

Rita's Process Chart™ Game

Instructions: To practice with the Rita's Process Chart™ Game, put each item from Rita's Process Chart™ into the correct process groups. When you think the items are all sorted into the correct groups, put the planning efforts in order. Check your answers using Rita's Process Chart™ (Figure 2.12 in PMP® Exam Prep, 12th Edition).

INITIATING	PLANNING	EXECUTING
MONITORING & CONTROLLING	CLOSING	Use issue logs
Solicit customer's feedback about the project	Manage reserves	Create network diagram
Complete final procurement closure	Gain customer's acceptance of interim deliverables	Continuously improve; perform progressive elaboration

Determine planning team

Hold meetings

Update project management plan and
project documents

Collect processes, procedures, and historical information	Implement only approved changes	Assess project and product feasibility within the given constraints
Determine whether quality plan and processes are correct and effective	Develop assumption log	Divide large projects into phases or smaller projects
Use and share project knowledge	Follow processes	Release resources as work is completed
Finalize all management plans	Complete final performance reporting	Monitor stakeholder engagement

Produce product deliverables (product scope)

Gain final acceptance of product

Gather final lessons learned and update knowledge bases

Request changes	Complete financial closure	Develop project charter
Assess what to purchase and create procurement documents	Execute work according to the project management plan	Confirm work is done to requirements
Evaluate team and individual performance; provide training	Request changes	Create measurable objectives and success criteria
Finalize procurement strategy and documents	Develop budget	Execute contingency plans

Determine team charter and all roles and responsibilities

Manage, evaluate, and close procurements

Send and receive information, and solicit feedback

Determine critical path	Influence factors that cause change	Create activity list
Hand off completed product	Request changes	Identify stakeholders and determine their expectations, interest, influence, and impact
Perform risk identification, qualitative and quantitative risk analysis, and risk response planning	Manage people	Create WBS and WBS dictionary
Develop realistic and sufficient project management plan and baselines	Gain formal approval of the plan	Uncover initial requirements, assumptions, risks, constraints, and existing agreements

Estimate resource requirements

Perform quality audits and issue quality
reports

Understand business case and benefits
management plan

Analyze and evaluate data and performance	Take action to monitor and control the project	Acquire final team and physical resources
Develop schedule	Give recognition and rewards	Determine if variances warrant a corrective action or other change request(s)
Evaluate sellers; negotiate and contract with sellers	Estimate activity durations and costs	Create change and configuration management plans
Hold team-building activities	Determine quality standards, processes, and metrics	Index and archive records

Perform quality control

Determine company culture and existing
systems

Facilitate stakeholder engagement and
manage expectations

Develop stakeholder register	Hold kickoff meeting	Define and prioritize requirements
Request changes	Select project manager	Go back—iterations
Report on project performance	Confirm configuration compliance	Update project management plan and project documents
Perform integrated change control	Inform stakeholders of all change request results	Facilitate conflict resolution

Approve or reject changes

Perform risk reviews, reassessments, and
audits

Create forecasts

Plan communications and stakeholder engagement	Determine development approach, life cycle, and how you will plan for each knowledge area	Evaluate use of physical resources
Measure performance against other metrics in the project management plan	Measure performance against performance measurement baseline	Gather work performance data
Create project scope statement		