

Activity Sheets – Project Management Fundamentals

Exercise: Identifying Stakeholders

Scenario

Queen City is a progressive city and has been constantly growing as one of the major metropolitan areas in the country. This can be seen by the massive infrastructure projects that have been sprouting through the last couple of years. Recently the Bagong Tulay Bridge Project was awarded to the Daang Matuwid Development Company under a Public Private Partnership (PPP) Program and the National Government. This Bridge will span around seven kilometers and will be connecting the two islands that are part of Queen City from the municipality of Punta, a predominantly residential area, to the district of Balic-Balic, a commercial and business district. The bridge will land directly near the property of Aurora Malls, the country's biggest mall operator, as well as YamanVille, an affluent village right across the property of Aurora Malls.

This project has generated quite a stir in the community. It was reported that Aurora Malls was planning on developing their property as this will be a good place to have a mall with the new bridge being built. The residents of YamanVille are opposing the construction of the bridge as it will increase traffic and noise within their vicinity. Some transport groups have been contemplating on applying for a Bus route that would go from the municipal hall of Punta through the Bagong Tulay Bridge up to the City Center of Queen City. A concern was also raised by the ISDA Party list that the construction of the new bridge would impact some of the fisherfolk off the shores of Pakwan Island where Punta is located as this could lead to environmental disturbance and probable loss of livelihood.

Once the Bagong Tulay Bridge is built, it is expected to reduce travel time to the City Center by 20 minutes from a previous 1 hour to just 40 minutes. It will ease the traffic currently being experienced by those who still use the Lumang Tulay Bridge and Napaglumaan Bridge. This project costs approximately Php 18 Billion and will employ some 600 workers for a period of 18 months. The new bridge is also expected to spur job growth within the vicinity as it is expected to create an additional 1000 new jobs in the development of the new mall alone.

Instructions

- Group yourselves into 4 teams
- Given the scenario above, list down at least 20 stakeholders in the project
 - Use whatever materials are made available
- Choose a presenter to discuss with the rest of the group
- You are given 25 minutes to complete this exercise

Exercise: La Liga Filipina

Scenario

Baranggay Filipina is holding its 4th Inter-Baranggay Basketball tournament. The Brgy Capt has asked you to be the project manager for the said tournament. There are seven nearby baranggays who normally join the tournament. The tournament is a round-robin style and the top four team's battle for a best of 3 for 1st and 3rd places.

Each team is responsible for their uniform. Prizes and Trophies are shouldered by sponsors. Payment for referees as well as electricity and other incidentals are taken from the participation fee and additional sponsorships. The Brgy Captain and some of the Kagawads usually have a speech or two during the opening and closing ceremonies of the tournament. Admission is free though a nominal fee is collected for the three food concessionaires present during the tournament schedules. The tournament happens every T-Th-S at the Brgy Filipina multi-purpose hall and covered court

Instructions

- Group yourselves into 4 teams
- Given the scenario in the activity sheet, create a work breakdown structure that contains the complete scope of the project and meets the objectives of the project
 - Use whatever materials are made available
- Choose a presenter to discuss with the rest of the group
- You are given 25 minutes to complete this exercise

Exercise: First Day High

Scenario

It is exactly 6 calendar weeks before school begins, as the school administrator; the principal has asked you to ensure that the school is ready to cater the incoming student population. This means that the following need to be met by school start:

- There are enough classrooms for the freshmen class. There are currently 4 available classrooms but there are 5 sections for the freshmen
- The gym needs to be fixed and cleaned
- New air conditioners need to be installed in all of the freshmen classrooms to be used on school day

In light of the shortage of classrooms, it was suggested that the library be re-purposed into another classroom. This means ordering new classroom furniture, removing all the old books and furniture, repainting the library, and installing new furniture. All the old books and furniture need to be disposed, however the company that the Principal contracted out to get the old stuff will only be available 4 weeks from now.

Activities that need to be performed during this project include:

- TASK A - Fixing and Cleaning each classroom (4 working days per team)
- TASK B – Fixing and Cleaning the Gym (2.4 weeks / 12 working days team)
- TASK C- Installation of each air conditioners (1 working day per team)
- TASK D – Purchasing of classroom furniture (1 working day per team + 3 weeks delivery time)
- TASK E – Purchasing of paint (1 working day per team)
- TASK F – Disposal of old books and furniture (1 working day)
- TASK G – Repainting the Library (2 working days per team + 2 days curing time)
- TASK H – Installation of new furniture in the library (2 working days per team)
- TASK I – Purchasing of 5 air conditioners (1 working day per team + 2 weeks delivery time)

Note: working days are M-F only.

There are two teams that were created

TEAM A – is mostly composed of the maintenance staff. They are the only ones that can fix and clean the classrooms and the gym. They are the only ones that can repaint as well.

TEAM B – is mostly composed of office staff such as those in the procurement department. They are ok with doing installation work as well.

