



1.0 Pre-project Setup/Initiating

1.1 Explain the requirements to complete a pre-project setup.

- Identify the project
- Validate the project
- Prepare a project charter
- Obtain approval (signature) for project charter

1.2 Identify the characteristics of a project.

- Temporary endeavor
- Delivers a unique product or service
- Constrained by time
- Resources and quality

1.3 Summarize the steps required to validate a project.

- Validate business case
 - Feasibility analysis
 - Justification for project
 - Alignment to strategic plan
- Identify and analyze stakeholders

1.4 Explain the components of a project charter.

- Key project deliverables
- High-level milestones
- High-level cost estimates
- Identify stakeholders
- General project approach
- Problem statement
- High-level assumptions
- High-level constraints
- High-level risks
- Project objectives

1.5 Outline the process groups of the project life cycle.

- Initiating/pre-project setup
- Planning
- Executing
- Monitoring/controlling
- Closing

1.6 Explain the different types of organizational structures.

- Functional
- Weak matrix
- Matrix
- Strong matrix
- Projectized