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PROGRAM. PROJECT MANAGEMENT
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Assignment Questions:

1. Project Initiation and Planning

Case Study – Project Management
Case Study Title: "The School Website Redesign Project"
Jasperstone College has decided to redesign its official website to improve student and parent
engagement. The principal appoints a project team composed of a teacher (project coordinator),
an IT student intern, and a freelance web designer. The goals include updating the school calendar, improving mobile access, and integrating a newsletter signup feature.
The project is to be completed in 4 weeks, with a small budget of **K30,000.**
Two weeks into the project, the following issues arise:
• The freelance web designer missed two meetings and hasn't delivered any mockups.
• The student intern is waiting for content (images and school event details) from the school office.
• The principal adds a new requirement: integration with the school's internal student grading system.
• No written timeline or scope document was
created at the beginning of the project.

Assignment Questions:
1. Project Initiation and Planning
-Identify two key planning documents that were missing in this project.
- Explain how having these documents might have prevented the current problems.
2. Scope and Time Management
- What is scope creep, and how is it illustrated in this case?
- Propose two ways the team could handle the newly added feature without delaying the entire project.
3. Communication and Roles
a)- Describe one possible reason for the freelance designer's lack of engagement.
b)- Suggest two ways the project coordinator could improve team communication.
4. Risk and Recovery
a)- List two risks that could have been identified early in this project.
b)- Recommend a brief corrective action plan to help the project get back on track.
Due date: 7th June, 2025

Assignment answers

Q1. **Project Initiation and Planning**
a)-Identify two key planning documents that were missing in this project.
ANS a)- Conduct Team Check/Frequent Meetings: This helps foster relationships among teams and help track work by hosting frequent meetings where everyone discusses their activities, issues, and progression.

-Ensuring Each Individual Completes Work Assigned to Them as given or Titled Under Their Names. Which ensures that every team member is educated to avoid redundant tasks by hearing which part has already been done.

b)- Explain how having these documents might have prevented the current problems.
2) Scope and Time Management
- What is scope creep, and how is it illustrated in this case?
- Propose two ways the team could handle the newly added feature without delaying the entire project.

ANS -**Statement of Scope for a Particular Project:** This document defines the scope of work, objectives, timelines, and deliverables for a project.

-**Detailed breakdown of timeline tasks and projects:** this document with is specifically timelines capturing the achievement of set and deadlines to the task or project
Q3 - **Communication and Roles**
a- Describe one possible reason for the freelance designer's lack of engagement.
b- Suggest two ways the project coordinator could improve team communication.

ANS a- Having a **scope statement** and **Timeline schedule** would have,
1.**Ensured Clarity for Other People Involved**. Such as materials available and people.so that everyone understands all project objectives, timelines, scopes, and deliverables needed.

2.**Avoided Null Expansion of Requirements.** Scope Creep prevention plan to remove incremental requirements that may be added without review and endorsement depending on their value to the project.

b- **No Communication Or Lack Of Understanding.** The designer did not receive instructions, guidance, feedback or marked designated material using set guides.

Q4. Risk and Recovery
a)- List two risks that could have been identified early in this project.
b)- Recommend a brief corrective action plan to help the project get back on track.

ANS a- Scope Creep. The project or strategy being constrained by additional features without adequate evaluation and approval, hence increasing risk and over budget.
-Communication Breakdown. lack of communication either within the team, with stakeholders of the project and other parties leading to wrong understanding of the project, unplanned delays and inappropriate results.

b Corrective Action Plan
1. Scope Creep
 - scope through discussions with stakeholders to ensure stakeholder agreement is captured.
 - understand the effect that new changes will cause on project completion and expenditure.
- Agree on the changes that can be made to defined scope, budget and line times to completion.

2. Communication Breakdown
    - Facilitate team meetings aiming toward completion.
    - Develop order of information dissemination protocols.
    - Make sure every member of the project team is aware of what they are supposed to do and when expected to do it.

3.Implementation.
- Reviewing project scope, communicating adjustments

4.Deadline
- Set dates for meetings with the respective teams along with setting deadlines for reports to be submitted by project members frequency/ weekly In order to verify if the planned evaluation meetings are rich in the requirements standards and make alternative plans if necessary.

-By solving the issue of scope creep and miscommunication, this plan enables recovery of the project back on track.