





3

Communicate Worksheets

Chapter 3 consists of 19 exercises: 3 roundtable, 3 class and 10 team, 3 simulations

<u>TYPE</u>	<u>EXERCISE WORKSHEET</u>	<u>PAGE</u>
	3.1.1 Communication Channels	27
	3.1.2 Brainstorm (See Affinity Diagram)	28
	3.1.3 Affinity Diagram	28
	3.2.1 Project Charter	29
	3.2.2 Project Management Plan Components	30
	3.3.1 Facilitation	32
	3.3.2 Context Diagram	33
	3.3.3 Scope Statement	34
	3.4.1 Meeting Agendas	35
	3.4.2 Meeting Effectiveness	36
	3.4.3 Video Conference Call	37
	3.4.4 Meeting and Video Conference	38
	3.4.5 Project Website	39
	3.5.1 Communication Conflict	40
	3.5.2 Communication Elements/Examples	41

<u>TYPE</u>	<u>EXERCISE WORKSHEET</u>	<u>PAGE</u>
	3.5.3 Social Media Communications	42
	3.6.1 Request for Quote	43
	3.6.2 Contract Types	44
	3.6.3 Equipment Acquisition Process	45



3.1.1 Communication Channels Worksheet

Team 1 - You manage a project team with seven other participants. How many communication channels exist in your team.? (Show calculations)

Team 2 - You have assembled a leadership team made up of yourself, your sponsor, and the purchasing agent from your company along with three other companies that are each providing a project manager, sponsor, and sales representative. How many communication channels exist in the Leadership team? (Show calculations)

Team 3 - The project steering committee has five members and you have created a design team with six engineers and an implementation team of eight technicians. How many communication channels among the steering committee, design team and implementation team? (Show calculations)



3.1.3 Affinity Diagram Worksheet

Group - _____

Group - _____

Group - _____

Group - _____

Group - _____

Group - _____



3.2.1 Project Charter Worksheet

Project Name: _____

Mission

(Purpose or
Justification)

Goals

(Objectives)

Scope

(Project
Description)

**Summary
Milestone
Schedule**

**Summary
Budget**

**User Acceptance
Criteria/Quality**

**Major
Risks**



3.2.2 Project Management Plan Components Worksheet 1

Team 1 – Describe project change management in the Bakersfield Project.

Team 2 - Describe project configuration management in the Bakersfield Project.

Team 3 - Describe the performance measurement baseline in the Bakersfield Project.



3.2.2 Project Management Plan Components Worksheet 2

Project Documents				
#	Document	Team 1	Team 2	Team 3
1	Activity Attributes			
2	Activity list			
3	Assumption Log			
4	Basis of Estimates			
5	Change Log			
6	Cost Estimates			
7	Cost Forecasts			
8	Duration Estimates			
9	Issue Log			
10	Lessons Learned Register			
11	Milestone list			
12	Physical resource Assignments			
13	Project Calendars			
14	Project Communications			
15	Project Schedule			
16	Project Schedule Network Diagram			
17	Project Scope Statement			
18	Project Team Assignments			
19	Quality Control Measurements			
20	Quality Metrics			
21	Quality Report			
22	Requirements Documentation			
23	Requirements Traceability Matrix			
24	Resource Breakdown Structure			
25	Resource Calendars			
26	Resource Requirements			
27	Risk Register			
28	Risk Report			
29	Schedule Data			
30	Schedule Forecasts			
31	Stakeholder Register			
32	Team Charter			
33	Test and Evaluation Documents			



3.3.1 Facilitation Worksheet

- **Joint Application Design (JAD) and Quality Function Deployment (QFD) are two facilitation techniques used in collecting requirements. Name other facilitation opportunities over the entire project.**

- **What experience have you had with facilitation meetings related to projects?**

- **Beyond the stated purpose of the facilitation meeting did the process strengthen relationships among the participants? Explain your answer.**



3.3.2 Context Diagram Worksheet

A large, empty rectangular box with a thin black border, intended for drawing a context diagram.



3.3.3 Scope Statement Worksheet

Project Name: _____

Project Phase _____

Scope
(Project
Description in
more detail)

**Acceptance
Criteria**
(Greater Detail)

Deliverables
(Includes
Ancillary Items)

Exclusions
(Items out of
Scope)

Constraints
(Schedule,
Cost, and
Others)



3.4.1 Meeting Agendas Worksheet

Meeting Type: _____

Meeting Location: _____

Team Identity: _____

Meeting Time: _____

Meeting Participants: _____

Subject

Presenter/Facilitator



3.4.2 Meeting Effectiveness Worksheet Team ____

Meeting Type: _____

Team Identity: _____

■ **Leader:** _____

Responsibilities: _____

Tasks: _____

■ **Recorder:** _____

Responsibilities: _____

Tasks: _____

■ **Participant:**

Responsibilities: _____

Tasks: _____



3.4.3 Video Conference Call Worksheet

- **Hardware & Skype or other call set up (Team 3)**

- **Pre-Call Planning (Team 1)**

- **Conduct & Manage Conference Call (Team 2)**

- **After Call Activities (Team 3)**



3.4.4 Meetings and Video Conference Worksheet

- **What value does the agenda add to a meeting?**

- **What experience have you had with meeting minutes that were never made or late? What was the result?**

- **What's your experience with video calls? What do you like? What do you dislike?**



3.4.5 Project Website Worksheet

■ All Teams - General Site Content

■ Team 1 - Leadership Content

■ Team 2 - Engineering Content

■ Team 3 - Construction Content

■ Team 4 - Start Up Content



3.5.1 Communication Conflict Worksheet

■ **Team 1 - What communication errors did Klaus make?**

■ **Team 2 - What should Diane do when she gets the call from Janet?**

■ **Team 3 - What more should James do regarding this call and Klaus attitude?**



3.5.2 Communication Elements/Examples Worksheet

■ **Team 1 - Project Verbal Communications**

■ **Team 2 - Project Written Communications**

■ **Team 3 - Communication Methods and Media**



3.5.3 Social Media Communications Worksheet

- How might Twitter, Facebook, or other social media facilitate Project Communications?

- Cite experiences in your work or professional life where communications failed?

- How might these communication failures have been avoided?



3.6.1 Request for Quote (RFQ) Worksheet

Team ____ Skilled Work being quoted: _____

■ **Owner Information and Instructions Provided with RFQ**

■ **Contractor Responsibilities**

■ **Contractor Deliverables**



3.6.2 Contract Type Worksheet

Contract Type Abbreviations:

FFP - Firm Fixed Price

FP-EPA – Firm Price Economic Price Adj.

CPIF – Cost Plus Incentive Fee

T&M - Time and Material Contracts

FPIF - Firm Price Incentive Fee

CPFF – Cost Plus Fixed Fee

CPAF – Cost Plus Award Fee

Contract Type

Reasoning

■ Team 1 - Low Risk to GMI

GMI/BCI

GMI/HTMI

■ Team 2 - Low Risk to BCI and HTMI

GMI/BCI

GMI/HTMI

■ Team 3 - Best for Cooperation and Overall Success

GMI/BCI

GMI/HTMI

