Readiness Checklist: Planning and Project Design

Before you begin the assessment associated with this course, use the checklist below to ensure that you fully understand the course concepts and can complete the tasks associated with each one.

✓ Identify the stages of the project life cycle. Explain the relationship between project life cycles and product life cycles.

✓ Identify the specific stages of the Agile life cycle, and outline the similarities and differences between Agile and Waterfall life cycles.

✓ Describe how projects, programs, iterations, and releases dovetail and interrelate.

✓ Identify the types of project prioritization and selection methods as well as the need for tailoring to effectively meet project objectives. List any and all constraints that need to be taken into account when tailoring a project.

✓ Explain the importance of each key output of the strategic planning process, and indicate how strategic planning relates to project alignment.

✓ Define just-in-time planning, and identify why it can be useful in planning efficient projects.

✓ List and label the components of a project plan and project charter. Summarize each component's content, and describe how extensive each of these documents should be.

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✓ Describe the role of the product roadmap in determining the long-term vision for a project and its outputs.

✓ Identify and explain the tools and techniques used for project planning, design, transition, and ongoing maintenance. Indicate when and how they can be used as guidelines for structuring projects.

✓ Define the role that stakeholders have in planning and designing projects. Summarize their importance to efficient project management and the need to keep them engaged throughout project execution.

✓ List and label the three types of contingency plans, and provide examples of each. Detail the components of a contingency plan, and identify the role that risk tolerance plays in such planning.

✓ Summarize the factors associated with sustainability as a business case, and detail its importance in the current and long-term needs of business projects.

✓ Compare and contrast project review, retrospective, and lessons learned meetings, and explain why they are important.