

Exercise #4b

Planning to Plan Meeting Questions

In this group exercise you will participate in a case study about issues that need to be discussed and resolved when leading a project planning to plan meeting.

Instructions: Discuss and write your responses to these questions as they apply to your group's assigned role in the project.

1. What are the required technical and management skills for this role?
2. What might the person or group need to do to fit this project into their existing schedule of duties, and what might they have to give up?
3. What would be reasonable checkpoints to use to check progress and to ensure that deadlines will be met?
4. How much time might this part of the project take?
5. What resources might be needed to complete the work?
6. Who does the person or group have to work with to accomplish this part of the project?
7. What agreements will need to be met for this person or group to accomplish the tasks?
8. What could go wrong?
9. What are examples of defaults and alternative plans? Could this job be outsourced? How could the requirements be changed or downsized if there are problems?