Week 2 Short Essay Questions

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The aim of the project is to solve a certain issue or to meet a requirement therefore the initiation phase is one of the most important phases in a project. Within the initiation phase, the main problem is identified, and it describes the necessary details of the problem and the project. A project team is defined to deliver the solution to the customer. Another initiative of the project is the Business Case that consists of all the alternative solutions, benefits, costs and risks associated with the project. In addition, it also comprises of the summarized plan for implementation. The failure of most of the projects is that their preparation is not done well in the first place. The business case helps thwart those catastrophic failures because it clarifies the need to address a certain problem. It also provides the link to alternative solutions and gives the opportunity to assess the situation better. The business case in a better way to assess the initiation phase before planning.

 Planning is the second phase which is highly dependent on the sponsor of the project. Planning needs the approval of the project sponsor. A project sponsor holds the overall accountability of the project and is role is to ensure that the project is delivered with its agreed benefits. The sponsor provides the resources of the project, and he provides guidance and expertise to the project manager as well. Sponsor also holds the responsibility of monitoring the project and ensures that it aligns with business goals and objectives. Along with that, he acts as a link which connects the project, business community, and the decision makers. As he is above the project manager, he takes decision beyond the power of the project manager.

 Project requirements are the tasks that need to be completed to ensure the success of a project. Without clear project requirements, there is no road map to be followed and no ending point. Clear project requirements are meant to be aligned with the business objectives and project resources. The benefits of gathering the project requirements include a reduction in cost, high probability of project success and better communication between the stakeholders. Unclear and incomplete requirement statement is one of the factors directly linked with project failure (Burek, 2008). The quality of project requirements can be obtained by clearly differentiating between the project's "what's and how's."

 Special customer conditions are the add-ons to existing project requirements. In the special customer requirements, a customer might require adjustments to the previous instructions to fit their needs. For instance, a special condition can be that a contractor may need a special security clearance before initiating the work. The project has to meet the required special needs and conditions of the customer to satisfy him. It is essential to give equal consideration and importance to the special needs and must be considered as one of the project deliverables.

The statement of work is a critical component of the project requirements. It is the detailed description of the tasks that need to be performed under a certain project and covers all the defined aspects of the project. As described it is the overview of the dimensions of the project and it offers numerous benefits. SOW allows sharing of information with the vendors and contractors. Besides, it offers the benefits by saving the time of the project team, and it also helps avoid conflicts in the project. For instance, in case of ambiguity in any of the project requirement, SOW will make sure everyone is involved and will leave confusion to a minimum, which is the cause of conflicts. In addition, it helps avoid scope creep. Well written SOW is essential to maintain the smooth flow of project throughout all of its phases.

**References**

Burek, P. (2008). Creating Clear Project Requirements–Differentiating "What" from "How." Colorado, USA.: In Originally published as part of 2008 PMI Global Congress Proceedings–Denver.