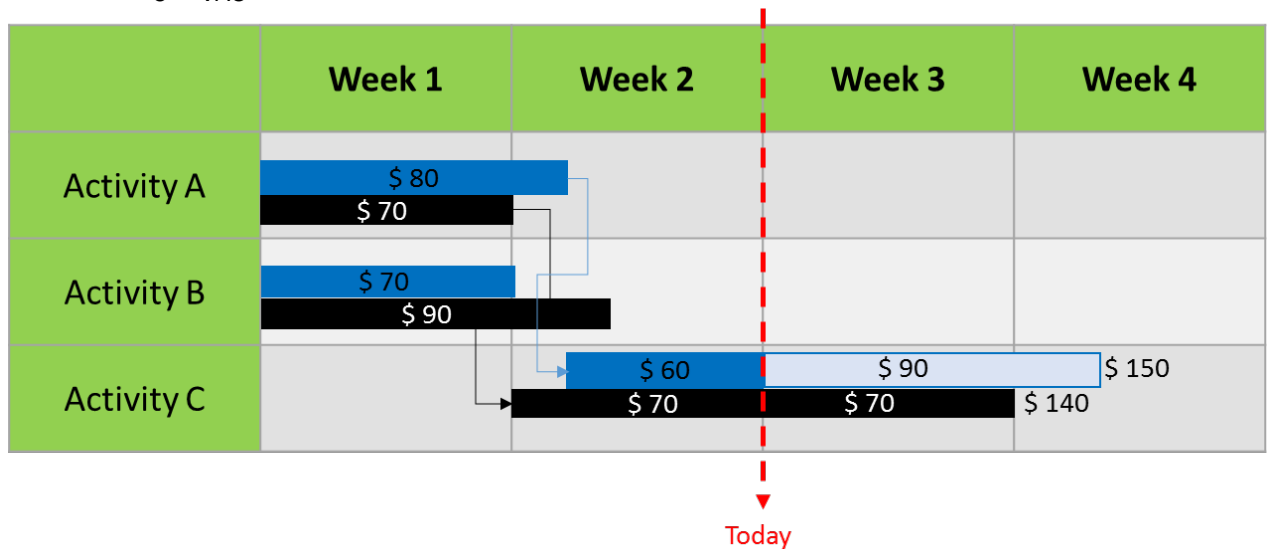
Instructions

- Use the same groupings as the last activity
- Given the scenario in the activity sheet, create a project schedule that meets the requirements stated. Use a schedule network diagram to show the schedule.
- Use whatever materials are made available
- Choose a presenter to discuss with the rest of the group
- You are given 30 minutes to complete this exercise

Exercise: Earned Value Management

Instructions

- Compute for the following
 - CPI
 - SPI
 - EAC
 - ETC
 - VAC



Use the following Formulas

$$\text{CPI} = \text{EV} / \text{AC}$$

$$\text{SPI} = \text{EV} / \text{PV}$$

$$\text{EAC} = \text{BAC} / \text{CPI}$$

$$\text{ETC} = \text{EAC} - \text{AC}$$

$$\text{VAC} = \text{BAC} - \text{EAC}$$

For multiple activities, get the sum of the values first before applying the formula.

Exercise: The Wedding Planner

Scenario

It is now October 1 and you have been assigned by the couple, JM and LO, to be their wedding planner which will happen on Dec 29. As it is a Christian wedding, the venue will be at the 9th floor roof deck of the Pan Pacific Hotel, amidst the backdrop of the famed Manila Bay sunset. Invitations have already been sent for exactly 50 guests as it is a very intimate affair even if both parents of the couple have an average of 6 siblings each thereby making it a large family on both sides. Aside from the immediate family, only select relatives and the couples close friends were invited. The dresses for the entourage have already been measured except for the mother of the bride as she was out of town and won't be coming home until one week before the event. They decided on using some of her available dresses as a basis for her measurements. Hair and makeup will be done by the groom's personal hair stylist, a Vidal Sassoon trained stylist. The photo and video crew selected is a relatively not so heard off name but have shown some impressive prior work and good feedback. Flowers were ordered from Baguio and will be transported via bus to arrive in Manila on the day of the event.

Reception will be at the same hotel. A function room was reserved that will fit the small number of guests for the event. The wedding coincidentally happens around the same time as the Christmas Party of the Hotel employees. The reception is an open buffet good for 70 pax. An ice carving of the Precious Moments™ angels will be placed as a centerpiece. The hotel will also cover for the 3 layer wedding cake as well as the doves and other typical wedding paraphernalia.

It seems that all aspects of the wedding have been figured out. The only thing the couple has not been able to finalize is the wedding souvenirs. They have decided to visit one of their friend's sister who makes trinkets that can be used for weddings as a possibility.

Instructions

- Using the previous grouping come up with a Risk Register based on the activity provided
- Come up with your list of identified risks, probability, impact, and rating, as well as the risk responses
 - Note that you would also need to decide on your risk threshold
 - Any risk that is below the threshold should have ACCEPT as a risk response
 - Use whatever materials are made available
- Choose a presenter to discuss with the rest of the group
- You are given 30 minutes to complete this exercise

Risk Register

Risk	Probability	Impact	Rating	Response	Status