

[MUSIC PLAYING]

Welcome to the second week of BUS 633. Project Management Institute states that the project management plan is the document that describes how the project will be executed, monitored, controlled, and closed. The project management plan, also known as the PMP, entails three baselines, including the project scope, project schedule, and the project budget. You will also learn about the work breakdown structure, which is an important element of the project scope and the foundation for the project schedule and project budget.

During week two, based on the project management case study, you will construct the PMP baselines. The scope is the means to collect and prioritize requirements for the project, focusing on the customer's needs. The work breakdown structure is used to decompose the work into workable pieces or tasks. Here you focus on the project team's needs.

The project schedule is the means to plan and track when tasks will be completed through time. For each task, a duration of time is assigned, and the order of conducting the task is set. As you develop the schedule, note the critical path or the longest path, as that is how long the project will take to complete. Focus on the sponsor's needs to complete the project on time by December in year 0 given that the project starts in February.

The project budget is the means to do detailed costing by building up the budget from the bottom up. A budget is developed at the task level and summarized. It should not exceed the top down budget of \$100,000 that was committed to in the project charter. The project management plan is the cornerstone of your project and will be the reference document used for the remainder of the project.

In this assignment, you will use MS Word to develop the first six elements of the scope. The work breakdown structure and the project schedule will be developed in a free online program known as Project Libre. Finally, the budget may be developed in Project Libre or in MS Excel, as you choose.