



31272: Project Management & The Professional

Week 6 Tutorial



Week 6: Integration & Risk Management

- **What are we doing today?**
 - Lecture Q&A
 - Reviewing Team Charter
 - Ethics Assignment Q&A
 - Reviewing Interim Report 1 (Project Charter) Feedback
 - Stakeholder Management
 - Task List
 - Risk Management
 - Interim Report 2 Expectations



Lecture Q&A



Reviewing Team Charter



Reviewing Team Charter

Review your Team Charter Progress and your upcoming Interim Report 2 submission

Discuss as a team the following:

- How are we progressing?
- Are we set to deliver the assignment on time?
- Will we encounter any risks? If so, how will we deal with them?
- Have we implemented feedback from previous submissions?





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>



Reviewing Interim Report 1 (Project Charter) Feedback

Reviewing Interim Report 1 (Project Charter) Feedback



Review your Feedback for Interim Report 1

<https://canvas.uts.edu.au/courses/36481/assignments/233385>

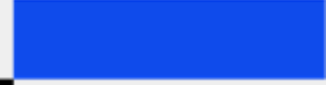
Discuss as a team the following:

- How did we go? Could we have done better? If yes, how? (review your feedback!)
- What do we have to focus on improving for the final report?
- Who is responsible for working on each section?
- Do we need to adjust our expectations moving forward?





Stakeholders



Stakeholders



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.

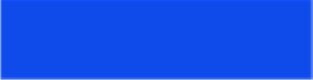
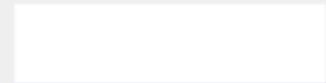
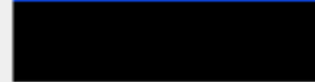


Following on from our work last week – continue working on as a team the following:

- Review your list of stakeholders to ensure it covers a broad and comprehensive range over the project, and aligns with all major stakeholders mentioned in the case study;
- Review all your stakeholder Interest/Influence Levels and check that they make sense relative to each other;
- Stakeholder management and communication plans are appropriate and align with the Stakeholder Interest/Influence Level.



Task List





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

Continue 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

Task List



Task List Template

2 Task list

The task list is probably better created in Excel and then embedded in the document. This will allow you to put the appropriate columns into MS project and / or to more easily draw the charts.

For Interim report 2, we want you to start filling in the first 3 columns.

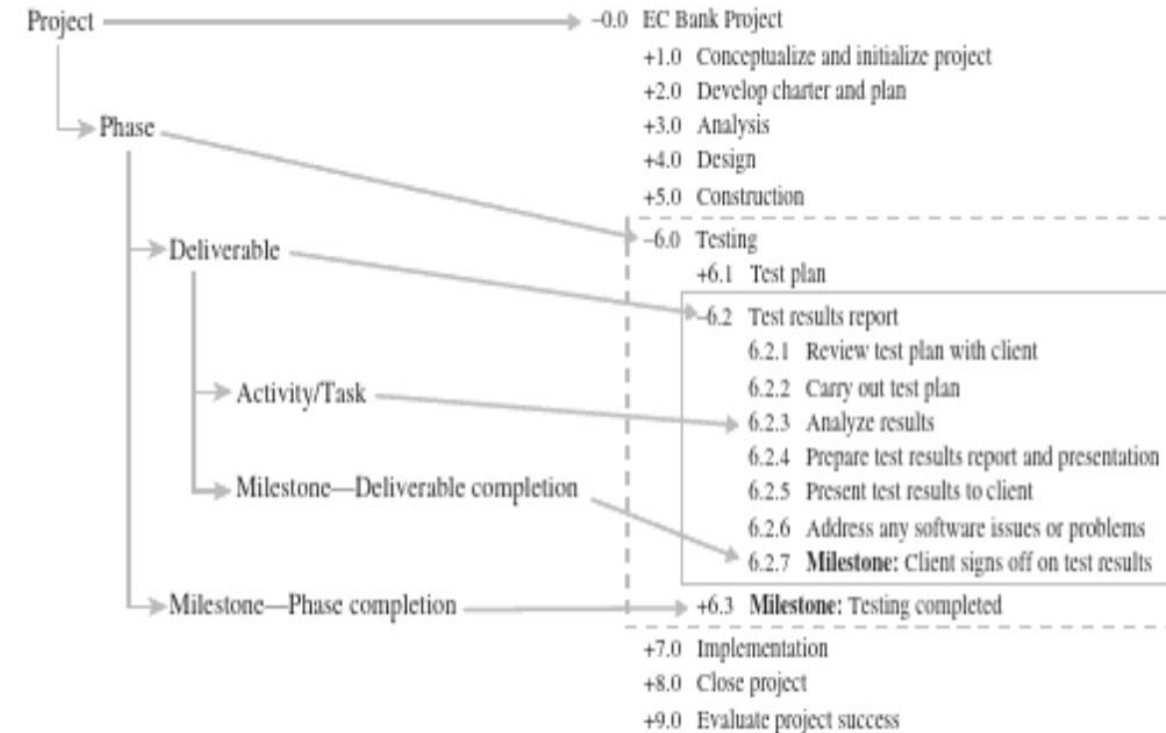
Note: your tasks and task IDs will depend on your chosen SDLC and PLC.

Task outcome is "what has changed as the result of completing this task", ie. Why do we need the task.

The explanation column is to remind you why you have done something. It's probably going to be blank in most cases.

Task ID	Task description	Task outcome	Preceding task IDs	Following task IDs	Estimated Effort	Estimated Duration	Resources required	Cost	Explanation

Example - Specific activities for each phase



Continue 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



Risk Management



Risk Management

- A comprehensive **Risk Matrix and Management Strategy** should be developed to ensure any potential dangers to the projects progress and/or outcome can be appropriately addressed through preventative measures or mitigation responses.

		Severity		
		Critical:3	Moderate:2	Marginal:1
Likelihood	Probable:3	High - 9	High - 6	Medium - 3
	Occasional:2	High - 6	Medium - 4	Low - 2
	Improbable:1	Medium - 3	Low - 2	Low - 1

Develop your risk register for the project and consider the following:

- Each risk should be appropriately categorised and a comprehensive risk management strategy proposed for each one;
- The detail of the risk management strategy should be directly correlated to the severity of the risk calculated;
- The task list should be updated to include any proposed risk management actions/tasks.

Continue working on your Risk Management – it is due as part of your Interim Report 2!



Interim Report 2 Expectations



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**
 - A developed stakeholder management matrix outlining all key and notable stakeholders involved in the project. All stakeholders should be appropriately categorised as well as suitable and detailed management and communication strategies provided. **Identify at least 8 stakeholders.**
 - **All in-scope items** should be clearly outlined in line with the case study and fleshed out beyond the detail provided in the brief. Out of scope items, internal and external dependencies as well as any assumptions and constraints should also be outlined in detail.
 - The Risk Management matrix should contain **10+ project risks** and an appropriate management strategy. Risks should be correctly categorised and cover a comprehensive range of risks relevant to the project.
- **Interim Report 2 (Part 2): Task List**
 - Task list should reflect the SDLC chosen and have **at least 30 tasks** covering the main in-scope items - no durations or otherwise required.

Interim Report 2



- **Continue working on your Interim Report 2 : Stakeholders, Communication, Scope, Risks, and Task List submission due 3 days after your tutorial by 23:59**



Please ensure you are following template instructions! A single or combined document of Interim Report 2 (Part 1 and 2) are both acceptable.



Questions?



Thank you!