

GCE EDEXCEL Applied ICT - Unit 8 Project Management

Project Review Meeting Sheet

Remember YOU are the Project Manager for this project. You are also the Analyst and the Developer of the software and are fully responsible for conducting all activities and completing the associated deliverable for these roles.

By now you will have had several meetings with you client to update them on the progress and get feedback into your work so far. The Senior Managers at your software company have asked you to update them with the progress so far. Use this document to prepare for your meeting as you will be presenting each of the points to them.

Your Project Name: New Club Launch

Project Manager Name: _____

Client Name: _____

Areas you need to prepare for:

- Document to record feedback from the Senior Managers during the review meeting
- Show updated plan and progress of the project.
- Show up to date project log.
- Show minutes of Design meeting and list of actions required to take from client's feedback.
- Show folder of all communication between you, your client and other stakeholders
- Show the folder structure of your project organisation

Draft minutes document to record feedback

Before you conduct your review meeting you must create a document that you will use to record the feedback given to you from your Senior Managers. Create a WORD document called - 'draft minutes.docx'. You must act on all the feedback you are given.

You can also use the draft minutes to write up the formal minutes for this review meeting. The document must contain the date you hold your meeting. Do this now.

Cut and paste the document name here: _____

Unit 2business Project Management Edexcel

JL Elias



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