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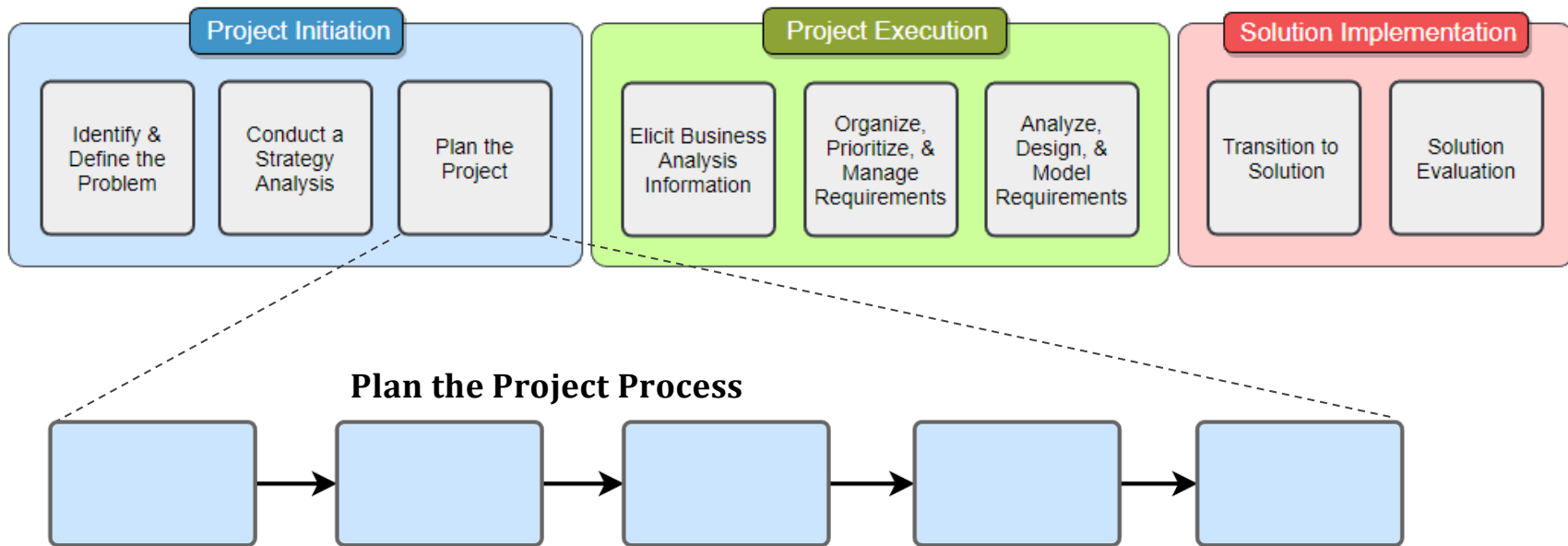
ATTACH THESE PAGES AFTER THE WORKBOOK FROM THE  
CONDUCT A STRATEGY ANALYSIS COURSE



## Plan the Project – Worksheet C1

Directions: Fill in the blanks for the Plan the Project process

### The BA Guide's Business Analysis Process





### Important Concepts

Project Manager vs Business Analyst:

Adaptive Methodologies vs Predictive Methodologies:

### Key Terms

Project -

Stakeholder -

Requirements -



## Project Plan Initiation

### The Basics

Goal:

-----

Step 1: \_\_\_\_\_

Step 2: \_\_\_\_\_

Step 3: \_\_\_\_\_



## Stakeholder Identification

Types of stakeholders could include...

Why identify stakeholders?

How to identify stakeholders?



## Project Charter

Project Charters are utilized to:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Notes:



## Arrange a Kickoff Meeting

What is a kickoff meeting?

Arranging a kickoff meeting:

It is important for \_\_\_\_\_ project team members to be able to attend the kickoff meeting.



## Conduct a Kickoff Meeting

Steps to Conduct a Kickoff Meeting:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Notes:





## Requirements Management Plan

### Requirement Abstraction

Abstraction refers to the \_\_\_\_\_ of a requirement.

Notes:

Ultimate Question: \_\_\_\_\_



## Requirement Storage and Access

Defines where requirements will be \_\_\_\_\_ and how stakeholders will \_\_\_\_\_ them.

Formats and Storage:

Things to consider:

Ultimate Question: \_\_\_\_\_  
\_\_\_\_\_



## Requirement Attributes

Attributes describe the \_\_\_\_\_ metadata; the \_\_\_\_\_ about the data.

Notes:

Typical Adaptive Attributes:

Typical Predictive Attributes:

Ultimate Question: \_\_\_\_\_



## Requirement Reuse

Requirement reuse is the concept of reutilizing project requirements in \_\_\_\_\_.

Notes:

Ultimate Question: \_\_\_\_\_



## Requirement Traceability

The ability to \_\_\_\_\_ a \_\_\_\_\_ from the original source through deployment.

