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**Project Management Scholarship Application**

(Type responses directly in form)

|  |  |
| --- | --- |
| **Team Number:**  | **School:** |
| **Team Name:**  |
| **Team Manager Name:**  |
| **Team Manager Email:** | **Team Manager Phone:** |
| **Co-Team Manager Name:**  |
| **Co-Team Manager Email:**  | **Co-Team Manager Phone:** |

**Team Challenge** (check one):

* Technical
* Scientific
* Fine Arts
* Improvisation
* Engineering
* Service Learning (Project Outreach)

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name** | **Grade** | **Age** | **Birthdate** |
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**CHALLENGE REQUIREMENTS IDENTIFICATION WORKSHEET**

(Describe 3 to 5 Challenge Elements to demonstrate understanding of this part of project management.)

|  |
| --- |
| **Challenge element:** |

What must be included in this Challenge element?

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| --- |
|  |

What must NOT be included in this Challenge element?

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| --- |
|  |

What will earn points in this Challenge element? Points for Challenge elements can be found on the Scoring page in your Team Challenge.

|  |
| --- |
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**DELIVERABLE REQUIREMENTS PLANNING CHART**

(Describe 3 to 5 deliverables and their requirements to demonstrate understanding of this part of project management.)

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| --- |
| Deliverable:  |
| Relates to which part of the Challenge: |
| Responsible team members: |
| Deadline: |

|  |  |
| --- | --- |
| **REQUIREMENTS DEFINEDBY THE CHALLENGE** | **REQUIREMENTS DEFINEDBY THE TEAM** |
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Notes about this deliverable:

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**TEAM PROJECT GOALS WORKSHEET**

(Use no more than 2 pages to describe this part of the project plan.)

What is the question, problem, issue, or perspective that is driving your project (Challenge solution)?

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| --- | --- |
| **Category** | **Goal** |
| What are your overall goals for your team? |  |
| Do you have goals for specific parts of the Challenge? What are those goals? |  |
| What are your goals for the end of your Challenge solution? What will your solution look like? |  |

**RESOURCES, CONSTRAINTS, &ASSUMPTIONS WORKSHEET**

(Use no more than 2 pages to describe this part of the project plan.)

|  |  |
| --- | --- |
| **Category** | **RESOURCE** |
| People |  |
| Money |  |
| Team |  |
| Materials |  |
| Other |  |

|  |  |
| --- | --- |
| **Category** | **CONSTRAINT** |
| Challenge |  |
| Environmental |  |
| Other  |  |
| Other  |  |

|  |  |
| --- | --- |
| **Category** | **ASSUMPTIONS** |
| Challenge |  |
| Environmental |  |
| People  |  |
| Other  |  |

**DELIVERABLES AND DEPENDENCIES**

(Use no more than 2 pages to describe this part of the project plan.)

|  |  |
| --- | --- |
| **DELIVERABLES (from your Deliverable Planning Charts)** | **DEPENDENCIES (list what has to happen to complete each Deliverable)** |
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**TEAM ROLES AND RESPONSIBILITIES**

(Use no more than 2 pages to describe this part of the project plan.)

|  |
| --- |
| Time Manager:  |
| Quality and Risk Manager: |
| Communication Manager: |
| Other Managers: |

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Manager(s)** | **Other Members** |
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**MILESTONES & TASKS SEQUENCING WORKSHEET**

(Describe at least 3 of the deliverables mentioned earlier in your project plan to demonstrate understanding of this part of project management.)

|  |
| --- |
| Deliverable: |
| Managers: |
| Milestone #1: |
| Milestone #2: |
| Milestone #3: |
| Total Work Time Estimate: |
| Completion Date:  |

|  |  |  |
| --- | --- | --- |
|  |  **TASKS (in order of completion)** | **Work Time Estimate** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

**RESOURCE PLANNING WORKSHEET**

(Describe at least 3 of the deliverables mentioned earlier in your project plan to demonstrate understanding of this part of project management.)

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| --- |
| Deliverable: |
| Managers: |

|  |  |  |
| --- | --- | --- |
| **RESOURCE NEEDED (LIST EACH SEPARATELY)** | **HOW YOU WILL ACQUIRE IT** | **ESTIMATED COST** |
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**RISK MANAGEMENT WORKSHEET**

(Describe at least 3 of the deliverables mentioned earlier in your project plan to demonstrate understanding of this part of project management.)

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| --- |
| Deliverable: |
| Managers: |

|  |  |  |  |
| --- | --- | --- | --- |
| **WHAT MIGHT GO WRONG?** | **Risk Level L=Low M=Medium H=High** | **Area of Impact** | **HOW TO PREVENT IT OR FIX IT** |
| Resources | Timing | Requirements | Quality |
|  |  |  |  |  |  |  |
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**EVALUATION AND ASSESSMENT**

(Use no more than 3 pages to describe this part of the project plan.)

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| --- | --- | --- |
| **Project Management Process** | **Creative Process** | **Team Evaluation and Assessment** |
| Defining/Initiating | Recognize | What process did your team go through in order to understand all the issues or points of the Challenge? |
|  |  |  |
| Planning | Imagine | How did your team use your imagination to explore new ideas about possible solutions to the Challenge? How did you work together to make your project plan? |
|  |  |  |

**EVALUATION AND ASSESSMENT (continued)**

|  |  |  |
| --- | --- | --- |
| **Project Management Process** | **Creative Process** | **Team Evaluation and Assessment** |
| Doing/Executing and Monitoring & Controlling | Initiate & CollaborateAssess | How did your team take risks and go beyond the minimum as you committed to a solution? How did your team work in a collaborative way? How did your team monitor the progress on your project plan? How did your team assess your solution as it was being created? Explain how you may have adjusted your plan as you worked on your solution. |
|  |  |  |
| Reviewing/Closing | Evaluate &Celebrate | Reflect on your overall experience. What did your team learn? If you were to do this exact project again, what would you do differently? How did your team celebrate your journey and accomplishments? |
|  |  |  |