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| **Project Management Skills for Students** |
| Participant Workbook |

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# Activity #1 – Project Charter

1. *Consider your research project or a fictional project for purposes of this workshop (E.g. organize a student event, etc.)*
2. *For the project you select, address the topics below.*

## Purpose

*Why are you doing the research/project?*

## Scope

*What will your research/project deliver? And what won’t it include?*

|  |  |
| --- | --- |
| **In scope** | **Not in scope** |
|  |  |

## Triple Constraint (resources, schedule, scope)

*What is the relative priority of each of these for your research/project?*

Triple Constraint Flexibility Matrix

|  |  |  |  |
| --- | --- | --- | --- |
| Flexibility: | Least | Somewhat | Most |
| Resources |  |  |  |
| Schedule |  |  |  |
| Scope |  |  |  |

## Project Success Factors

1. *For the project you selected, address the questions below.*

## Outcome

*How will it be determined that what is delivered provides the desired benefit(s)?*

| Criteria for Success of Outcome | Planned Measurement(s) |
| --- | --- |
|  |  |
|  |  |

## Product

*How will it be determined that what was delivered was what was asked for?*

| Criteria for Success of Product/Service | Planned Measurement(s) |
| --- | --- |
|  |  |
|  |  |

## Process

*How will it be determined that the process that was followed to achieve the project’s end deliverable was successful?*

| Criteria for Success of Outcome | Planned Measurement(s) |
| --- | --- |
|  |  |
|  |  |

# Activity #2 – Work Breakdown Structure (WBS)

1. *Refer to the scope of your selected research/project and choose one or two scope items for your WBS.*
2. *Identify the sub-deliverables for your selected scope items.*
3. *Update the chart below with the up to 3 levels of deliverables (Note: deliverable should be at least 1 day minimum or 5 days maximum; assigned to 1 resource)*

*(Note: ideally this activity would be completed with your team.)*

## Sub-deliverables

*Brainstorm the sub-deliverables for your selected scope item(s)*

## Work Breakdown Structure (WBS)

*Update the chart below with up to 3 levels of deliverables*

# Activity #3a– Risk Management

1. *Complete the Risk Register to capture, assess and determine a risk response for one positive and one negative risk for your research/project. (Note: use the Guide to Risk Rating to rate each project risk.)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** (#) | **Description** (Freeform) | **Impact (High, Med, Low)** | **Probability (High, Med, Low)** | **Rating** | **Impact** (Freeform) | **Mitigation Strategy** |
| *1* |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |

## Guide to Risk Rating

|  |  |  |  |
| --- | --- | --- | --- |
| **Probability** | **Impact** | | |
|
| **low** | **medium** | **high** |
| **low** | Low | Medium | Medium |
| **medium** | Medium | Medium | High |
| **high** | Medium | High | High |

# Activity #3b– Stakeholder Analysis

1. *Identify 1-2 stakeholders research/ project and complete the Stakeholder Analysis worksheet for each of them. (Note: use the Grid which follows to assign the appropriate stakeholder category.)*

| Name | Department | Title | Role on Project | Expectations | Influence  (E.g. ability to effect changes to planning or execution) – low or high? | Impact (E.g. level of impact /involvement) – low or high? | Stakeholder Category & Action  (See Appendix A grid to assign category) |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## Guide to Assess Stakeholder Category

**Key Players   
(Manage Closely)**

**Important Players   
(Keep Satisfied)**

**Affected Players   
(Keep Informed)**

**Potential Players   
(Monitor for Change)**

High

Low

High

Low

Influence

Impact