Assignment #5 Checklist

Section I – Project Recap

In this section, you will write a 1- to 2-page response in which you will summarize your project. Your summary will include information about your project description; goals; timeline; and resources. NOTE: You will be able to use information from Assignment #1 per this.

Section II – Project Closeout Plan

In this section, you will write a 2-page response in which you will describe how you plan to close and wrap down your project. Remember, once you have completed all of your activities in your project schedule does not mean you are done for there are things you need to do, such as

- Getting the customer to accept your final project
- Paying any outstanding bills
- Releasing your project resources since you are done
- Conducting lessons learn sessions

Section III – Challenges to Completing the Project Closeout

In this section, you will write a 1-page response in which you will identify and describe at least three challenges you will face when closing your project, as noted above.

Section IV – Project Tools

In this section, In this section, you will write a 1-page response in which you will provide identify at least ONE tool that a PM will need to use (besides MS Project & Excel) that will allow them to properly manage projects. The tool does necessary has to be a 'software' tool for it can be a "soft" tool or skill. Be sure to explain why this tool is important. Next, speculate on the overall different project management strategy that you would apply based on the tool that you have selected. Provide a rationale to support your response.

Section V – Continuous Improvement

In this section, you will write a 1-page response in which you will first define the phrase of 'continuous improvements (CI)' and then describe how CI could or could not improve your project. Be sure to provide strong rationale behind your stance.

Section VI – Risk Management

In this section, you will write a 1- to 2-page response in which you will provide first define 'risk management' and next how the 'risk management' process is crucial for you in order to management your project's challenges. Be sure to include the project challenges that you noted in previous assignments when discussing risk management. Provide at least two (2) examples of using risk management techniques that would have helped the delivery of your project to support your response.

NOTES:

- You do not need to submit your MS Project schedule with the paper, however, you need to relate each section to your project. So, you need to speak in terms of your project.
- This paper does not require the use of external references, but it is strongly suggested that you include external references. For example, you can use information from your two textbooks as support.
- In completing this assignment, you need to follow the checklist. The checklist matches the grading rubric for our class.
- At a minimum, this will be a 6-page paper, excluding cover page and references. Most students will easily exceed 6-pages. Also, a 6-page submission does not mean you will earn the maximum points per this assignment