



Presentation 2

Graduation Seminar

Applied Research

For the **Final Graduation Project**
(FGP)

Master in Project Management
MPM Program





General Objective

To structure the Final Graduation Project (FGP) through the integrated application of project management knowledge as well as the application of all standards defined by the university to prepare the FGP

As part of the Specific Objectives we'll have the following:

- To understand the methodological elements necessary to create the FGP structure
- To develop the FGP profile which includes: Abstract, Introduction, Theoretical framework and Methodological framework chapters, FGP development scheme, FGP charter, and the corresponding portions of the executive summary
- To create the FGP development schedule which will be used as part of the graduation seminar and during the tutoring process with the FGP tutor





It is important to know the following details to guide our work

- The professor will answer all student inquiries on the virtual campus.
 - It is required for the student to have active participation on the scheduled forums and synchronic activities.
 - Student preparation and presentation of course deliverables on the pre-established dates. (Delayed deliveries won't be accepted).
- **If deliverables are not presented, then the student will lose the corresponding points on the course grade.**

Some general instructions before you start your FGP:

Technical writing

- The work must be written in simple, comprehensive, brief, and well-defined grammatical sentences with a well-defined predicate. The wording must be objective, and always written in the third person.
- It must be written in short paragraphs with short sentences, using the full stop (period) to separate sentences within each paragraph, to match the wording of complete and short sentences. However, if the semicolons, dashes, parentheses, or commas, facilitate communication and understanding, they should be used.
- Abbreviations may be used for elements that will be repeated in the text, but the first time the name is written it must be complete and followed by the abbreviation in parentheses. For example the Global School of Project Management (GSPM)



Some general instructions before you start your FGP:

Paper and materials to be used

- The final document of the FGP should be printed on Bond No.20 paper. Printing should be done by a method that ensures its durability.

Pagination

- The sections of the introductory part indicated below, must use Arabic numbers, which must be printed on the upper right side of the page, approximately five spaces from the upper edge of the page :
 - *Cover sheet
 - *Approval sheet with names of the tutor and academic authorities
 - *Dedication
 - *Acknowledgements
 - *Abstract
 - *Table of contents
 - *Index of figures
 - *Index of charts
 - *Abbreviations and acronyms
 - *Executive summary



Some general instructions before you start your FGP:

Typing and printing

- The document spacing must be in 2.0 (single space only in the executive summary, bibliography, and appendices). The use of *Italic* is recommended only for scientific names or words in other languages than English, as well as other terms the student might want to highlight. The capital letter must be used for the main titles. *Italics* should also be used for literal citing.

Charts and figures

- Charts must be numbered and titled on the upper left side". (APA 7th ed)
- Figures should be numbered and captioned above each on the upper left side (all figures should be called corresponding to graphs, diagrams, photographs, organograms, etc.). (APA 7th ed)



The FGP introductory structure is as follows

- * Cover sheet
- * Approval sheet
 - * Dedication
- * Acknowledgments
 - * Abstract
- * Index of contents
- * Figures and charts indexes
- * Abbreviations and acronyms
 - * Executive summary

Final Graduation Project (FGP)

Chapters and components

- 1) Introduction
- 2) Theoretical framework
- 3) Methodological framework
- 4) Development (results)
- 5) Conclusions
- 6) Recommendations
- 7) Validation of regenerative and sustainable development
- 8) Bibliography
- 9) Appendices

| CLASS | ACTIVITIES | TOPIC TO BE DEVELOPED IN THE FGP TEMPLATE DOCUMENT | PERCENTAGE OF THE FINAL GRADE | TOTAL GRADE |
|-------------------------------------|-------------------|--|-------------------------------|-------------|
| 0 Introduction module (Week 1) | Deliverable 1 | Appendix 1 FGP Charter (Items 1 to 10) Appendix 5 Bibliographical research | 2% 4% | 6% |
| 1 FGP Charter (Week 2) | Deliverable 2 | Appendix 1 FGP Charter (Items 11 and 12) Appendix 2 FGP WBS Self-assessment 1 | 2% 2% 2% | 6% |
| 2 FGP Charter (Week 3) | Deliverable 3 | Corrections Appendix 1 FGP Charter (Items 13 to 19) | 4% 4% | 8% |
| 3 Theoretical Framework (Week 4) | Deliverable 4 | Corrections Chapter 2 Theoretical framework Appendix 1 FGP Charter (item 20) Self-assessment 2 | 5% 10% 3% 2% | 20% |
| 4 Methodological Framework (Week 5) | Deliverable 5 | Corrections Chapter 3 Methodological framework Appendix 1 FGP Charter (item 21) | 5% 13% 2% | 20% |
| 5 Introduction (Week 6) | Deliverable 6 | Corrections Chapter 1 Introduction Chapter 7 Project validation in the regenerative and sustainable development Appendix 1 FGP Charter (item 22) Appendix 3 FGP Schedule | 5% 8% 4% 1% 2% | 20% |
| 6 Executive Summary (Week 7) | Final deliverable | Corrections to the complete document Executive summary Abstract Bibliographical references, Indexes (contents, figures, charts) Signed FGP Charter | 5% 3% 3% 6% 3% | 20% |
| TOTAL | | | 100 | 100 |

