**Section 5 Assignment - Monitoring and Controlling**

**1. Monitor and Control Project Work:**

Refer to 4.5 Monitor and Control Project Work in the *PMBOK® Guide* – Sixth Edition, pp. 105‑113. See also 2.5.4 Project Work Performance Domain – Project Communications and Engagement in the *PMBOK® Guide* – Seventh Edition, pp. 69-79, and 2.1.1.5 Stakeholder Performance Domain – Stakeholder Engagement – Monitor, p. 14.

Monitoring and controlling a project from start to finish is one of the most crucial tasks for a project manager using a predictive model. As you review the Knowledge Areas associated with this model in the *PMBOK® Guide –* Sixth Edition, you will notice that this Process Group is represented in almost every Knowledge Area. In the following table, list three important tasks you would need to perform to ensure that your stakeholders understand the current status of your project and the steps you would need to take to ensure the project deliverables are on target. Delete the example after inputting your content.

|  |  |  |
| --- | --- | --- |
| **No.** | **Task** | **Rationale** |
| *1* | *(i.e., hold weekly meetings)* | *To facilitate communication among all team members, so that they can provide their status, share experiences, offer suggestions, raise concerns, and resolve problems.* |
| *2* |  |  |
| *3* |  |  |
| *4* |  |  |
|  |  |  |
|  |  |  |

**2. Validate Project Scope:**

Refer to 5.5 Validate Scope in the *PMBOK® Guide* – Sixth Edition, pp. 163‑167. See also 2.6.2.2 Delivery Performance Domain – Scope Definition – Completion of Deliverables in the *PMBOK® Guide* – Seventh Edition, p. 81.

Assume deliverables have been met and list those deliverables here.

|  |
| --- |
| **Deliverables that have been met** |
|  |

**3. Change Requests:**

Refer to 4.5.3.2 Monitor and Control Project Work – Outputs in the *PMBOK® Guide* – Sixth Edition, pp. 112‑113, and 4.3.3.4 Change Request on p. 96. See also 2.5 Project Work Performance Domain in the *PMBOK® Guide* – Seventh Edition, pp. 69-79.

Analysis of project performance and interactions often generates change requests.  Assume that a communication with the stakeholders resulted in a change request to add a new deliverable to the scope of the project.  Delineate the nature of that communication (hypothetically), the key points, and the change that was prompted by the communication.

Enter the change request information in the following template:

|  |
| --- |
| **Project Change Request Form** |

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Date:** |  |
| **Change Number:** |  |

|  |  |
| --- | --- |
| **Request Details:** | |
| Originator Name: |  |
| Description of the Proposed Change: |  |
| Reasons for the Desired Change: |  |
| Anticipated Impact (Quantitative): |  |
| Desired Outcome (Qualitative): |  |
| **Evaluation** | |
| Receiver Name: |  |
| Potential Change Synopsis: |  |
| Estimated Impact (Quantitative): |  |
| **Decision** | |
| Evaluated By: |  |
| Approval/Rejection: |  |
| Cost/Time/Scope Change: |  |
| Comments: |  |