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**Higher Colleges of Technology**

**Non-Exam based Assessment**

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| **Program**  | Computer and Information Science Division (CIS) |
| **Course** |  CIS 3103 – PROJECT MANAGEMENT |
| **Report Title** | Project Report 1B – Charter and Scope Baseline  |

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| --- |
| **Academic Honesty Statement** In accordance with HCT policy LP201- Academic Honesty• Students are required to refrain from all forms of academic dishonesty as defined and explained in HCT procedures and directions from HCT personnel. • A student found guilty of having committed acts of academic dishonesty may be subject to one or more of the disciplinary measures as outlined in Article 33 of the Student and Academic Regulations.**إفادة الأمانة الأكاديمية**وفقًا لسياسة كليات التقنية العليا - LP201 الأمانة الأكاديمية• يُطلب من الطلبة الامتناع عن كافة أشكال سوء الأمانة الأكاديمية، كما هو مبيّن وموضح في السياسات والإجراءات الخاصة بكليات التقنية العليا، والتوجيهات الصادرة من موظفي الكليات.• في حالة ارتكاب الطالب أي شكل من أشكال سوء الأمانة الأكاديمية سوف يتعرض الى واحد أو أكثر من التدابير التأديبية على النحو المبين في المادة 33 من الأنظمة الأكاديمية.Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Student HCT ID:** | **Student Name:** |
| **Student HCT ID:** | **Student Name:** |
| **Student HCT ID:** | **Student Name:** |
| **Student HCT ID:** | **Student Name:** |

Introduction to Project Management Methodology

<<Write a description of the PM methodology used to manage this project>>.

Introduction to Project Charter

<<Write a description of a project charter and its importance in a project>>

# Project Charter

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| Project Identification |
| **Name or Title** |  |
| **Description** |  |
| **Project Sponsor** |  |
| **Project Manager** |  |
| **Start Date** |  |
| **Finish Date** |  |
| **Estimated Budget** |  |

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| **ROLES AND RESPONSIBILITIES of project team** |
| **Name**  | **Project Role** | **Position** | **Contact** |
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| **Project OBJECTIVES (purpose)** |
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| **Project’s criteria for success (must be measurable)** |
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| **Project SCOPE - HIGH LEVEL (INCLUDE PRODUCT AND PROJECT MANAGEMENT SCOPE)** |
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| **key Project DELIVERABLES** |
| **Name** | **Description** |
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| **HIGH LEVEL SCHEDULE** |
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| **Item** | **Major Events / Milestones** | **Dates**  |
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| **CONSTRAINTS (Time, budget AND TECHNICAL)** |
| **Constraint Description** |
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| **assumptions**  |
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| **Description** |
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| **RISKS** |
| --- |
| **Description** |
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| **Signoff** |
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| --- |
| **Signatures and Comments** |
| **Name** | **Signature** | **Date** |
| <Type Name here> |  |  |
| **Comments**:  |

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# Introduction to Scope Management and Requirements Collection

<<Write a description of what is done in scope management and methods used to gather requirements. Describe the inputs used and documents produced. Reference to course text is recommended>>

# Project Scope Baseline and detailed scope statement

<<Write a description of what is included in the scope baseline. List inclusions and exclusions to the product and project scope>>

# Work Breakdown Structure

<<Insert a screenshot of WBS created in MS Project. WBS Code should be included. Hierarchy should be as per sample used in course. >>

# WBS Dictionary Samples for 2 work packages

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| --- |
| **WORK BREAKDOWN STRUCTURE DICTIONARY**PROJECT TITLE: WBS ITEM NUMBER: WBS ITEM NAME:  |
| TASK DESCRIPTION (WHAT WORK IS AUTHORIZED) |
| ACCEPTANCE CRITERIA |
| DELIVERABLE(S) |
| RESOURCES ASSIGNED |
| DURATION |
| COST |
| DEPENDENCIES AFTER (SUCCESSOR)  | DEPENDENCIES BEFORE (PREDECESSOR) |
| DUE DATE | APPROVED: PROJECT MANAGER |

|  |
| --- |
| **WORK BREAKDOWN STRUCTURE DICTIONARY**PROJECT TITLE: WBS ITEM NUMBER: WBS ITEM NAME:  |
| TASK DESCRIPTION (WHAT WORK IS AUTHORIZED) |
| ACCEPTANCE CRITERIA |
| DELIVERABLE(S) |
| RESOURCES ASSIGNED |
| DURATION |
| COST |
| DEPENDENCIES AFTER (SUCCESSOR)  | DEPENDENCIES BEFORE (PREDECESSOR) |
| DUE DATE | APPROVED: PROJECT MANAGER |

# References:

<<Include two references here>>