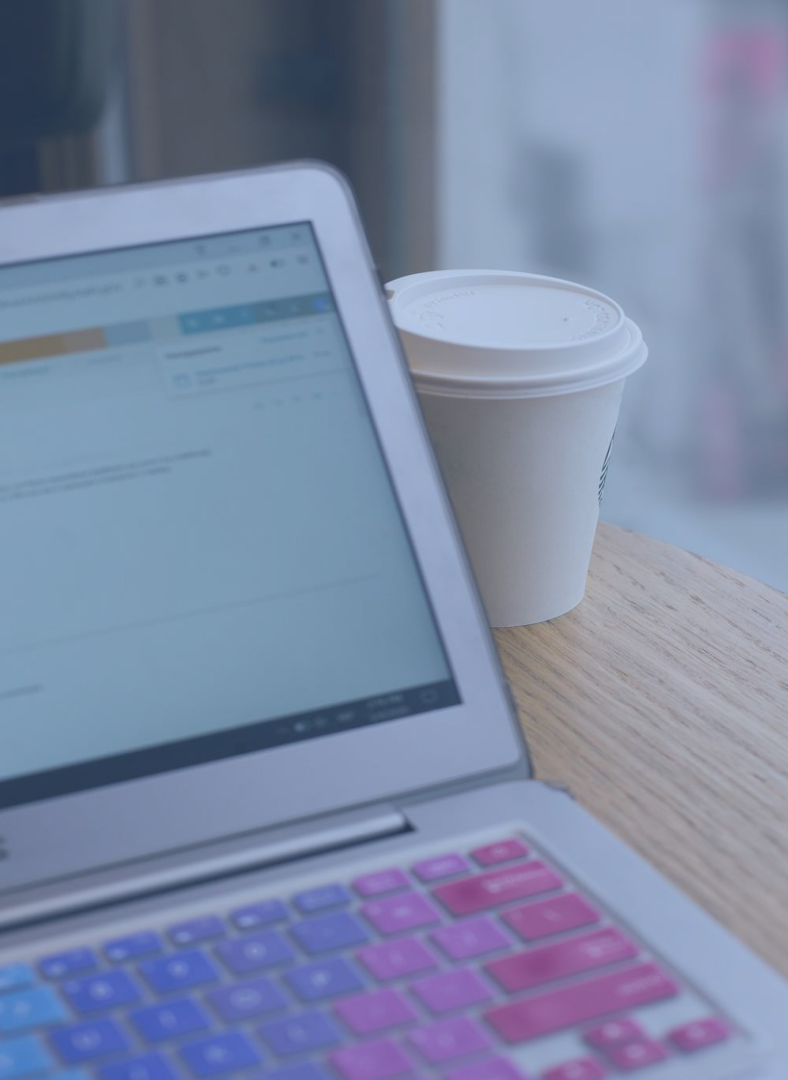
Graduation Seminar Evaluation

To pass the course, a minimum grade of 70% is required.

In the previous charts, Corrections refer to the requests made by the course facilitator for changes, adjustments, etc, done on the review of the delivery of the previous week.

If the student fully addresses all the requests made by the facilitator then all the associated points are granted. If the student partially addresses the requests, then the facilitator will assign only the corresponding points and will not allow the student to move into the next unit.

If by the last review, the student hasn't yet addressed the facilitator's request for a critical correction (for example corrections over the general or specific objectives classify as critical) then the student might fail the course, even if the grade is above the minimum required to pass the course.



Clarification

The academic products developed and approved by the Graduation Seminar facilitators are related to reality and environment presented by the student in a "given moment". Those products might be, later on, subject to changes or adjustments requested by the FGP tutor as needed.

FGP TOPIC

It is of the utmost importance to dedicate enough time in advance to think, do research and define the FGP to be developed.

Note that you must have a sponsor who can grant or give access to all the information required to develop a sound FGP.

Consider that the information needs to be available or otherwise the FGP development process might be delayed with the subsequent delay for the student.

Note that both the Final Graduation Seminar, as well as the tutoring processes in the FGP course will be developed on a tight and stringent schedule.



The first document that we will develop in the GS course is the FGP Charter, so what is the FGP Charter?

- It is a tool to formalize the Final Graduation Project initiative, defining clearly what is expected from it.
- Part of its purpose is to complete ideas; clarify terms; communicate properly; keep records.
- It represents a good start for the project and it is a "good PM practice".

