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**TITLE:** Practice Questions

1. Swimmers’ Camp.
2. Stakeholders:
	1. Head Coach – Project sponsor – Initiates project proposal, assists project manager and is the ultimate decision maker of the project.
	2. Parent Association – Resource managers – They manage project resources.
	3. Parents – Customers – Pay to enjoy the services of the product.
	4. Boys and Girls – Users – Partakers and users of the product outcome and services.
	5. Assistant Coaches - Resource managers – Manage human resources.
	6. Cameron (ME) – Project manager – Directs the project team.
	7. Graphics artist and HTML expert – Project team – Participate in the execution ad completion of the project.
3. A website that is used by individuals between ages 6 to 18, who are interested in joining the swim team. The team is divided into sub-teams which hold team meets and are overseen by one of each of the 3 assistant coaches per meet. The assistant coaches are supported by an Association of parents and there will be a schedule to show parent volunteer schedule for the Association.
4. Lean

This is because it focuses on efficiency by trying to deliver more with less. It is suitable for this situation where different people can play more than one role e.g. parents are customers and also volunteer staff or workers of the Association; the head coach is a worker/staff and also the sponsor.

1. Project Scope:
	1. A database to store information of boys and girls interested in joining the swim team. Details such as ‘Name, Height, Weight, ID, and Age’ will be included in the database.
	2. The website will use forms to allow for input of information of the interested individuals into the database.
	3. A database to store information on the parents who are members of the association, and forms which they use to sign up to the association.
	4. An automated scheduling system for parents in the association to message, alert or pig the scheduled parent(s) at the time or day for which they are scheduled to work.
2. Requirements:
	1. Experts in website and graphics design.
	2. Cost to run scheduled meets.
	3. Expected number of boys and girls per meet.
	4. Expected number of association parent volunteers per meet.
3. Risks:
	1. Budget risk: Overrun of cost.
	2. Resource risk: Inability to secure sufficient resources such as skilled workers.
	3. Sponsor support: Related to responsibilities of the project sponsor.
	4. Schedule risk: Relating to schedules and scheduling.
	5. Security risk: Physical or information insecurity.
4. Flat structure.
5. Visual Studio.
6. Not very often.
7. Used features and functionalities:
	1. Most: Labels, textboxes and buttons.
	2. Least: Radio buttons and combination or combo boxes.
8. Three (3).
9. I chose that score because it has good user-interface and it is very versatile I the sense that it can be used to create vast types of applications or applications. On the other hand, it could be challenging to master as a result of its vastness of usage.
10. Features of a good software package:
	1. Good user interface.
	2. Efficiency.
	3. Compatibility.
11. Considered factors for staff task allocation:
	1. The degree of expertise required.
	2. Steadfastness and willingness of staff.
	3. Degree of rigidity or fluidity required for the task.
	4. Efficiency.
	5. Ability to execute.
12. Actions to meet deadline with limited staff:
	1. Prioritise the more important aspects of the project.
	2. Look to cut out anything that will waste time or resources.
	3. Look to employ more staff if within budget.
	4. Get help at the beginning.
13. Steps to recruit more project staff:
	1. Properly and clearly articulate the job specification for the Human Resource (HR) officer.
	2. Engage the HR by making them aware that you have roles to recruit, then provide an overview.
	3. Seek approval to recruit in time because this process can take some time.
	4. Review candidates.
	5. Conduct and perform interviews and screening exercises.
	6. Get to preparing an offer for the candidate(s).
	7. Prepare for on-boarding by making sure everything is ready and perfect for the person to begin and to have a pleasant experience.
14. I agree.

Reason is that size, budget and complexity of projects differ, as such, the planning and project life cycle will also differ. It would not much make sense to implore a complex structure for an easy and straightforward small project.

1. The term “stakeholder” refers to single individuals or entire organisations who affect or are affected by the execution or outcome of a project, be it positively or negatively.
2. Four(4) stakeholders in this project:
	1. Project sponsor(s): Individual that finances the expenses of a project.
	2. Project team: A team of individuals with specific skills to execute a project.
	3. Customers: Patronisers of the project end-product or service.
	4. Users: Use of enjoy the services of the project end-product.
3. Concerns of the stakeholders:
4. Project sponsor(s): Concerned with finances and success of the project.
5. Project team: Concerned with the execution and success of the project as well as marketability of the project end-product or services.
6. Customers: Main concern is the success and usability of the product.
7. Users: Concern is the usability, ease and compatibility of the product.
8. People directly responsible to the project sponsor(s):
	1. Project manager.
	2. Resources manager(s).
	3. Project team.

**Prepared for:**
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Date & Signature: