Project-Management- Key thoughts… Work Sheet

Overview

Project management is the discipline of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time. Wikipedia

by Harvard Business Review Staff
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Every project should have a charter that spells out the nature and scope of the work and management's expectations for results. A charter is a concise written document containing some or all of the following:
• Name of the project's sponsor
• Project's benefits to the organization
• Brief description of the objectives
• Expected time-frame
• Budget and resources available
• Project manager's authority
• Sponsor's signature

Tasks for the team:

- Write-down: the key words we need to define/understand from attached reading.
- Discuss their meaning and add them to the attached table
- How can they be used in our job project? Give details.
- Have I done some of these items in my past work?
- What questions do I have?
- Can we use a charter in other applications?
- How would we draw a plan for the charter?

https://leadershipchamps.wordpress.com/2013/04/12/project-managers-essential-soft-skills/

Learning Skills… Discuss these skills. How do they apply to our discussion?

Questioning	Leadership
Critical thinking	Conflict management
Decision making	System thinking
Coaching	Decision making
Trustworthiness	Negotiation

Can we draw a picture to describe these skills or right an Improv script?

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Words we need to understand

Work-Sheet:

Key Word	Definition

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