Benefits of Traceability:

Common Traceability Techniques:

Ultimate Question: \_\_\_\_\_



## Requirements Change Control

Allows for projects to remain \_\_\_\_\_ to ever changing business needs while also taking into consideration the \_\_\_\_\_ of the requested change.

Adaptive Change Control:

Predictive Change Control:

Ultimate Question: \_\_\_\_\_  
\_\_\_\_\_



## Requirements Approval Process

Define \_\_\_\_\_ and \_\_\_\_\_ requirements are approved by project stakeholders.

Ensure that requirements:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Adaptive Notes:

Predictive Notes:

Ultimate Question: \_\_\_\_\_  
\_\_\_\_\_



## Project Plan Details

### Break Down the Project

Divide the project into \_\_\_\_\_ to help define how the work will be performed.

Projects can be divided into \_\_\_\_\_ or \_\_\_\_\_.

Chart

Mind Map

Outline





### Break Down the Project (*continued*)

Steps to Break Down the Project:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Adaptive Notes:



### Break Down the Project (*continued*)

Predictive Notes:



## Set the Project Schedule

A \_\_\_\_\_ signifies an important event in the project.

Project Milestone Notes:

S \_\_\_\_\_

M \_\_\_\_\_

A \_\_\_\_\_

R \_\_\_\_\_

T \_\_\_\_\_



### Set the Project Schedule *(continued)*

Estimation is the concept of predicting the \_\_\_\_\_ of \_\_\_\_\_ .

Estimation Notes:

Adaptive vs Prediction Estimation:



### Set the Project Schedule *(continued)*

Adaptive Estimation Techniques:



### Set the Project Schedule *(continued)*

Predictive Estimation Techniques:



### Set the Project Schedule (*continued*)

A \_\_\_\_\_ is the constraint between two activities where one activity is reliant on the other being completed, or at least started.

Notes:



## Set the Project Schedule

Setting an Adaptive Schedule:

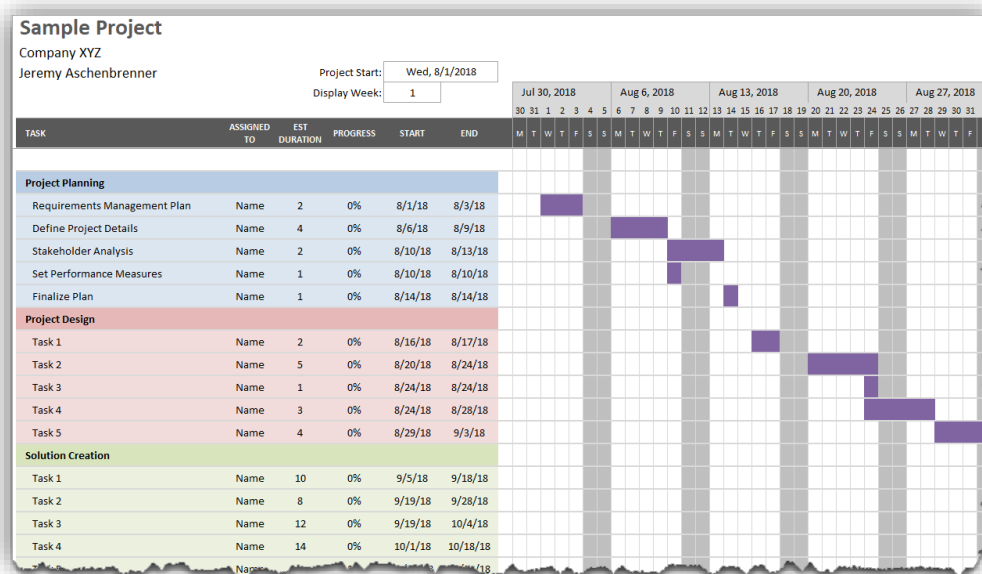
Project Sprint Schedule				
<i>This document is to be used to lay out the anticipated schedule for the project.</i>				
Task	Duration	Start	End	Comments
<b>Sprint 1</b>	<b>14 days</b>	1-Aug	14-Aug	
Sprint 1 Planning	1 day	1-Aug	1-Aug	User story commitment and task creation
Sprint 1 Development	12 days	2-Aug	13-Aug	Features created, tested, and demonstrated
Sprint 1 Feature Review	1 day	14-Aug	14-Aug	Features reviewed
<b>Sprint 2</b>	<b>14 days</b>	15-Aug	28-Aug	
Sprint 2 Planning and Retrospective	1 day	15-Aug	15-Aug	User story commitment, task creation, and previous sprint retrospective
Sprint 2 Development	12 days	16-Aug	27-Aug	Features created, tested, and demonstrated
Sprint 2 Feature Review	1 day	28-Aug	28-Aug	Features reviewed
<b>Sprint 3</b>	<b>14 days</b>	29-Aug	11-Sep	
Sprint 3 Planning and Retrospective	1 day	29-Aug	29-Aug	User story commitment, task creation, and previous sprint retrospective
Sprint 3 Development	11 days	30-Aug	9-Sep	Features created, tested, and demonstrated
Sprint 3 Feature Review	1 day	10-Sep	10-Sep	Features reviewed
Sprint 1-3 Release	1 day	11-Sep	11-Sep	Release of completed deliverables





## Set the Project Schedule

Setting a Predictive Schedule:





## Define a Quality Plan

Outlines the quality \_\_\_\_\_ , \_\_\_\_\_ , and quality assurance mechanisms for a project.

