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| **PM-01-PS02: Determine the key requirements and needs of the project** |

Topic elements to be covered include:

1. Identify and describe the requirements or needs that must be realised to meet the objectives of the business case (PA0201)
2. Identify, describe and record the major deliverables to deliver the requirements and needs (PA0202)
3. Identify and document the major resource groupings to deliver the project requirements and needs (PA0203)
4. Identify and document inclusions and exclusions from the project in support of project scope clarification agreements (PA0204)
5. Compile and document an initial project schedule to determine the initial overall timeline of the project. (PA0205)
6. Compile and document an initial project budget using a top down approach (PA0206)

**Resources:**

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| **Knowledge** | **Information from Project Management Curriculum** |
| National Curriculum Framework | 121905000-KM-02, Project Integration Management  KM-02-KT01: Project charters  KT0101 Project charter development concepts and flow of data |

Using the same project charter, answer the following questions.

1. Identify and describe the requirements or needs that must be realised to meet the objectives of the business case (PA0201)

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1. Identify, describe and record the major deliverables to deliver the requirements and needs (PA0202)

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1. Identify and document the major resource groupings to deliver the project requirements and needs (PA0203)

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1. Identify and document inclusions and exclusions from the project in support of project scope clarification agreements. (PA0204)

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1. Compile and document an initial project schedule to determine the initial overall timeline of the project. (PA0205)

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1. Compile and document an initial project budget using a top-down approach. (PA0206)

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**Observation Checklist**

**Check that the following is accomplished:**

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| **Item** | | **Checked (Yes=5**  **No=0)** | **Comment: where did you find the evidence?** |
| IAC0201 All documented reports are accurate and compiled in the required format | |  |  |
| IAC0202 Major resource groupings include but are not limited to project team members, contracting groups, equipment and material | |  |  |
| IAC0203 The initial project schedule consists of key project milestones e.g. key milestone chart | |  |  |
| IAC0204 Budgets are prepared to reflect the feasibility of the project | |  |  |
| **Name of member** |  | | |
| **Signature** |  | | |
| **Date** |  | | |

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| **Requirements met**  **24+ / 30** | |  | **Sub-Total** | | **/ 20** |
| **Requirements not met**  **Under 24 / 30** | |  | **Total** | | **/30** |
| **Facilitator signature** |  | | **Date** |  | |