

Rita's Process Chart™ Game Cards

Instructions: To practice with the **Rita's Process Chart™ Game**, put each item from **Rita's Process Chart™** into the correct process group. When you think the items are all sorted into the correct process groups, put the planning efforts in order. Check your answers using **Rita's Process Chart™**. Play this game at least three times to ensure you understand the efforts involved in the project management processes that are discussed throughout this chapter and book. Many student play the game more than three times, and play it for review a day or two before the exam.

INITIATING	PLANNING	EXECUTING
MONITORING & CONTROLLING	CLOSING	Evaluate sellers; negotiate and contract with sellers
Release resources as work is completed	Evaluate team and individual performance; provide training	Create measurable objectives and success criteria
Gather work performance data	Manage reserves	Manage, evaluate, and close procurements
Analyze and evaluate data and performance	Develop stakeholder register	Finalize all management plans

Create project scope statement	Create change and configuration management plans	Facilitate conflict resolution
Solicit customer's feedback about the project	Confirm configuration compliance	Perform quality control
Use issue logs	Determine whether quality plan and processes are correct and effective	Determine development approach, life cycle, and how you will plan for each knowledge area
Request changes	Evaluate use of physical resources	Determine if variances warrant a corrective action or other change request(s)
Divide large projects into phases or smaller projects	Collect processes, procedures, and historical information	Go back—iterations

Hold team-building activities	Select project manager	Execute work according to the project management plan
Perform risk reviews, reassessments, and audits	Influence factors that cause change	Facilitate stakeholder engagement and manage expectations
Determine team charter and all roles and responsibilities	Approve or reject changes	Request changes
Complete financial closure	Assess what to purchase and create procurement documents	Give recognition and rewards
Develop assumption log	Execute contingency plans	Create activity list

Perform quality audits and issue quality reports	Gain formal approval of the plan	Understand business case and benefits management plan
Perform risk identification, qualitative and quantitative risk analysis, and risk response planning	Confirm work is done to requirements	Update project management plan and project documents
Use and share project knowledge	Follow processes	Hold kickoff meeting
Complete final procurement closure	Identify stakeholders and determine their expectations, interest, influence, and impact	Update project management plan and project documents
Uncover initial requirements, assumptions, risks, constraints, and existing agreements	Report on project performance	Measure performance against other metrics in the project management plan

Hold meetings	Hand off completed product	Estimate activity durations and costs
Measure performance against performance measurement baseline	Estimate resource requirements	Manage people
Develop schedule	Determine critical path	Gain final acceptance of product
Determine company culture and existing systems	Acquire final team and physical resources	Finalize procurement strategy and documents
Monitor stakeholder engagement	Take action to monitor and control the project	Develop realistic and sufficient project management plan and baselines

Define and prioritize requirements	Assess project and product feasibility within the given constraints	Inform stakeholders of all change request results
Continuously improve; perform progressive elaboration	Complete final performance reporting	Determine quality standards, processes, and metrics
Index and archive records	Develop budget	Gather final lessons learned and update knowledge bases
Develop project charter	Request changes	Plan communications and stakeholder engagement
Create WBS and WBS dictionary	Gain customer's acceptance of interim deliverables	Produce product deliverables (product scope)

