Tasks for the 2nd seminar - Develop partial parts (1.1 – 1.5) of your project according to the template of the seminar work!

1. Project definition

1.1. Project name - enter the name of the project

1.2. Default conditions

- They clarify the given problem that needs to be solved, the current situation / state that needs to be solved is defined and described

1.3. Project goals

- Primary goal of the project - the main goal of the project, the SMART criterion
- Secondary objective (s) of the project - sub-objectives of the project, SMART criterion

1.4. Output, result, benefits of the project

- Project output - this is the final "product" of the project (the solution, it can be, for example, a new product, a new service, etc.)
- Result - the result of the change resulting from the outputs
- Benefits - measurable improvement resulting from results

1.5. Organizational structure of the project – short description of organizational structure

1.5.1. Create a diagram of the organizational structure of the project – (For example, use an approach of the Prince2 methodology - Project hierarchy)

- Project sponsor:
- Main users of the project:
- Main suppliers:
- Project supervision for suppliers / users / company:
- Project support:
- Project manager:
- Team manager (s):
- Stakeholders of the project:

Diagram

PRINCE2 PROJECT HIERARCHY

1.5.2. RACI matrix - in this phase, first identify the main stakeholders and determine which RACI criteria you will apply (e.g. RACI, RACIS or others). Later, when you have the WBS in the Gantt chart, you will add the main activities and complete the RACI matrix.

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RACI matrix - assignment and display of responsibilities of individual persons or jobs in a task (project, service or process) in the organization. RACI means:

- R - Responsible - who is responsible for performing the assigned task (implements, is responsible)
- A - Accountable (sometimes also Approver) - who is responsible for the whole task, is responsible for what is done (manages, decides)
- C - Consulted - who can provide advice or consultation for the task (consults, information is requested or waiting for a response to the activity)
- I - Informed - who should be informed about the progress of the task or decisions in the task
- S - Support - provides support during the implementation of activities and participates in the implementation of activities (cooperates)

The general shape of the matrix is:

Work Breakdown Structure (WBS)	Role A	Role B	Role C
Activity 1	Type of responsibility	Type of responsibility	Type of responsibility
Activity 2	Type of responsibility	Type of responsibility	Type of responsibility
Activity 3	Type of responsibility	Type of responsibility	Type of responsibility
…	…	…	…

In RACI, the rule is that only one person has overall responsibility (A-accountability) for a given task (activity). The number of people involved (R-responsibility) should be appropriate with the size and complexity of the task. In the RASCI matrix, only one person has R-responsibility, the others have S-support.
Recommended matrix creation procedure:

1. Writing groups of activities for which it is necessary to define responsibility in the rows of the matrix (ideally taken from the WBS from the Gantt chart)
2. Writing all important roles into columns of the matrix can be based on a hierarchical organizational structure.
3. Enter the types of responsibilities assigned to each cell.
4. Check that each activity (line) has an assigned person who is responsible for the task and who performs it.
5. Verification that responsibilities for each task are clearly defined and do not overlap.

RACI chart definition guide

	DEFINITION	NUMBER OF TEAM MEMBERS TO ASSIGN
Responsible	Does the work to complete the task	At least 1 per task
Accountable	Delegates work and is the last one to review the task or deliverable before it's deemed complete	Limit to 1 per task
Consulted	Provides input based on either how it will impact their future project work or their domain of expertise on the deliverable itself	No max or minimum
Informed	Needs to be kept in the loop on project progress, rather than roped into the details of every deliverable	No max or minimum

RACI examples

Example RACI Chart

Project Deliverable (or Activity)	Project Manager	Strategist	Designer	Front End Developer	Back End Developer
Design site map	C	R	A	I	I
Design wireframes	C	A	R	I	I
Create style guide	A	C	R	C	I
Code templates	A	I	C	R	C

Responsible
The team member who does the work to complete the task

Accountable
The person who delegates work and provides final review on a task or deliverable before it's deemed complete

Consulted
People who provide input on a deliverable based on the impact on their work or their domain of expertise

Informed
People who need to be kept in the loop on project progress

ROLE / Project Deliverable (or Activity)

Project Deliverable (or Activity)	Executive Sponsor	Project Sponsor	Steering Committee	Advisory Committee	Role #5	Project Manager	Tech Lead	Functional Lead	SME	Project Team Member	Developer	Administrative Support	Business Analyst	Role #4	Role #5	Consultant	PMO	Role #3	Role #4
	Project Leadership					**Project Team Members**				**Project Sub-Teams**						**External Resources**			
Initiate Phase Activities																			
Request Review by PMO	A/C	R/A				R/A	A/C		C										
Submit Project Request						R											A		
Research Solution	I					R/A	A/C	A/C	C			C				C			
Develop Business Case	I	A/C	I	I		R/A	C	C	C			C				C	C		
Plan Phase Activities																			
Create Project Charter	C	C				R/A	C	C	C			C				C			
Create Schedule	I	I	I	I		R/A	C	C	C	C	C	C	C			C	I		
Create Additional Plans as Required	I	I	I			R/A				I	I	I	I			C	I		
Execute Phase Activities																			
Build Deliverables	C/I	C/I	C/I	C/I			R/A	R/A	R/A	R/A	R/A					A/C			
Create Status Report	I	I	I	I		R/A	R/A	R/A	R/A							C	I		
Control Phase Activities																			
Perform Change Management		C	C	C		R	A	A	A							C	I		
Close Phase Activities																			
Create Lessons Learned	C	C	C	C		R/A	C	C	C	C	C	C	C			C	C		
Create Project Closure Report	I	I	I	I		R/A	I	I	I	I	I	I	I				I		

RACI Matrix

[Project Title]

Roles and Responsibilities

Responsible, **A**ccountable, **C**onsulted, **I**nformed

Deliverable or Task	Status	Sponsor	Name or Role	Name or Role	Name or Role	Name or Role	Project Manager	Technical Lead	Name or Role	Name or Role	Name or Role	Consultant	Name or Role	Name or Role	Name or Role	Name or Role
		Sponsor / Leadership					**Project Team**					**Other Resources**				
Phase 1																
Deliverable/Task 1		A	R				I									
Deliverable/Task 2		A		R			I									
Phase 2																
Deliverable/Task 1		C	I				A	R								
Deliverable/Task 2			I				A		R							
Phase 3																
Deliverable/Task 1			I				A	I		R		C				
Deliverable/Task 2			I				A	I	R			C				
Phase 4																
Deliverable/Task 1			I				A	R				C				
Deliverable/Task 2			I				A		R							
Insert new rows above this one																

R	**Responsible**	Assigned to complete the task or deliverable.
A	**Accountable**	Has final decision-making authority and accountability for completion. Only 1 per task.
C	**Consulted**	An adviser, stakeholder, or subject matter expert who is consulted before a decision or action.
I	**Informed**	Must be informed after a decision or action.

Roles & Responsibilities