PROJECT CHARTER

Components:

- Student name: issue date
- FGP name: directly related to the FGP product and general objective. (e.g., 1. Project Management Plan for the Implementation of the IT system in company XYZ, 2. Project Management Methodology for company ABC, 3. PMO Implementation Proposal for company DEF, etc))
- Application area (Sector/activity): for example construction, finance, information technology, CSR, etc.).
- Start/Finish date: start date is the same as the issue date. The end or finish date corresponds to the date when it is scheduled to be presented to the board of examiners (see FGP_Development_Generic_Schedule in the Annexes).
- Take into account the graduation seminar course timeframe, plus the three months for the FGP course tutoring process, and one additional month for the readership/review phase and adjustment process.
- There are some other components such as the Research question and Research hypothesis (see FGP Charter Template for a complete overview of all Charter components).

PROJECT CHARTER

Project Objectives:

The general objective is related to the FGP main product and its name. Specific objectives must be part of the general objective since by achieving the specific objectives is how the general objective is achieved. Specific objectives should be associated to FGP deliverables.

All objectives, general and specific, must start with an action infinitive verb that allows completion assessment and should have complete sentences.

All objectives, general and specific must have a what? and for what? For example:

What? To create a project management methodology

For what? To better organize projects on a given company

- *Specific* – target a specific area for improvement.
- *Measurable* – completion or progress can be measured.
- *Assignable* – specify who will do it.
- *Realistic* – state what objectives can realistically be achieved, given available resources.
- *Time-related* – specify when the result(s) can be achieved.

PROJECT CHARTER

Example:

Project Objectives (General and Specific):

General Objective:

To develop a Project Management Plan for the Construction of the Museum Building Project.

Specific Objectives:

1. To create the project charter in order to define the key input elements to develop the project management plan.
2. To develop the Scope Management Plan in order to ensure that the project includes all the work required to complete the project successfully.
3. To develop the Schedule Management Plan to manage the timely completion of the project.
4. Etc.

PROJECT CHARTER

Project purpose or justification:

Limit the description to three paragraphs.

You should indicate what originates the project, describe why the project is to be done, and which are the expected benefits.

Care must be taken to avoid repetition of the objectives already set.

You should include the expected benefits to be obtained by doing the project.

EXAMPLE:

Project purpose or justification (merit and expected results):

The aim of this Final Graduation Project (FGP) is to create a project management plan that will eventually guide the project execution to maximize its success chances. Given that the company have had unsuccessful project experiences in the past, the creation and use of the project management plan will help to better define project objectives, success criteria, resources allocation, and in general plan everything that is needed for the project success. Also, this project management plan will become a company organizational asset that might be used as the basis for future project plans. The project for the Construction of the Museum Building is critical for the country and thus it must be professionally managed to fulfill the social, economical, scientific and cultural needs of the area where it will be located.

PROJECT CHARTER

COMPONENTS:

Assumptions:

An assumption is a fact assumed to be true for purposes of project planning. As the project advances, the validity of assumptions needs to be confirmed. There may be time, budget, management support, scope, and other types of assumptions.

Constraints:

A limiting factor that affects the execution of a project, program, or portfolio.

Preliminary risk:

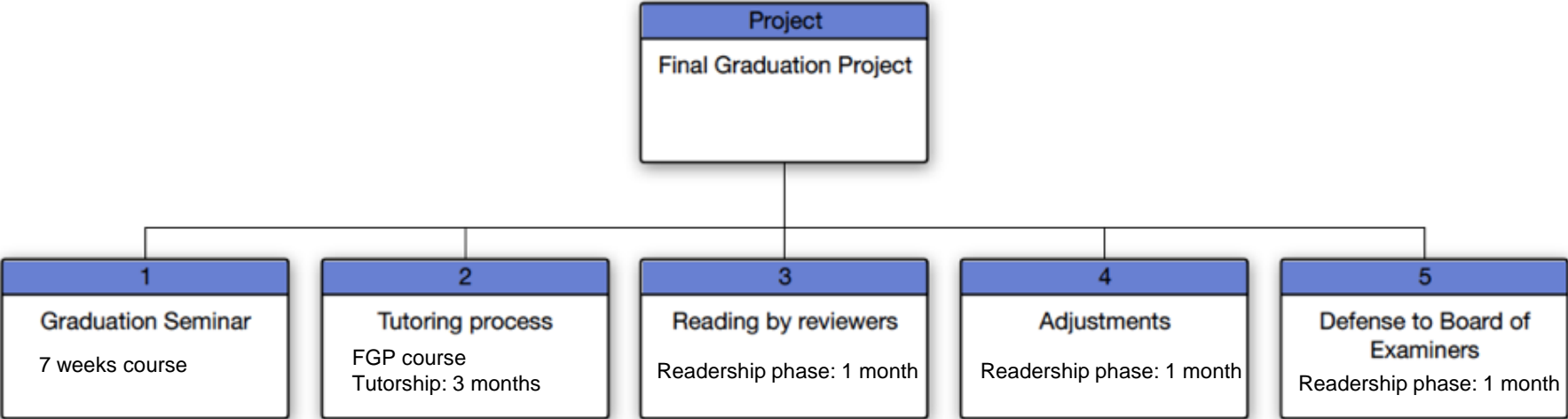
An event of uncertain nature. If the risk happens, the project might be affected or benefited.

