**Assignment Instructions**

Real-World Scenario: You are the project manager of an organisation. You have been assigned a project to design a new time-tracking tool to increase the productivity of your business unit.

Keeping the above scenario in mind, complete the tasks for each of the four weeks of the Capstone Project.

"Create a project charter with all the required components for the sponsor approval."

Grading Criteria

Completion of project charter with the following components:

Business needs and objective, Scope details (inclusion and exclusion), High level time and cost details, High level risks, Assumptions and constraints, Stakeholder’s list, Approval Requirements, Project Manager and Possible Project team details

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Keeping the above scenario in mind, complete the tasks for each of the four weeks of the Capstone Project.

1) "Identify the key stakeholders of the project and prioritise them using the stakeholder power-interest grid."

2) "List some questions you can ask yourself to understand your stakeholders and formulate a communication strategy/plan to engage them better."

Grading Criteria

Perform a stakeholder analysis to identify the stakeholders of the project and group them using the stakeholder power vs interest grid. Further, list down a few questions to ask to understand your stakeholders and formulate a communication strategy/plan to engage them better on the project.

**Assignment Instructions**

Real-World Scenario: You are the project manager of an organisation. You have been assigned a project to design a new time-tracking tool to increase the productivity of your business unit.

Keeping the above scenario in mind, complete the tasks for each of the four weeks of the Capstone Project.

"In the middle of the project, the stakeholders have requested for additional features in the time- tracking tool. List down the activities you will perform and explain whether you will accept or reject the changes."

Grading Criteria

Managing scope changes with stakeholders in the middle of the project

Submission includes:   - The following points with complete description and sufficient details.  Description of scope, Feasibility, Technology considerations, Strategic need for the change, Time, Cost, Impact on schedule details provided.    - Explanation for why changes must be accepted or rejected.

1) "Explain why project closure is important, and list down all the activities you will do to close the project successfully."

2) "Create a project closeout report using hypothetical data."

Grading Criteria

Importance of Project Closure and the activities performed while closing the project along with a project closeout report

Submission includes:    - Accurate explanation of why project closure is important.  - Complete description of all required activities during project closure.   - Project closeout report (using hypothetical data) with all the essential fields.