7 Close Worksheets

Chapter 7 consists of nine exercises: 3 Roundtable, 1 Class, 4 Team, 1 Simulation

7.1.1 Project Closure Worksheet

When answering the following questions, think of this course as a project with each week being a phase in the project.

■ **When should lessons learned be identified?**

■ **How should we close out the course?**

❖ **What steps are needed?**

❖ **How is satisfaction measured?**

❖ **How do we celebrate?**

7.1.2 Project to User Linkage Worksheet

■ **What are the benefits for HTMI when the GMI Manufacturing Department is heavily involved with the equipment installation?**

■ **What are some obstacles to securing GMI Manufacturing Department's involvement in the equipment installation?**

■ **What are the benefits for GMI when their manufacturing personnel are involved in the installation of the HTMI equipment?**

7.1.3 Project Evaluation Form Worksheet Team _____

Project Title:_____

Project Results

Goals/Deliverables	Rating System

Process

Parameters	Rating System

Comments:_____
_____
_____

Recommendations:_____
_____
_____
_____

7.1.4 Future Opportunities Worksheet

Collaboration Opportunities for Other Interactions Over Product Life Span		
Team 1 - GMI and BCI	**Team 2 - GMI and HTMI**	**Team 3 - HTMI and BCI**

Leverage Relationships in Other Projects		
Team 1 - GMI and BCI	**Team 2 - GMI and HTMI**	**Team 3 - HTMI and BCI**

Estimated $ Value of Joint Business Relationships		
Team 1 - GMI and BCI	**Team 2 - GMI and HTMI**	**Team 3 - HTMI and BCI**

7.2.1 Lessons Learned Integration Worksheet Team ___

List the data sheet (created by your class) lessons learned by number on the category map.

Provide detailed descriptions of the student lessons learned.

Category Map

Project Management Online Course Categorized Lessons Learned			
Course Content	**Course Pace**	**Requirements**	**WebEx Facilitation**
Student Input			

Top 5 Lessons Learned

_____
_____
_____
_____
_____
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_____
_____
_____
_____

7.3.1 Ethics Importance and Support Worksheet

■ **Team 1 - Why are ethics more important for project managers than typical middle managers?**

■ **Team 2 - What steps can companies take to support ethical behavior?**

■ **Team 3 - What steps can PM's take to support ethical behavior?**

7.3.2 Bribes Worksheet

■ **How prevalent are bribes aimed at Project Managers?**

■ **Do all bribes look alike?**

■ **What about free lunch, sports tickets, or gifts at holiday time?**

7.3.3 Ethics Worksheet

■ **Team 1 – HTMI develops a new testing procedure.**

■ **Team 2 - Diane is approached by her uncle during Thanksgiving**

■ **Team 3 - Diane has holiday issue with German nationals in U.S.**

7.4.1 PMP Application – Experience Worksheet Team ___

Student Experience Spreadsheet Summary						
Project Name	**Start**	**Through**	**Duration**		**Total Hours**	**Hours/week**
			Months	**Weeks**		
				Total		

Student's Project Experience Submission for PMP Certification

Lists the overview info and details for each project, but leave out the organization details to preserve anonymity. Note: Project descriptions must be 550 words or less.

OVERVIEW - Project Title: _____

    Started: _____   **Through: _____**

    Project Role: _____   **Primary Industry: _____**

PROJECT DETAILS - Project Title: _____

Initiating _____	Planning _____	Executing _____	Controlling & Monitoring _____	Closing _____

Description

_____
_____
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