

Name:

Date:

Class:

Practicing Project Management

Phase 1: Initiation

In the role of CTSO chapter president, your task is to plan, conduct, and manage a community service project for your CTSO chapter. To successfully implement the idea you selected with the help of your chapter advisor or teacher, work through each phase of project management by completing the tasks below.

1. Provide a detailed description of your community service project idea.

Answer:

2. Conduct a feasibility analysis on your community service project idea. Is the idea feasible to conduct in your community with your available resources? Is the project needed? Explain your answers. (Note: If your initial project idea is not feasible, select another idea from your list, with your chapter advisor or teacher's approval, until a successful feasibility analysis is conducted).

Answer:

3. Develop an official project charter document. In the charter, describe the project's scope including its purpose, goals, timeline, intended outcome, and potential constraints. Project constraints may include limitations on funding, resources, time, or other risks that need to be managed. Once finished, submit your project charter to your chapter advisor or teacher for approval. Once approved, proceed to phase two.

Answer:

Phase 2: Planning

4. Develop two SMART goals that will formalize expected outcomes you're your community service project. For example, goals set may relate to raising a certain amount of donations, serving a specific group of people, meeting project milestones, etc.

- a. SMART Goal #1:

Answer:

- b. SMART Goal #2:

Answer:

5. Develop a detailed action plan for the project. This includes creating a project timeline, setting deadlines, acquiring resources, selecting team members, and assigning responsibilities.

Answer:

- a. On the project timeline, describe milestones that need to be accomplished. Include a due date for each. Share the timeline developed with your chapter advisor or teacher.

Answer:

- b. Identify the resources needed to conduct the community service project. If there are resources or approvals that need to be acquired before executing the project, take those steps now. If and when you must negotiate to acquire a resource or permission from a stakeholder, be sure to communicate effectively using active listening as well as proper verbal and nonverbal communication skills.

Answer:

- c. Determine the number of team members that will be needed to complete the community service project. With the approval of your chapter advisor or teacher, conduct interviews with individuals from your chapter to select the right team members. Once your team is in place, assign each person's role and responsibilities according to their strengths and abilities.

Answer:

- d. Facilitate a group discussion to formally kick-off the project. Prepare a meeting agenda to use as a guide for the meeting, and send a meeting confirmation to attendees. For those unable to attend face-to-face, utilize a virtual meeting platform for them to attend the meeting virtually. During the meeting, discuss project goals, expectations, tasks, and the project schedule with team members. After the meeting, send follow-up correspondence to each team member requesting they create a personal calendar and task list to ensure a productive work ethic during the project.

Answer:

6. Explain how you plan to collaborate effectively with your team members and resolve potential conflicts that might arise.

Answer:

7. Perform a risk assessment on your community service project. How do you plan to manage the identified potential risks?

Answer:

Phase 3: Execution

8. Develop a Gantt chart as a tool to effectively manage your community service project and encourage a productive work ethic. Refer to Figure 13-7 in the textbook or use online resources to learn how to properly set up a Gantt chart for project management use. Once finished, share your Gantt chart electronically with your team members and chapter advisor or teacher so everyone is able to track the completion of job tasks throughout the project. You may also choose to create a physical chart for the classroom if desired.

Answer:

9. Complete all tasks required to conduct the community service project. Keep a work journal or diary to document your progress as you go.

Answer:

Phase 4: Monitoring

10. While the project is being conducted, your job as the project manager is to monitor progress. This specifically pertains to the controlling and leading aspects of management. Describe the style of management you are using to oversee your community service project.

Answer:

11. Describe any adjustments or corrective actions you have had to make to your overall plan, project timeline, or milestone due dates.

Answer:

12. Discuss any risks you have had to overcome while monitoring the community service project.

Answer:

Phase 5: Closing

13. Make a list of actions that need to be taken to close down the project. If any money or donations were collected, work with your chapter advisor or teacher to ensure it is handled according to school policy.

Answer:

14. Write thank you letters to your chapter advisor or teacher, team members, administrators, and other stakeholders who helped with or provided resources for the community service project.

Answer: