

Instructions: Please retype the questions and provide answers on a separate piece of paper. Your mid-term should be appropriately spell checked and scanned for grammatical errors. Single or double spacing is acceptable. You may print on one or both sides of the paper.

1. Define a project.
2. Define/explain what project constraints are. How do they impact a project?
3. Please differentiate between a project plan and a project schedule.
4. What does I.P.E.C. stand for?
5. (a) Describe/define S.M.A.R.T.; (b) How can using this tool help the Project Manager (PM) and each project team member deliver a project on time, within budget and in scope?
6. What items are identified / covered by the Project Charter?
7. List the planning silo.
8. What is the difference between a project expeditor and a project coordinator?
9. What items should be documented and reviewed when discussing/identifying risks?
10. What is PMBOK? How should it be interpreted / followed? (Hint – what book did we compare this to in class?)
11. What is the most important characteristic of a Project Manager?

Extra credit:

1. Document & describe the organizational structures and their impact on projects.