

Project Management: Initiation

Project Management

Show us that you can demonstrate your understanding of the principles of project management and apply project management skills, tools and techniques required to initiate a project in accordance with your organisation's requirements.

- Level 6
- Credits 6
- \$199.00 NZD (GST incl.)

Assessment

Please provide evidence of the following:

1. Evaluate project initiation information and develop the Project Charter and Stakeholder Engagement Plan in accordance with your organisations requirements.

All work completed for this EduBit must be your own.

Learning Recommendations

Online Project Management Training

www.thebalance.com/project-management-training-courses-online-4134252

Project Management by Adrienne Watt (free online textbook)

<https://opentextbc.ca/projectmanagement/>

You may choose to purchase:

PMI (2013) A Guide to the Project Management Body of Knowledge (PMBOK guide), Fifth edition. Pennsylvania Project Management Institute, Inc. (available from Fishpond)

www.fishpond.co.nz/Books/Guide-to-Project-Management-Body-of-Knowledge-Pmbokr-Guide-Fifth-Edition-Project-Management-Institute/9781935589679

Tasks

Proof of Identity

Please include a scanned copy of photo identification (e.g. passport, drivers licence, work ID card).

Attestation Form(s)

An attestation is a declaration by a witness that the tasks and activities specified have been performed in their presence and that the evidence provided is true and correct. The Attestation form(s) relevant to this assessment is located in the Resources section above.

Please complete and scan a copy of the necessary form(s) then upload it here.

General Information

Please provide:

1. The name of the organisation you are completing the project for?
2. Provide a brief overview of your project management experience (maximum 100 words).

This information is not assessed but provides context for your assessor.

Task 1: Evaluate project initiation information and develop the Project Charter and Stakeholder Engagement Plan in accordance with the organisations requirements

I can:

- 1.1. Develop formal Project Charter documentation to initiate the project for my organisation.

By providing:

1.1 A copy of the formal Project Charter you developed to initiate the project that aligns with the overall organisation's strategy and objectives and sponsors expectations. This must include all of the following range:

- Project purpose or justification.
- Alignment with the organisational strategy.
- High-level project description.
- High-level requirements.
- Project objectives and related success criteria.
- High-level risks.
- Summary milestone schedule.
- Summary budget.

- Stakeholder list (external and internal to the organisation).
- Project approval requirements.
- Assigned project manager, responsibility, and authority level.
- Name and authority of the sponsor or the person(s) authorising the project charter.
- An executive summary.

The document may make reference to other documents that have informed the charter, such as: Agreements (contracts), Statements of Work, Business Case.

The Project Charter format must be set out in accordance with your organisation's requirements and be professional with clearly set out headings (a minimum of 5-10 pages is required).

I can:

1.2. Identify stakeholders and develop a Project Stakeholder Register/ Stakeholder Engagement Plan in accordance with my organisation requirements for this project

By providing:

A copy of the Project Stakeholder Register/Stakeholder Engagement Plan you have developed that supports the Project Charter provided in Task 1.1. This must be in either Table or Excel format and must include all of the following range:

- Identification of at least six (6) internal and external stakeholders for the project.
- For each Stakeholder this must include all of the following range:
 - Stakeholder name (group or individual); Contact person position; External or internal stakeholder; Role in the project; List of stakeholder's major requirements; Potential influence on the project. This may include: Contact information.

The format of the Project Stakeholder Register must be set out in accordance with your organisations requirements, be professional with clear and relevant headings and layout and must be either Table or Excel format.

I can:

1.3. Provide a copy of the attestation form completed by your supervisor attesting to information provided in Tasks 1.1 and 1.2.