

# CLASS PROJECT

## SOW – Statement of Work

1. Objectives
2. Milestone Schedule (minimum: the beginning and ending dates)
3. Specifications (Standards/Quality)
4. States of Nature
  - Environmental
    - Legal
    - Social
    - Political
    - Economic
    - Technological
  - Competitive
    - Sales Forecast
    - Market Size
    - Growth
    - Life-Cycle Phase
    - Return on Investment (ROI)
5. Data requirements (Reporting and Final Product Requirements)
6. Prepare preliminary Communication Matrix

## WBS – Work Breakdown Structure

1. Task – detailed work package (similar in size and requiring a task time for completion shorter than the reporting period required).
2. Time estimate for each task (work package) item
3. Preliminary Responsibility Matrix

## SCHEDULING

1. Develop a network that shows which item(s) proceeds every item; and which item(s) follows every item.
2. Compute the critical path (unlimited resources).
3. Evaluate the items on the critical path (can an item be moved or the time required shortened).
4. Add calendar dates to your network.
5. Redo the responsibility matrix and obtain commitments.
6. Revise the communication matrix as necessary.
7. Redo network to account for commitments to calendar dates.
8. Redo the network if the calendar date for completion does not satisfy the objective (or contract) by using crashing analysis.
9. Revise the communication matrix and responsibility matrix as necessary.
10. Finalize the WBS/Calendar Schedule and transmit to all parties.

## MONITORING and CONTROL

1. Are we on course? If not , why?
2. What do we need to do to be on course?
3. Can we do it?