Testing and Quality Assurance Notes:

Defect Management Notes:

Training Requirements Notes:



## Release Planning

Formulate a plan to begin using project \_\_\_\_\_ in a production environment.

Adaptive Release Planning Notes:



## Release Planning

Predictive Release Planning:

Plan how...

1. \_\_\_\_\_

Rollout Options:

2. \_\_\_\_\_

Support Considerations:

3. \_\_\_\_\_

Details to Hand Over:

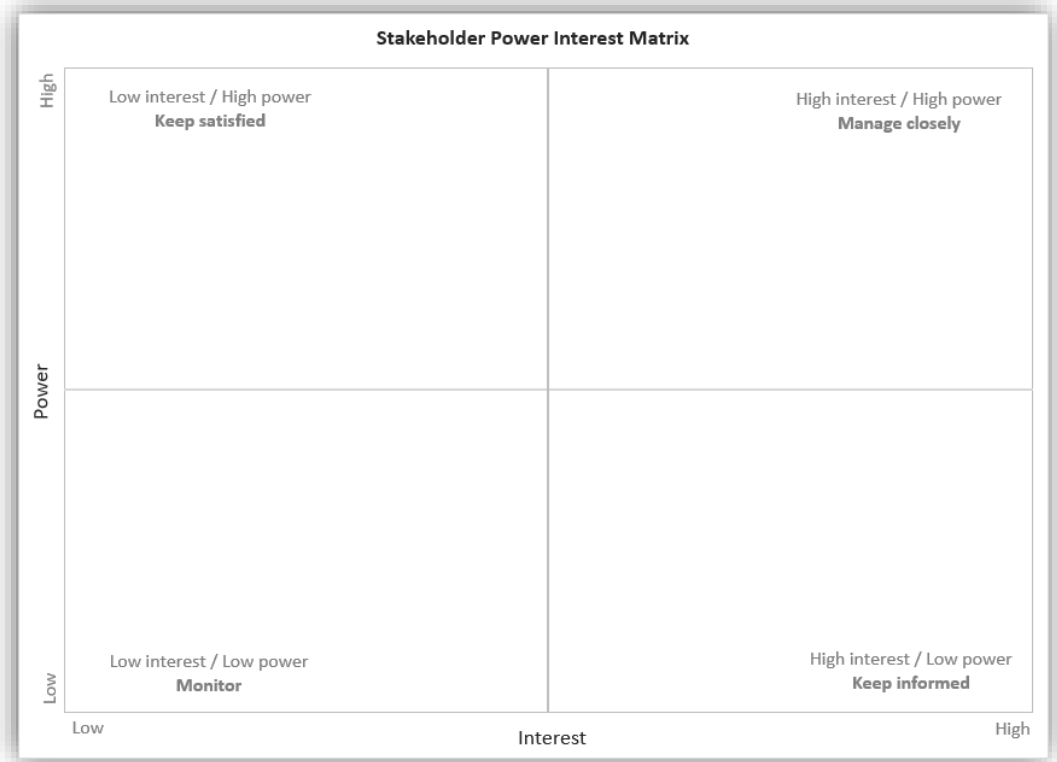


## Stakeholder Analysis and Engagement

### Stakeholder Power Interest Analysis

Utilize a stakeholder's \_\_\_\_\_ and \_\_\_\_\_ to appropriately involve them in the project.

Notes:





## RACI Matrix

RACI Matrix helps to align the \_\_\_\_\_ of stakeholders to project \_\_\_\_\_ .

Notes:

Validation:

- ☐ At least one person is \_\_\_\_\_ per task
- ☐ At least one person is \_\_\_\_\_ per task

R \_\_\_\_\_

A \_\_\_\_\_

C \_\_\_\_\_

I \_\_\_\_\_



## Responsibility Assignment Matrix

Notes:

P \_\_\_\_\_  
S \_\_\_\_\_  
A \_\_\_\_\_



## Collaboration and Communication Plan

Provides guidance on the \_\_\_\_\_ needs for the project.

Notes:



### Project Performance Measures

Steps to Complete:

1. \_\_\_\_\_

Notes:

2. \_\_\_\_\_

Notes:



## Business Analysis Performance Measures

Measurables help to:

Steps:

1. \_\_\_\_\_

Notes:

2. \_\_\_\_\_

Notes:

3. \_\_\_\_\_

Notes:



CONGRATS ON COMPLETING THE  
PLAN THE PROJECT COURSE!

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