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## May 24 Meeting at Sweetwater Sound

Making music is not just a production, it's a project! Join us at Sweetwater Sound on May 24, 2006

*At our next meeting, Kenny Bergle, a senior sales manager at Sweetwater Sound, will present and give a tour of the facility, including the very impressive sound studio and the synthesizer/bass/guitar showrooms, where they don't mind if people "play"!*

Please join us on May 24 for a **Mexican buffet catered by El Azteca** and an informative presentation on how Sweetwater Sound uses project management techniques in the music industry.

[Click here](#) to RSVP now!

Social time begins at 5:30 PM [at Sweetwater Sound \(see below\)](#)

Dinner at 6:00 PM, and Program at 7:00 PM

- **Best deal in town:** NEIC members bring a guest and you and your guest eat free! And remember: Include your guest's name in the comment section of the RSVP.
- NEIC chapter members: Dinner and speaker-\$10, Speaker only-free
- Non-members: Dinner and speaker-\$10 (**SPECIAL PRICE FOR THIS MONTH ONLY!**), Speaker only-\$5

\* Sweetwater Sound is located at 5335 Bass Rd, Fort Wayne, IN 46808, for directions click [here](#).

May 24, 2006

PMI-NEIC Meeting

"PM in the Music Industry"

Kenny Bergle

Sweetwater Sound

5:30 Social Time

6:00 Dinner (\$10)

7:00 Speakers:

Members: Bring a guest  
and eat dinner free!

[RSVP \(click here\)](#)

May 24, 2006

PMI-NEIC Meeting

Greg L. McCormick, PMP, is a member of the Northeast Indiana Chapter of the Project Management Institute (PMI-NEIC).

He is also a member of Midwest Contingency Planners (MCP), and a Senior Member of the

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## Project Essentials

### "*Project Initiation*"

By Greg L. McCormick, PMP

(Note to readers: it is important to know the meaning of *italicized words and phrases* that appear in this article. Definitions can be found in the Glossary of the **PMBOK® Guide**.)

*Project Initiation* is the first of the five *Project Management Process Groups*. Initiation is the formal authorization that a new project should begin. This authorization is provided by the *Initiator* – the person (or organization) who has both the ability and *authority* to start a project. Initiation may authorize the start of the next project phase in large or very formal projects.

Projects may be voluntarily initiated from within an organization, or they may be initiated in response to an influence outside the organization. Projects might be undertaken to fulfill an organizational need, meet a market demand, satisfy a customer expectation, take advantage of a technological advance, or comply with a legal requirement. Regardless of their internal/external initiation point, projects should always be aligned with the organization's strategic direction.

Some aspects of project Initiation might be completed outside the scope of the project. For example, a separate project may have already performed a feasibility study, and may have determined which of several project alternatives best meets the business need. Or, the project may be part of a *program* or a *portfolio*, which has already defined the purpose and benefit of undertaking this particular project.

Regardless of how a project is initiated, Initiation should always include formal definition and documentation of the *Project Charter* [4.1] and a Preliminary *Project Scope Statement* [4.2].

The *Project Charter* is a project record, issued by the Initiator or Sponsor, that formally authorizes the existence of the project and provides the project manager with the authority to apply project resources to project activities. The Charter includes the following items:

- Project requirements that satisfy stakeholder needs, wants, and expectations
- Business case, purpose, need, and/or justification for the project
- Name of the Project Manager and his/her authority level
- Functional groups with the organization, and their expected participation
- Organizational, environmental, and external *assumptions* and *constraints*

Society for Technical Communication (STC) and past President of its Indiana Chapter.

Greg owns and operates Cedar Canyon Consulting, LLC, a Fort Wayne area firm providing business continuity plan development, testing, implementation, and training services.

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- Summary description of project milestones and their accomplishment schedule
- Summary budget

The *Preliminary Scope Statement* is a project record that describes what the project needs to accomplish. It provides the documented basis for making project decisions and for confirming or developing a common understanding of project scope among the *stakeholders*. The Scope Statement includes descriptions of the following items:

- Project and project product objectives
- Project boundaries
- Major deliverables and their characteristics and requirements
- Product acceptance criteria and approval requirements
- *Statement of Work (SOW)*

In summary, formal project Initiation is an important part of professional project management. A well-done Initiation helps avoid the problems associated with “Ready ... Fire! ... Aim” – jumping into projects with poorly defined objectives. A well-documented Initiation also provides a clear definition of project objectives, activities, and deliverables. These will be essential in managing stakeholder expectations and in performing project planning.