Managing EPM (Project Server) and the Dynamics of PMO:
Guidelines for the Project Report:

Grading Criteria:

Case Study/Quiz:	20 Marks
Project Report:	50 Marks
Viva Voice:	30 Marks

Project Report and CD to be submitted to <u>Student Advisor MSPM</u>
Cleary write <u>Participant Name, Section, and Registration Number</u> on the Project Report and CD.

Deadline for submission: TBD

Note, **5 Marks/Day** will be deducted on the late submission of Report and CD.

Viva Voice:

Section A:	TBD	(1830 to 2130 hrs)
Section B:	TBD	(1030 to 1400 hrs)
Section C:	TBD	(1500 to 2000 hrs)

Mandatory Requirements:
- Project team to select organization with the consent of the trainer.
- Plagiarism of more than 10 % is not allowed.
- TWO persons are allowed as a team to work on a project report
- The body of the project report should not be less than 25 pages of material.
- Format: Times New Roman, font size 12, line spacing 1.5
- As a proof of attendance, attach an official Letter or Email of the selected organization in the final Report.

   Note: contact person provided in the official letter or email will be contacted to check the authenticity of the participant involvement. In case of non-compliance, report will be marked as fail.

Deliverables of Reports:

Section A: (10 Marks)
1. Project team to briefly describe the culture of the organization (Matrix, functional or projectized).
2. Describe issues faced by the selected organization in the absence of the PMO or highlight issues if PMO exists.
3. Describe how PMO implementation can benefit the selected organization.

Section B: (05 Marks)
4. Identify steps for the establishment of the PMO in the selected organization.
5. Highlight the challenges likely to be faced during the implementation of PMO.
6. If PMO exists identify areas of improvement along with the implementation strategy

Section C: (05 Marks)
7. Explain how EPM implementation can help address the issues highlighted in Section A.
8. Explain how EPM – Project server can be implemented in the selected organization
9. Identify workflow of EPM - Project Server for the selected organization.
10. List Business drivers for the selected organization and prioritize them with justification.

Section D: (30 Marks)
11. Choose one of the project in the selected organization and write Charter and Scope document as per the template shared in the class.
12. Create Project plan with at least 150 tasks and save baseline.
13. Attach Work break down structure (WBS) in the annexures section of the Project Report.
14. Attach GANTT Chart showing Mode, Task Name, Duration, Predecessor, Resource Name, Start date and End Date in the annexures section of the Project Report.
15. Attach following MS Project reports in the annexures section of the Project Report.

Dashboard:	Resources:	Costs:	In progress:
1. Cost Overview 2. Project overview 3. Upcoming task	4. Overallocated resources 5. Resources overview	6. Cash flow 7. Cost overrun 8. Earned value report 9. Resource cost overview 10. Task cost overview	11. Critical Task 12. Milestone Report 13. Late Task