Communicate Worksheets

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

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3.6.3 Equipment Acquisition Process

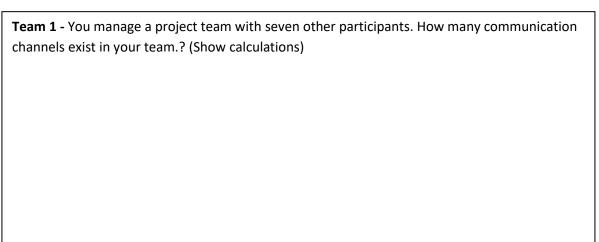
Communicate

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Project Management eWorkbook Worksheets



3.1.1 Communication Channels Worksheet



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	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.
ream 3 - Describe the performance measurement baseline in the bakersheld i Toject.



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



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:	ting Type: Meeting Location:		on:
Team Identity:	Meet	Meeting Time:	
Meeting Participants:			
Subject *************	******		Presenter/Facilitator
		•	



3.4.2 Meeting Effectiveness Worksheet Team ____

Meeting Type:		
Team Identity:		
■ Leader:	_	
Responsibilities:		
Tasks:		
Recorder:		
Responsibilities:		
Tasks:		
Tasks:		
■ Participant:		
Responsibilities:		
Nesponsibilities.		
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)
= Conduct & Manage Conference Can (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?
1



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



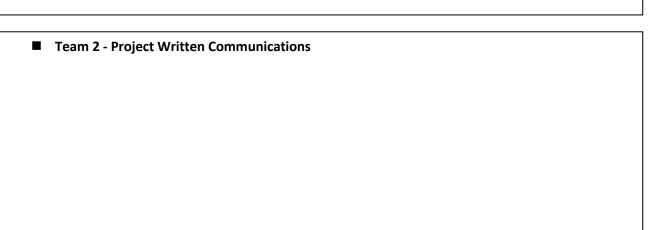
3.5.1 Communication Conflict Worksheet

■ Team 1 - What communication errors did Klaus make?				
■ Team 2 - What should Diane do when she gets the call from Janet?				
■ Team 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 3 - Communication Methods and Media



3.5.3 Social Media Communications Worksheet

	How might Twitter, Facebook, or other social media facilitate Project Communications?
_	Cite aymeniques in your work or professional life where communications failed?
	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

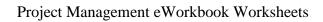
Contract Type Abbreviations:		
FFP - Firm Fixed Price		FPIF - Firm Price Incentive Fee
FP-EPA – Firm Price Econom	nic Price Adj.	CPFF – Cost Plus Fixed Fee
CPIF – Cost Plus Incentive Fe	3	CPAF – Cost Plus Award Fee
T&M - Time and Material Co	ntracts	
Contract Type		Reasoning
■ Team 1 - Low Risk to GMI		
GMI/BCI		
GMI/HTMI		
Team 2 - Low Risk to BCI and H	TMI	
GMI/BCI		
GMI/HTMI		
■ Team 3 - Best for Cooperation an	d Overall Success	
GMI/BCI		
GMI/HTMI		
_		



3.6.3 Equipment Acquisition Process (EAP) Worksheet

Equipment Acquisition Process Agenda

Team:	Meeting Type:	
Meeting Purpose:		
GMI Participants:		
	Meeting Agenda	
Time:	& Location	
******	Topic	Presenter/Facilitator
	-	·



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