The Course Project is an assignment and is a program management plan for a company of your choice. You may use your own employer or a public company you can research to provide necessary details. To get started, you need to know the company's strategic plan and strategic capacity plan. You have just been hired as a program manager for a specific program. You can either use one from your research or create one that would fit what you have learned about the organization's strategic objectives. You will be responsible for creating a business case and charter for the program, including governance as well as a complete program plan for your new program.

You will treat each part separately as its own.

**Course Project Outline – Part 1**

The Course Project Outline should be one to two pages.

Your outline should include the following:

1. A brief description of the company you will be using for your project
2. A brief description of the program that you are proposing
3. A summary of the business case - important benefits and points that you wish to make

**Course Project Part 2—Business Case and Charter should include the following:**

* Executive summary
* Organization's strategic plan
* Organization's strategic capacity plan
* Program business case which is composed by:
1. Problem description
2. Alternatives
3. Feasibility
4. Cost-benefit analysis
* Program charter which is composed by:
1. Program overview
2. Benefit management
3. Program governance
4. Program component selection criteria and list
5. Program roadmap

**Course Project Part 3—Final Program Management Plan should include the following:**

1. Executive summary
2. Financial management
3. Benefits management plan summary
4. Stakeholder engagement plan
5. Communication management plan
6. Risk management plan
7. Change management plan
8. Resource map management plan
9. Program component descriptions and roadmap
10. Schedule management plan
11. Scope management plan

## Guidelines for the Final Program Management Plan

* Papers must be 7 to 10 pages in length each part, double-spaced, and in 12-point font. They must include a cover page, table of contents, introduction, report body, summary or conclusion, and works cited.
* Even though this is not a scientific-type writing assignment and is mostly creative in nature, references are still very important. At least six authoritative outside references are required (anonymous authors or web pages are not acceptable). These should be listed on the last page, titled references. Anything used verbatim must be enclosed in quotes and referenced.
* Appropriate citations are required (in APA format).
* The Course Project Part Two and Three will be graded on the quality of the research topic, quality of paper information, use of citations, grammar, and sentence structure (see grading rubrics).

## Best Practices for the Final Program Management Plan

* **Cover page**: Include who you prepared the paper for, who prepared it, and the date.
* **Table of contents:**List the main ideas and sections of the paper and the pages where they are located. Illustrations should be included separately.
* **Executive Summary:**Use a header on your paper. This will indicate that you are introducing the paper.

The purpose of the summary is to outline the main points of the program management plan so that executive leadership can absorb the content of the plan without having to read every page. If more detail is required, the executive would go to the appropriate section. The executive summary should include the following.

* Briefly, what are the main points of the program?
* Why is it being undertaken?
* What are the major features of the plan?
* What is the timing and budget?
* **Body of the plan:** Detail the specific features and activities of the plan.
* **References:** Use the citation format specified in the Syllabus.

Additional hints on preparing the best possible project are below.

1. Apply a three-step process to writing: plan, write, and complete.
2. Prepare an outline of the research paper before going forward.
3. Complete a first draft and then go back to edit, evaluate, and make any changes required.
4. Use visual communication to further clarify and support the written part of the report. Examples include graphs, diagrams, photographs, flowcharts, maps, drawings, animation, video clips, pictograms, tables, and Gantt charts.