



31272: Project Management & The Professional

Week 5 Tutorial



Week 5: Stakeholder Management

- **What are we doing today?**
 - Ethics Assignment Q&A
 - Stakeholder Management
 - Confirm SDLC
 - Task List
 - Discussing Project Charter Submission



Lecture Q&A



Reviewing Team Charter

Reviewing Team Charter Progress & Assignment 1 Feedback



Review your Team Charter Progress and your Assignment 1 submission

Discuss as a team the following:

- How did we go? Could we have done better? If yes, how? (review your feedback!)

Details: <https://canvas.uts.edu.au/courses/36481/assignments/233393>

- Are we submitting deliverables on time and being held accountable?
- Have we encountered any risks?
- Do we need to adjust our expectations moving forward?





Ethics Assignment Q&A

Ethics Assignment Expectations

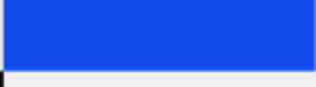
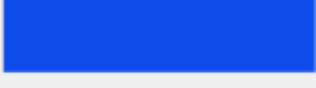
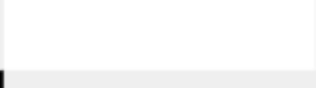
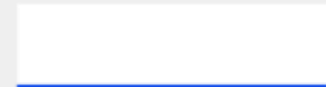


Please check the assignment brief and subject information on Canvas for more details

<https://canvas.uts.edu.au/courses/36481/assignments/233384>



Stakeholders





What is a Stakeholder?

Stakeholders

- A **Stakeholder** is an entity, individual; or set of individuals who have a stake in a project;
- A stake in the project is an investment or interest in the project or outcome of the project which could mean:
 - Anyone who is contributing to the project;
 - Anyone whose interests are impacted by the project;
 - Anyone who has power over the project outcomes, decisions or in any way can influence the project.



In short a stakeholder is anyone who has an interest and/or influence in a given project

How do we manage Stakeholders?



Stakeholder Management

- **Management of Stakeholders** will vary depending on each stakeholder and should be tailored based on the interest and influence they have in the project;
- Stakeholders who have a high influence over the project will need to have their needs met, whilst stakeholders with high interest will need to be kept informed.
- Management of stakeholders ties in with how you communicate with stakeholders and different approaches will be used for each entity





Identify Project Stakeholders and Begin the Stakeholder Management & Communication Matrix

- *Refer to the template available on canvas and Week 5 Lecture for more information on Stakeholder analysis*

Complete as a team the following:

- Determine and Justify the Stakeholders in the Project;
- Determine the Interest/Influence level for each stakeholder (make sure they make sense relative to each other!);
- Begin the stakeholder management matrix;
- Begin the stakeholder communication matrix.





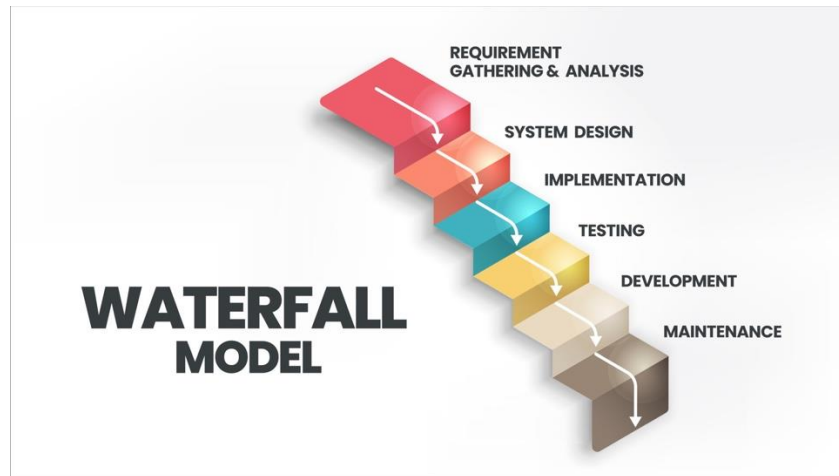
Confirming SDLC





Confirming SDLC

- Following on from last weeks work on our SDLC as groups decide on which SDLC you will adopt for this project;
- You should justify **why** you have chosen the give SDLC and **provide sufficient justification with respect to the case study!**
- Ideally your justification should also include the consideration of at least 2 other SDLCs and comparative justification as to why the chosen SDLC is the more suitable approach



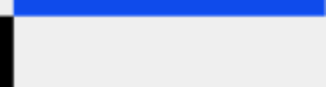
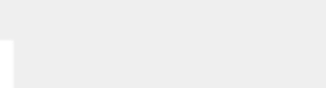
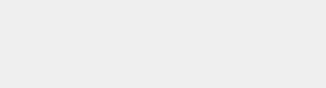
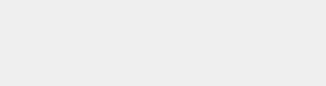
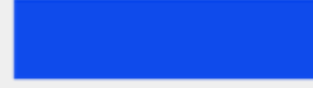
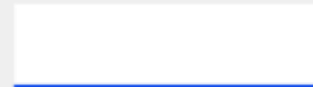
Waterfall Model



Agile Model



Task List





What is a Task List?

