have hand written. Only typed documents should be included in the project plan (with the exception of each team members’ Peer Review Checklists). In addition, the Work Breakdown Structure and Project Schedule, created earlier using MS Word, need to be printed and included in the plan.

Other required components are:

* Title Page :: *Name of the project*

Project Plan

*Appropriate clipart/graphic/photo*

Your Name

Principles of Management

Spring 2012

* Each section of the project plan should have a one-paragraph description of the component (you may use any information I’ve given during the semester in the way of handouts, links on Schoology, or you may do additional research) AND one paragraph describing how you came to the conclusions you did using your responses on your handout. An example is included on pages 3-4.
* The documents need to be in the following order:

1. Title page
2. Project charter (this will be a ‘team’ effort; each team member will have the same document in their project plan)
3. Work breakdown structure (network diagram created in MS Word)
4. Project schedule (Peer Review Checklists – the ones your team members completed)
5. Resources required (Here’s What It’ll Take)
6. Quality plan (Quality Matters)
7. Risk management plan (Will I Risk It?)
8. Cost management plan (Financing My Project)

The project plan is worth **300 points** and is due on **TBD.**

* Title page is worth 20 points.
* Each component listed above (2-8) is worth 40 points:
  + Paragraph describing (defining) component = 15 points
  + Paragraph explaining your reasonings = 15 points
  + Handout (typed) = 10 points

Sample title page:

“My Project Name”

Project Plan



*Your Name*

Principles of Management

Fall 2015

Sample section/component/handout:

**Project Schedule**

If any project is to be successful, it needs to be completed within the timeframe of a project schedule. A project manager needs to consider a lot of different factors when estimating the timeline for a project. A work breakdown structure is a valuable tool to have completed before a schedule can be put into place. Project Managers can use a variety of tools to create their schedule including PERT and Gantt charts…… etc. (*This should be 1 paragraph*)

This is the paragraph where you will explain your network diagram, how you decided to schedule items that you did, why the times were selected, etc. Basically you are explaining why (not HOW) you came to include what you did in the handout. (*This should be 1 paragraph)*

*~~ Insert page break ~~*

Copy of the appropriate document(s) - your network diagram/chart and Peer Review Checklists, for example.

*~~ Insert page break ~~*

**Next section/component/handout**

Two paragraphs…….

*~~ Insert page break ~~*

Copy of appropriate document(s), etc.