



2.0 Project Planning

2.1 Prepare a project scope document based on an approved project charter.

- Key Performance Indicators (KPIs)
- Scope boundaries
- Constraints
- Assumptions
- Detailed objectives
- Final project acceptance criteria
- Validate scope statement with stakeholders

2.2 Use a Work Breakdown Structure (WBS) and WBS dictionary to organize project planning.

- Explain the benefits of a WBS
- Explain the levels of a WBS
- Explain the purpose of a WBS
- Identify the planning processes that utilize the WBS as an input
- Critique a given WBS
- Explain the purpose of a WBS dictionary

2.3 Outline a process for managing changes to the project.

- Approvals required
- Forms needed
- Turnaround times
- Document routing
- Communication flow

2.4 Develop a project schedule based on WBS, project scope and resource requirements.

- Schedule to milestones
- Analyze Gantt chart
- Identify dependency types
- Determine the critical path of a project schedule
- Establish schedule baselines

2.5 Given a desired deliverable, apply the appropriate tool and/or method to produce the appropriate outcome.

- Tools
 - PERT
 - Gantt
- Methods
 - CPM



2.6 Given a scenario, interpret the results of using the following tools and/or methods.

- Tools:
 - GERT
 - Methods:
 - Network diagram (ADM, PDM, CPM,CCM)
-

2.7 Identify components of an internal/external communication plan.

- Frequency
 - Format (formal, informal, written and verbal)
 - Method of distribution
 - Distribution list
-

2.8 Outline the components of a risk management plan.

- Initial risk assessment
 - Risk matrix
 - Risk register
 - Risk response strategies
 - Stakeholder risk tolerance
-

2.9 Identify roles and resource requirements based on WBS and resource availability.

- Identify existing resource availability
 - Identify training needs/outsourcing requirements
 - Assign resources to scheduled tasks
-

2.10 Identify components of a quality management plan.

- Quality metrics, control limits and frequency of measurement
 - Quality assurance processes
 - Quality control processes
 - Quality baseline
-

2.11 Identify components of a cost management plan.

- Control limits
- Assign costs
- Chart of accounts
- Project budget
- Cost estimates (bottom up, top down, parametric, expert judgment, analogous)
- Cost baseline



2.12 Explain the procurement process in a given situation.

- Project needs assessment/gap analysis
 - Make or buy decision
 - RFI, RFQ, RFP (Request for: Information, Quote, Proposal)
 - Request seller response
 - Evaluate seller response
 - Vendor selection
 - Contract development
-

2.13 Explain the purpose and common components of a transition plan.

- Ownership
- Transition dates
- Training
- Extended support
- Warranties