**Group Assignment - Project Charter**

A Project Charter may be one of the most important deliverables in a project. It details much of the critical information for a project, usually for the executive level of the organization. The project charter officially starts a project or a phase. It gives visibility to the project and gives a sense of purpose to management.

Included in this module is a Project Charter template.

For this assignment you will be responsible for creating sections 1 through 6 (as shown in template) of your organization's project charter. Work with your newly formed group to develop the charter.

You are expected to use the Project Overview for the term project as base information for your project ( see the content link). However, you will need to think through your project carefully to create a comprehensive explanation of the organization, reasons for the project, stakeholders, etc.

You may base your term project on an organization you currently work for or worked for previously, or just a fictional organization. In any regard, create a name your company, detail reasons for the project, and success factors for the project.

One mention about success factors, these are goals that should be measurable such as 98% of customer data is complete in the new law office system or within two months of implementation all new customers will be accessed only using the new law office system.

As a guideline for this assignment, an "uninterested" person in or outside of the organization should be able to review the first few pages of the charter and have a very good understanding of the organization, the project, the stakeholders and the goals/objectives.

Submit your assignment in this week's Assignment link for your group. Only one submission for the group is necessary. Please include all the group members' names in the document you submit as well as who completed what part.

**Individual Assignment - SDLC**

Define what an SDLC is in general. For waterfall and agile, define each of the models and describe each model insuring you discuss advantages and disadvantages for each.  Then summarize your how they are similar and how they are different.  Your submission should be 1-2 pages single space (at least 1). Cite your references. **I expect the following outline to be followed**

--- Example outline ---

**Individual Assignment - SDLC**

Define the Waterfall Model and describe three advantages and three disadvantages

Define the Agile model and describe three advantages and three disadvantages

What are the Similarities/Differences between the two models

References

Bottom of Form

**Individual Assignment - Buy vs Build**

Define the concept of "buy vs build". Describe at least 3 advantages of each and 3 disadvantages of each.  Tell me when you think it's appropriate to us one over the other. This should be single spaced 1-2 pages in length ( at least 1)

**Induvial Assignment – RFP Review**

Choose an RFP to evaluate - Use one of the examples in the content in the reading links section.

*Note. Please make sure your group members choose the same one - it will help the group project*

Critically evaluate the proposal.  If you were a vendor responding to this proposal, do you have enough information to reply with a quote. S As you read through the RFP think about if you had a company and had to respond with your answer related to the following:

* Cost - per year or over several years?
* Quality - define what this means to your team.
* Delivery - each team member may choose a different delivery method (waterfall, agile, etc)
* Risk - each team member may have a different way to manage/mitigate risks.

ACTION: Submit a single spaced 1–2-page word document with your discussion of the proposal. Please refer to what RFP you evaluated. Your submission will include the following four parts/paragraphs

* Summarize the RFP - 30 points
* Discussion of what is good - 30 points
* Discussion of what is missing - 30 points
* What would you change - 10 points

**Group Assignment – RFP Evaluation**

For this assignment you will perform a vendor analysis.

* Take the RFP from the members of your team in 4A – hopefully you all chose the same one 😊
* Each team member will represent a vendor and respond to the RFP (e.g., Vendor 1, Vendor 2, Vendor 3, Vendor 4). In essence each team member plays a Vendor.  Each team member will provide a response for each criteria. Then as a team you will evaluate each vendor response and select one as the winner of the RFP.

Fill in the RFP Evaluation Power Point Template

[RFP Evaluation Template](/content/enforced2/1898690-CYBR3223_MASTER/RFP%20Evaluation.pptx)

Example - ~5-6 slides total.

* Title Slide
* RFP summary ( 1 slide);
  + If you use the same on from 4A should not be hard
  + Choose an one RFP from 4A and summarize the project details, schedule, budget, etc.
* Define your criteria (1 slide)- I gave you a list but you will define for your team evaluation.
  + Cost - per year or over several years?
  + Quality - define what this means to your team.
  + Delivery - each team member may choose a different delivery method (waterfall, agile, etc)
  + Risk - each team member may have a different way to manage/mitigate risks.
* Compare the Vendor responses (1 slide - add the data to matrix)
  + Each team member will play a vendor response role.
  + Each team member will evaluate the RFP and fill in their response (how that team member would meet the criteria) to the RFP
  + Fill in the matrix for each Criteria and Vendor/Team Member response above
  + Note: This is not a right or wrong answer - just what you think based on what you have learned
* Recommendation (1-2 slides)
  + Define the scoring matrix and select a vendor to move forward with
  + Justify why you chose the vendor.

**Group Assignment - WBS diagram in ppt or Visio for the term project**.

The SOW and project charter are the starting point for your assignment. Think about the project and envision your open questions as points of discussion with stakeholders to develop the requirements you will need to fulfill to complete this assignment. You can use your previous business experience and your requirements. Please use the "process methodology" to build your WBS. The WBS is used in your next group assignment. Please do not forget to number your tasks per example.

Group Assignment – MSFT Project Plan

The submission is a completed MS project file ( .mpp ) where you will implement the WBS chart to depict your above diagram with your chosen vendor.  The project plan should represent all the phases of the term project from Initiation to Testing. The plan should include all the resources, WBS elements, critical path tasks..etc that are necessary for completing the project.

The project plan should include phases, tasks, task duration, start date, finish date, task predecessors, resource names and any other pertinent information (additional columns) you feel add to the understanding of your plan.  The project plan should represent all the phases of the term project from Initiation to Testing. The plan should include all the resources, WBS elements, critical path tasks, etc. that are necessary for completing the project.

These documents should be developed at a very detailed level including tasks, start/end dates, duration in days, resources, and predecessors.

**Individual Assignment – Healthecare.gov**

Lessons Learned from HealthCare.gov Use Case

Background and Overview (2-3 paragraphs)

Summarize in the scope of the project

Challenges (2-3 paragraphs)

Describe some of the challenges of the project such as complexity, leadership, timelines,

etc.

Failures (2-3 paragraphs)

Describe in some of the challenges of the project; here are some items to discuss

Recovery (2-3 paragraphs)

Summarize how the project eventually got itself corrected and deployed.

Conclusions (2-3 paragraphs)

What were the lessons learned? And what did you learn personally.