For Exercise 1: PM Project Charter Template
(adapted from projectmanagement.com)

Project Name:	*n/a*
Project Manager:	*n/a*
Project Sponsor:	*n/a*
Date:	*n/a*

Project Description: [Provided in your Project Case Study.]
Project Background: [Describe the situation that led to the need for this project. Look at business needs, user needs, and try to quantify challenges.]
Project Objective: [Describe the specific results you expect to achieve for the business, your sponsor, and known stakeholder groups. The more measurable the better.]
Critical Success Factors: [Describe what has to happen in order for the project to be successful.]
Required Resources: [Describe the required staffing for this project. If some resources are key, highlight them here as well.]
Constraints: [Describe your assumptions and constraints that you must work within.]
Project Authority: [Describe roles and responsibilities of each project participant and group.]

Project Charter Approval

Project Sponsor Name: _____

Action:　❑ Accept　　❑ Reject

Project Sponsor Comments: _____

Project Sponsor Signature: _____ Date: _____

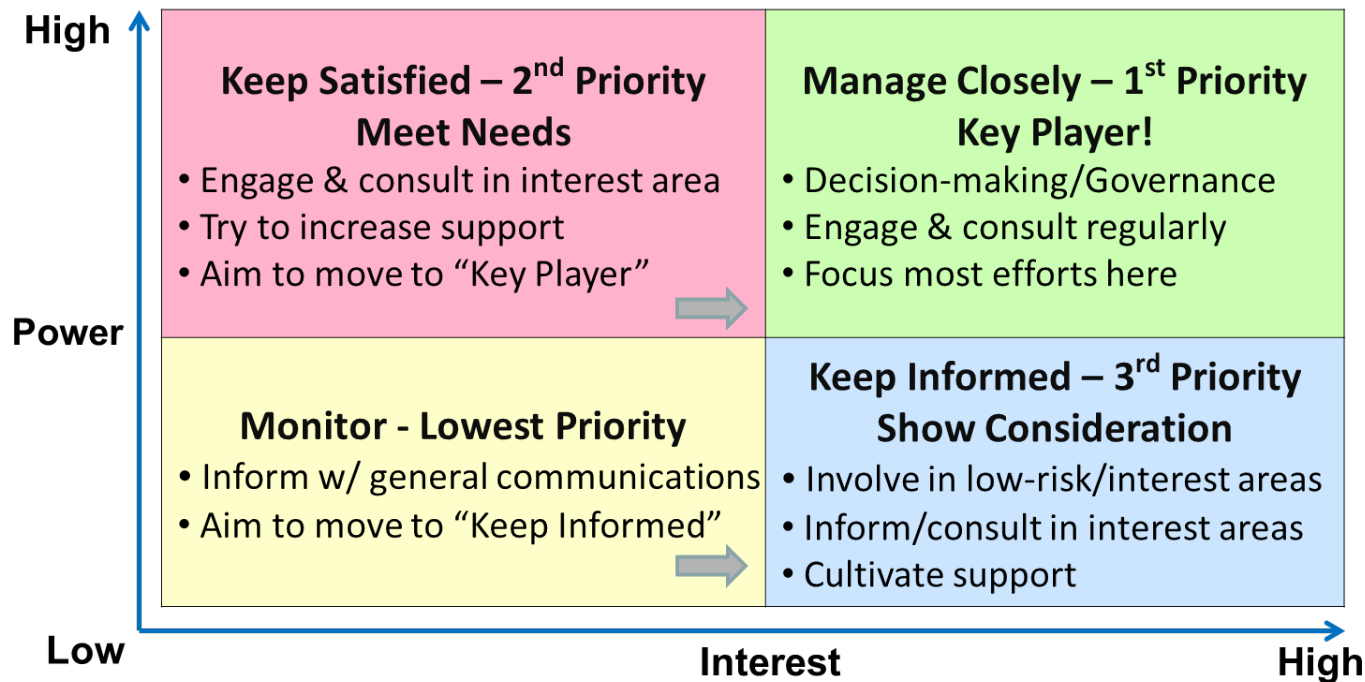## Agreement to Secure Required Resources

Approver Names: _____

Roles: _____

Approvers Comments: _____

Approver Signature: _____ Date: _____

For Exercise 2: Stakeholder RACI Matrix Template **(adapted from stakeholdermap.com)**

RACI Matrix			
Responsible: Performs the Work	**Accountable**: Has Yes/No approval authority	**Consulted**: Need to give feedback, contribute	**Informed**: Needs to know of decisions/actions

Keep Satisfied – 2nd Priority
Meet Needs
- Engage & consult in interest area
- Try to increase support
- Aim to move to "Key Player"

Manage Closely – 1st Priority
Key Player!
- Decision-making/Governance
- Engage & consult regularly
- Focus most efforts here

Monitor - Lowest Priority
- Inform w/ general communications
- Aim to move to "Keep Informed"

Keep Informed – 3rd Priority
Show Consideration
- Involve in low-risk/interest areas
- Inform/consult in interest areas
- Cultivate support

High · Power · Low · Interest · High

For Exercise 3: PM Risk Analysis Template
(adapted from projectmanagement.com)

Risk identified by:		Risk ID		Is this a positive or negative risk?	Choose an item.
What might happen?					
What could result?					
How might that impact the project?					

Qualitative Analysis (Must be completed)					
Risk may impact (check all that apply):	Scope? ☐ Schedule? ☐ Budget? ☐ Resources? ☐ Quality? ☐		Impact		Choose an item.
			Probability		Choose an item.
			Detectability		Choose an item.
			Total		

Quantitative Analysis (Must be completed for highest severity threats & largest opportunities)				
Financial impact		Schedule impact		
Response approach				

Consider a Risk Ranking Matrix, Example:

	Impact Risk Ranking			
Probability (of occurrence of the harm/threat)	**Negligible**	**Minor**	**Serious**	**Critical**
High	Medium	Medium	High	High
Medium	Low	Medium	Medium	High
Low	Low	Low	Low	Medium

REFERENCE: MAPPING THE 5 PM PROCESS TO THE 10 KNOWLEDGE AREAS

10 Knowledge Areas	5 Project Management Process Groups				
	Initiating	**Planning**	**Executing**	**Monitoring & Controlling**	**Closing**
Integration	Develop Project Charter	Develop Project Mgt. Plan	- Direct/Manage Work - Manage Project Knowledge	- Monitor/Control Work - Perform Integrated Change Control	Close Project (or Phase)
Scope		- Plan Scope Mgt. - Collect Requirements - Define Scope - Create WBS		- Validate Scope - Control Scope	
Schedule		- Plan Schedule Mgt. - Define Activities - Sequence Activities - Estimate Resources - Estimate Duration - Develop Schedule		Control Schedule	
Cost		- Plan Cost Mgt. - Estimate Costs - Determine Budget		Control Costs	
Quality		Plan Quality Mgt.	Manage Quality	Control Quality	
Resources		- Plan Resource Mgt. - Est. Activity Resources	- Acquire Resources - Develop Team - Manage Team	Control Resources	
Communications		Plan Communications Mgt.	Manage Comm.	Control Comm.	
Risk		- Plan Risk Mgt. - Identify Risks - Perform Risk Analyses - Plan Risk Responses	Implement Risk Responses	Monitor & Control Risks	
Procurement		Plan Procurement Mgt.	Conduct Procurements	Control Procurements	
Stakeholders	Identify Stakeholders	Plan Stakeholder Engagement	Manage Stakeholder Engagement	Monitor/Manage Stakeholder Engagement	

Adapted from PMBOK® Guide, Table 1.4