

IS594-PJ – Project Management

Waterfall Scope Skills Practice Assignment

Instructions

Overview

Chapter 4 of the Schwalbe text identifies several tools that the project manager can employ to manage scope. In this assignment, you will be producing two of these documents:

1. Project Scope Statement
2. Work Breakdown Structure (WBS)

You will be producing these documents for the scenario described in the *Research Center Website* case. The case description has been provided in the Weekly Schedule section for this assignment. Read the case description carefully. Try your best to distinguish between requirements that will be included in the scope and interesting ideas that will not be included. These interesting ideas might be included as requirements for the next project.

The Project Scope Statement should be produced using the MS Word template created by Schwalbe and included for download in a Weekly Schedule link under this assignment. Figure 4-6 in the textbook provides a good example that you can follow as you create your document. Also, I have included a link to my tutorial video in the Weekly Schedule in which I show a Project Scope Statement for the Kevin's Birthday Cake Project. Use these two examples as your guide.

As you know from reading Schwalbe Chapter 4, the format of WBS documents is flexible. Common presentations include:

1. A numbered, indented list in a word processing document.
2. A mind map diagram from a mind mapping tool.
3. A hierarchy diagram created with a diagram drawing tool or a project planning tool.

You are free to choose whichever of these presentations you find most appealing. I have provided an MS Word template created by Schwalbe as a link in the Weekly Schedule. Also, in my tutorial video for the Kevin's Birthday Cake Project, I demonstrate how to use the Schwalbe MS Word template and how to create a mind mapped WBS using the GitMind mind mapping tool (<https://gitmind.com>). I recommend that you play my tutorial video to learn about using the tools as well as the technique for creating these kinds of documents.

Exercise 1 (Regular)

You will create a Project Scope Statement for the *Research Center Website* project. A case description document for this project is included in the Weekly Schedule. When deciding which requirements are in scope and which are out, pay particular attention to who you believe has decision-making authority in the case.

Exercise 2 (Regular)

You will create a Work Breakdown Structure (WBS) for the *Research Center Website* project. A case description document for this project is included in the Weekly Schedule. When deciding which requirements are in scope and which are out, pay particular attention to who you believe has decision-making authority in the case. Remember that the Project Scope Statement and the WBS should agree with each other. Because they present the information differently, one document might include details that are not included in the other. Nevertheless, they should never contradict each other.

Exercise 3 (Challenge)

If you choose to submit this Challenge exercise, you will create a Work Breakdown Structure (WBS) for the next phase of the *Research Center Website* project. Include requirements that didn't fit into the first project about which there appears to be broad consensus among the stakeholders.

Format

Create a separate document for each exercise. Convert each document to PDF. Place your 2 or 3 PDF files in a common directory. Zip up the directory to create 1 .ZIP file that you will submit to Canvas.

File Naming

Please use the following naming scheme for your assignment submission:

1. Name the directory that holds your PDF files as follows:

surname_givenname_waterfall_scope_skills_practice

If this were my assignment submission, I would name the directory:

trainor_kevin_waterfall_scope_skills_practice

2. Name your PDF documents as follows:

surname_givenname_scope_statement.pdf
surname_givenname_wbs.pdf
surname_givenname_next_project_wbs.pdf

If this were my assignment submission, I would name the files:

trainor_kevin_scope_statement.pdf
trainor_kevin_wbs.pdf
trainor_kevin_next_project_wbs.pdf

3. When you zip up the directory for submission, the resulting file should be named:

surname_givenname_waterfall_scope_skills_practice.pdf

If this were my assignment submission, the file would be named:

trainor_kevin_waterfall_scope_skills_practice.pdf

PLEASE NOTE: All file names must be in lower case. Deductions will be made for submissions that do not conform to this standard.

Due Date

Please see the Weekly Schedule for the date and time when this assignment is due.

Last Revised

2023-09-15