**PRM 524 - Applied Project Management Case**

**Final Project Plan – Assignment Guidelines**

**Include:**
- Business style report
- Cover Page
- Table of Contents (at a minimum, include the bold section headers in this table)
- 12-point Arial or Times New Roman font
- Graduate-level grammar/style
- Labeled and numbered captions at the bottom of each figure (ex. Figure 1: Resource Overview Report)

Note: Page suggestions are provided as a guide. Please do not exceed the suggestions by more than a full page.

**Project Plan Introduction (1-2 Pages)**

**Overview:**
Write an overview of your project including major milestones and main deliverable.

**Requirements:**
Provide a brief statement of requirements for your project.

**Project Scope (1 Page)**
Write a scope statement for your project. Be certain to also state **exclusions** from the project plan that the customer or other major stakeholder might reasonably expect you to include.

**Project Stakeholders and Project Resource Management (2 Pages)**

**Stakeholders:**
Write two paragraphs about the potential stakeholders for your project using the information from Discussion Question 3 (Module 3).

**Project Resource Management:**
Using the information from Assignment 2 (Module 3), identify/document team names, project roles, contact information, responsibilities, and skills and materials using a spreadsheet as your Resource Management Plan. Include the Resource Overview report from Assignment 2 (Module 3) to document the planned number of hours and scheduling of resources.
## Project Timeline, WBS, and Communications Management Plan (2 Pages)

### Project Timeline:
Note your major project milestones and include the timeline from Assignment 3 (Module 4) in this section.

### Work Breakdown Structure (WBS):
Using Assignment 1 (Module 2) and Assignment 3 (Module 4), create a formal WBS outline using the four main phases and related tasks. Keep in mind that your project title is level 1.0 and the phases begin with 1.1, 1.2, 1.3, and 1.4. Be consistent in your numbering style.

### Project Communication Management:
Discuss your communication plan for the Genesis Upgrade project. This discussion should include types and timing of meetings, preferred communication style/tools, and responsibility of various team members on reporting project progress.

## Project Risk Management & Timeline Update (2 Pages)

### Project Risk Management:
Identify at least four risks in your project and how you, as the project manager, plan to avoid or mitigate them during the execution of your project. Be sure to include the risk, the potential impact on one or more of the triple constraints of scope, cost, or time, and the probability of the risk occurring in a percentage (ex. 40% chance). Give each risk a rating using a scale that you provide.

### Project Timeline Update:
Include your Resource Overview report from Assignment 4 (Module 5) as a snapshot of the timeline (start/finish dates) for each resource and the remaining work left within the schedule from the point in time that you generated the report.

## Project Costs & Procurement Management (3 Pages)

### Project Costs:
Provide the Task Cost Overview report from Assignment 5 (Module 6) and discuss the implications of the top-level costs for each phase of the project. Provide the Resource Cost Overview report from Assignment 5 (Module 6) and discuss how the costs are spread among resources.

### Make or Buy Decision:
Detail your decision to use existing equipment or to buy new equipment for the Genesis System Upgrade project based upon your answer to Discussion Question 6 (Module 6).
Integration:
Based upon Discussion Question 7 (Module 7), describe your view of project integration management as applied to the Genesis System Upgrade project.

Project Progress:
Based upon Audio Visual Presentation (AVP) 3 (Module 7), include the following reports to your plan. Generate each report using today’s date:
- Cost Overview Report
- Work Overview Report
- Critical Task Report
- Milestone Report

Lessons Learned:
Summarize a few significant lessons-learned relating to managing a project such as the Genesis Systems Upgrade project. You can draw from module content, webinars/MS project practice, and/or from the PMBOK® Guide.