- A **Task List** is a detailed breakdown of each step involved in the completed and delivering of the project;

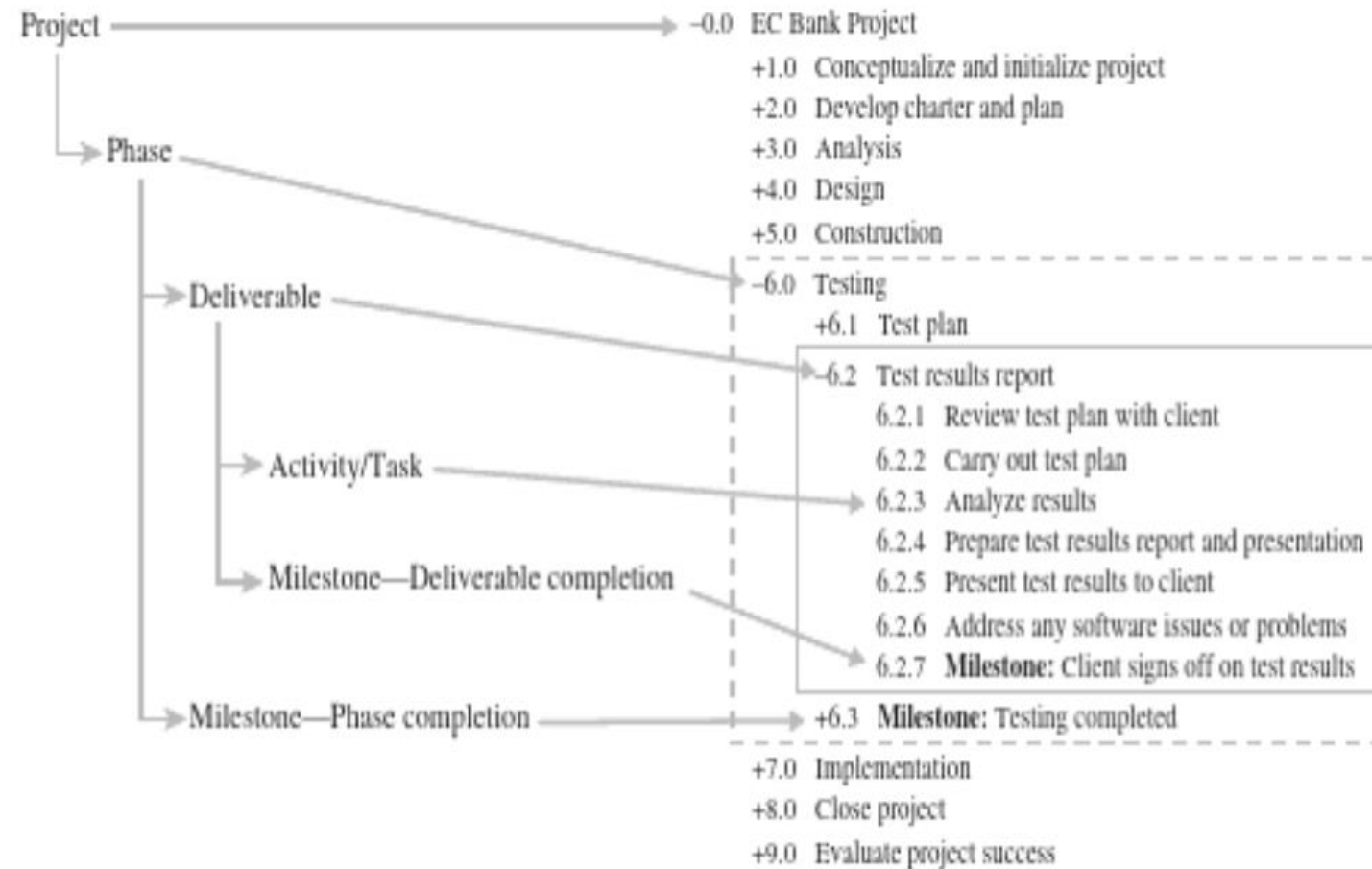
Task List Example: Car Wash Project

Task No	Description	Deliverable
T01	Park car in yard	Car parked
T02	Locate sponges, buckets, soap	Supplies acquired
T03	Take supplies to yard	Supplies put near car
T04	Get hose	Hose acquired
T05	Connect hose to water supply	Hose connected
T06	Turn on water	Verified water running
T07	Wet sponges with water + soap	Sponges wet and soapy
T08	Wet the car with hose	Car wet
T09	Sponge wash car body	Car body clean
T10	Sponge wash car windscreen	Car windscreen clean
T11	Sponge wash car tyres	Car tyres clean
T12	Rinse soap from car body	Excess soap/dirt removed
T13	Rinse soap from car windscreen	Excess soap/dirt removed
T14	Rinse soap from car tyres	Excess soap/dirt removed
T15	Wipe and polish the car	Verified car clean/polished

Start working on a high level task list – ensure it is compatible with the SDLC your group has decided on! Refer to the Interim Report 2 template on Canvas

What is a Task List?

