How well a project is managed has a substantial impact on the success of the project.

As such, project management is an important part of the IE senior design experience. The first step in successfully managing the project is to have agreement on:

- A clear set of goals and objectives
- The project scope
- The availability of project resources

With the completion of the Statement of Work, you should have reached agreement on these critical components with key project stakeholders.

The next step is the creation of a realistic project plan to use as a map that will guide the execution of your project throughout the semester. Consequently, each team will create a project plan as follows:

1. Create a work breakdown structure (WBS) for the project in outline form.
2. Create a project schedule in Microsoft Excel, Microsoft Project (or other suitable system that has been agreed to by the project team) for scheduling and tracking. The schedule should reflect allocation of resources, task dependencies, etc.
3. Develop a project tracking plan that will enable regular (at least weekly) review of project measures, namely:
   - Schedule variance – Are you ahead or behind schedule?
   - Budget variance – Are you over or under the allocated person-hours?
   - Percent complete – How much of the project scope has been completed to date?
4. Set up a visual system for day-to-day task management.

To submit this deliverable:

1. Create a folder within your team’s FACLAB folder labeled “Project Management”
2. Save the appropriate documents for items 1-3 to that folder.
3. Send an email to Dr. Schell when the documents are ready for evaluation, no later than by 17:00 on January 25
4. Item 4 will be assessed at your weekly meeting during the week of January 30.