Applying a Project Management Approach to Standard Setting

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Overview

- Project Scope Statement
- Project Schedule
- Action Item Log
Project Scope

- Develop a preliminary scope statement
  - Inputs: expert knowledge, previous projects, organizational assets, templates, forms, etc.
  - Developed by the sponsor
  - Appoint a committee chair

- Define and develop scope
  - Back and forth discussions with committee chair until agreement is reached
  - What is in scope and what is *out* of scope
Project Scope (continued)

- Define and develop scope
  - Formal signed document
  - Include a formal change control process
**Project Scope** (continued)

The WBS is illustrative only. It is not intended to represent the full project scope of any specific project, nor to imply that this is the only way to organize a WBS on this type of project.
Project Schedule

- Project ‘Roadmap’ and one of PM’s best tools
- Built from a Work Breakdown Structure (WBS)
- Define activities and Milestones
- Sequence activities
- Estimate resources
- Estimate durations
- Develop schedule
- Control Schedule
Action Item Log

- Capture
- Prioritize
- Assign
- Date
- Control
- Resolution
Thank you!

View samples

Project Control Workbook

Schedule (PMBok Guide – 4th Ed)