



2008 Open Forum for
Standards Developers



Applying a Project Management Approach to Standard Setting

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Overview

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

Project Scope

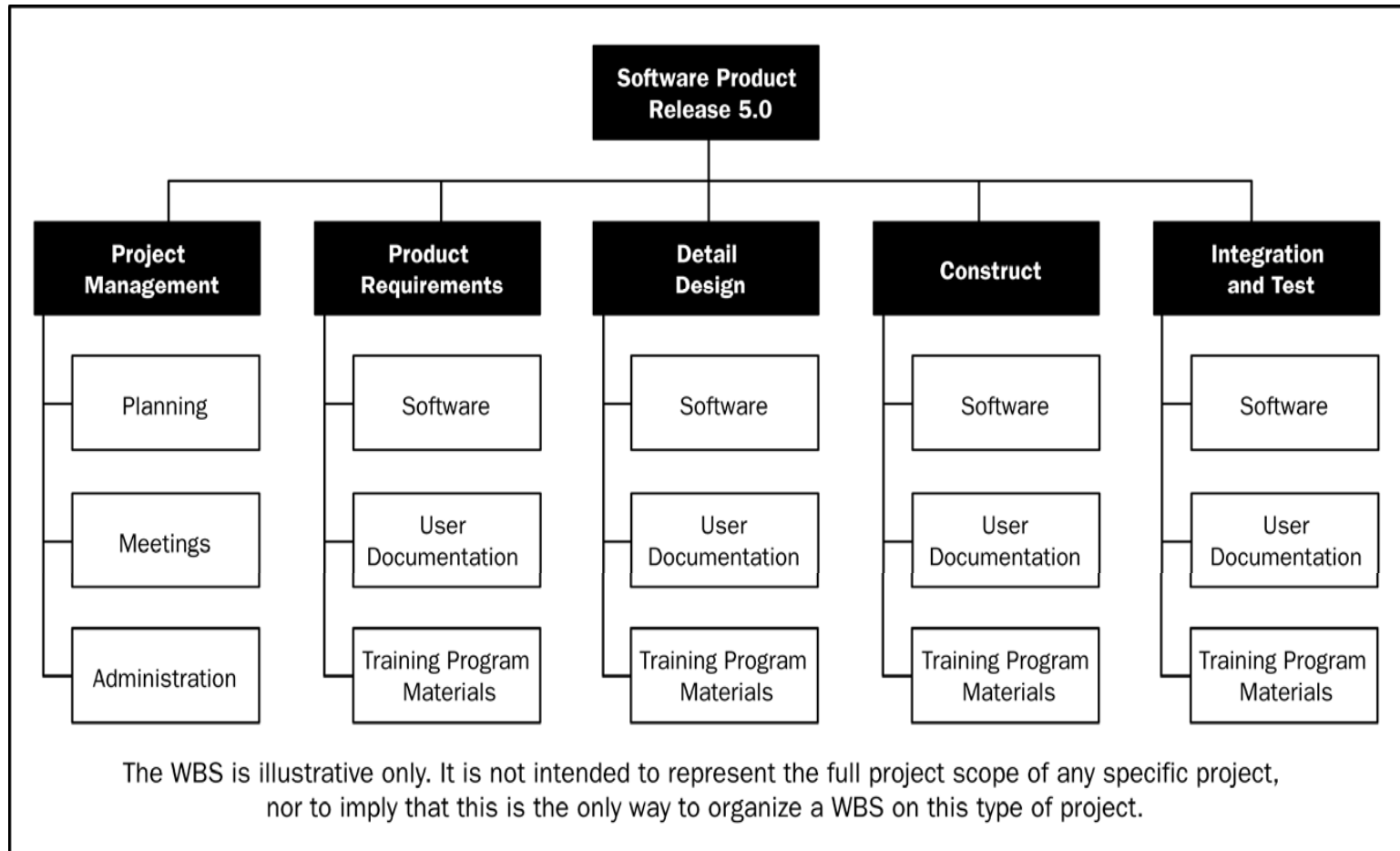
- Develop a preliminary scope statement
 - Inputs: expert knowledge, previous projects, organizational assets, templates, forms, etc.
 - Developed by the sponsor
 - Appoint a committee chair

- 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)



Project Schedule

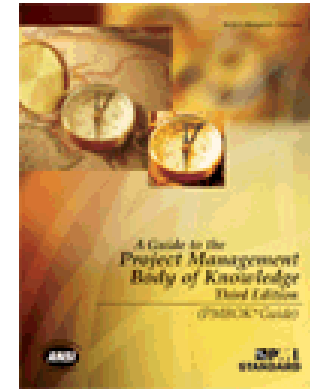
- ❑ Project ‘Roadmap’ and one of PM’s best tools
- ❑ Built from a Work Breakdown Structure (WBS)
- ❑ Define activities and Milestones
- ❑ Sequence activities
- ❑ Estimate resources
- ❑ Estimate durations
- ❑ Develop schedule
- ❑ Control Schedule

Action Item Log

- Capture
- Prioritize
- Assign
- Date
- Control
- Resolution



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Thank you !

View samples

[Project Control Workbook](#)

[Schedule \(PMBok Guide – 4th Ed\)](#)