- SDLC is a structured process outlining the stages to create high-quality software, broken down into phases, such as **planning**, **requirements analysis**, **design**, **coding**, **testing**, **deployment**, and **maintenance**
- A **task list** for the SDLC includes specific activities for each phase, such as *planning and feasibility studies* in the **planning phase**, *gathering user requirements and creating the Software Requirements Specification (SRS) document* in the **requirements phase**, and *designing the software architecture and user interface* in the **design phase**, *creating test plan & report* for **testing phase**



Work package & WBS (Source: Fig 5.9 Pg 133 [Marchweka](#) chapter 5)

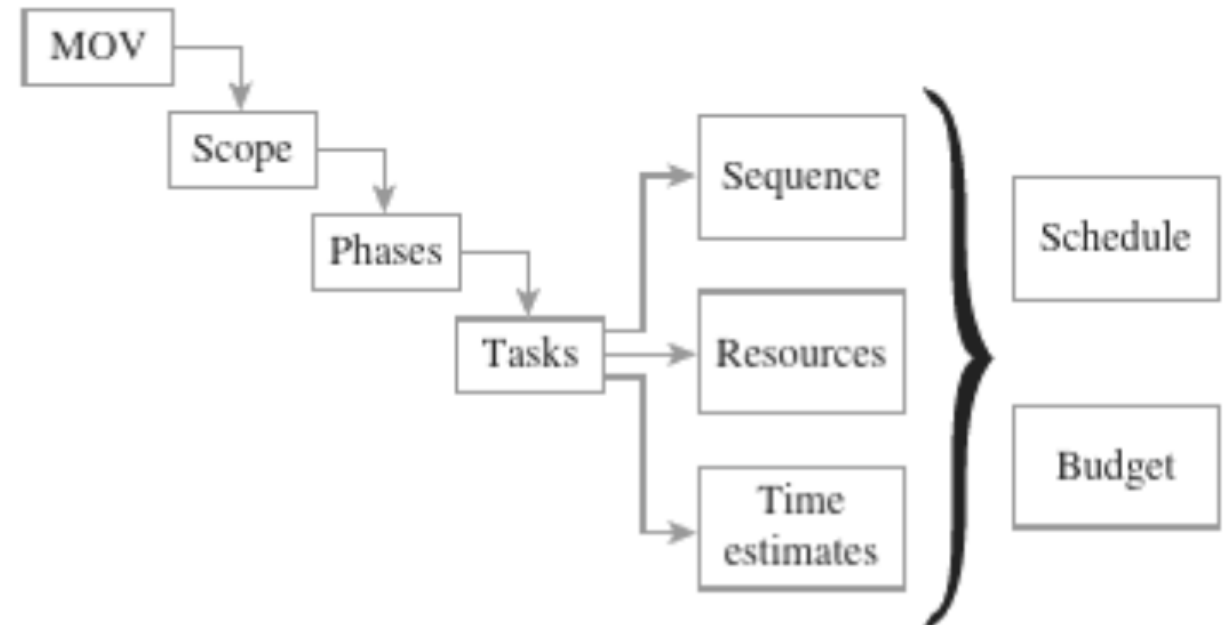
Start working on a high level task list – ensure it is compatible with the SDLC your group has decided on! Refer to the Interim Report 2 template on Canvas



Project Planning Framework

Project planning framework – serves as a guide for developing and assessing the project plan

- It outlines the steps and processes to develop a detailed project plan that supports the project's MOV (defined in Interim report 1)
- Scope and phases (Interim report 1)
- Initial Task list (Interim report 2)
- Updated Task list / Sequence/ Time estimation (Interim report 3)
- Schedule (Interim report 4)
- Resources/ Budget (Interim report 5)



The Project Planning Framework (Source: Fig 6.1 Pg 150 [Marchweka](#) chapter 6)



Interim Report 2 Expectations

The Interim Report 2 will be required to include the following:

<https://canvas.uts.edu.au/courses/36481/assignments/233386>

- *Interim Report 2 (Part 1): Stakeholder, Communications, Scope and Risk*
- *Interim Report 2 (Part 2): Task List*
- *Please ensure you are following template instructions! A single or combined document of Interim Report 2 (Part 1 and 2) are both acceptable, **Due in Week 6***



Project Charter

Project Charter (Interim Report 1) Expectations



- The Interim Report 1 will be required to include the following:
<https://canvas.uts.edu.au/courses/36481/assignments/233385>



- Continue working on your Project Charter! This is what forms your Interim Report 1 submission due 3 days after your tutorial by 23:59

Please ensure you are following template instructions! Submit only one document in the required format.



Questions?



Thank you!