Good writing is a key factor when defining these components.

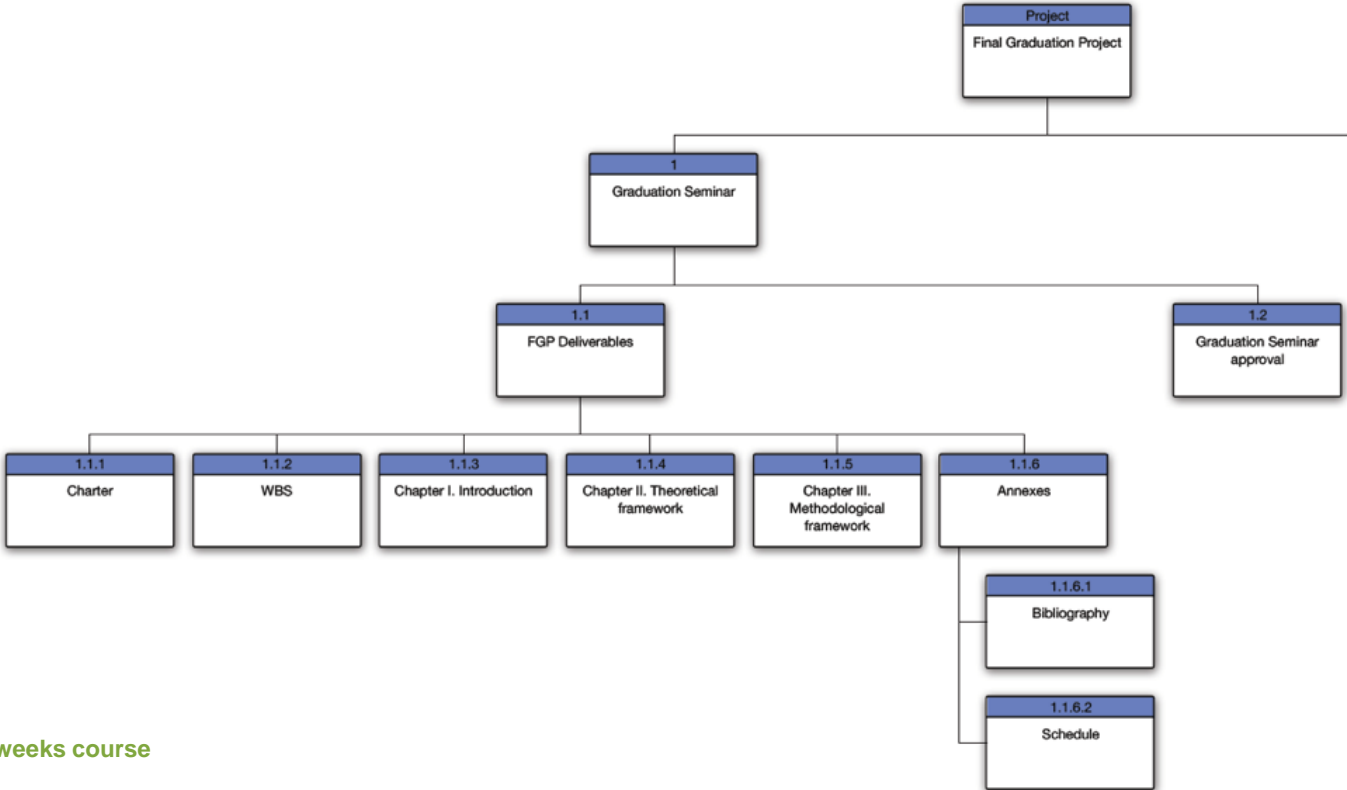
EXAMPLE:

| |
|---|
| Assumptions: |
| 1. It is assumed that all the required information to execute this FGP will be readily available. 2. It is assumed that the company will provide all the project specific information on a timely manner and without any significant restriction to create the Project Management Plan. 3. Etc. |
| Constraints: |
| 1. Time: The pre-established timeframe estated by the university for each one of the FGP development phases. 2. Resources: There will be only one human resource available to develop the FGP. 3. Etc. |

FGP WBS

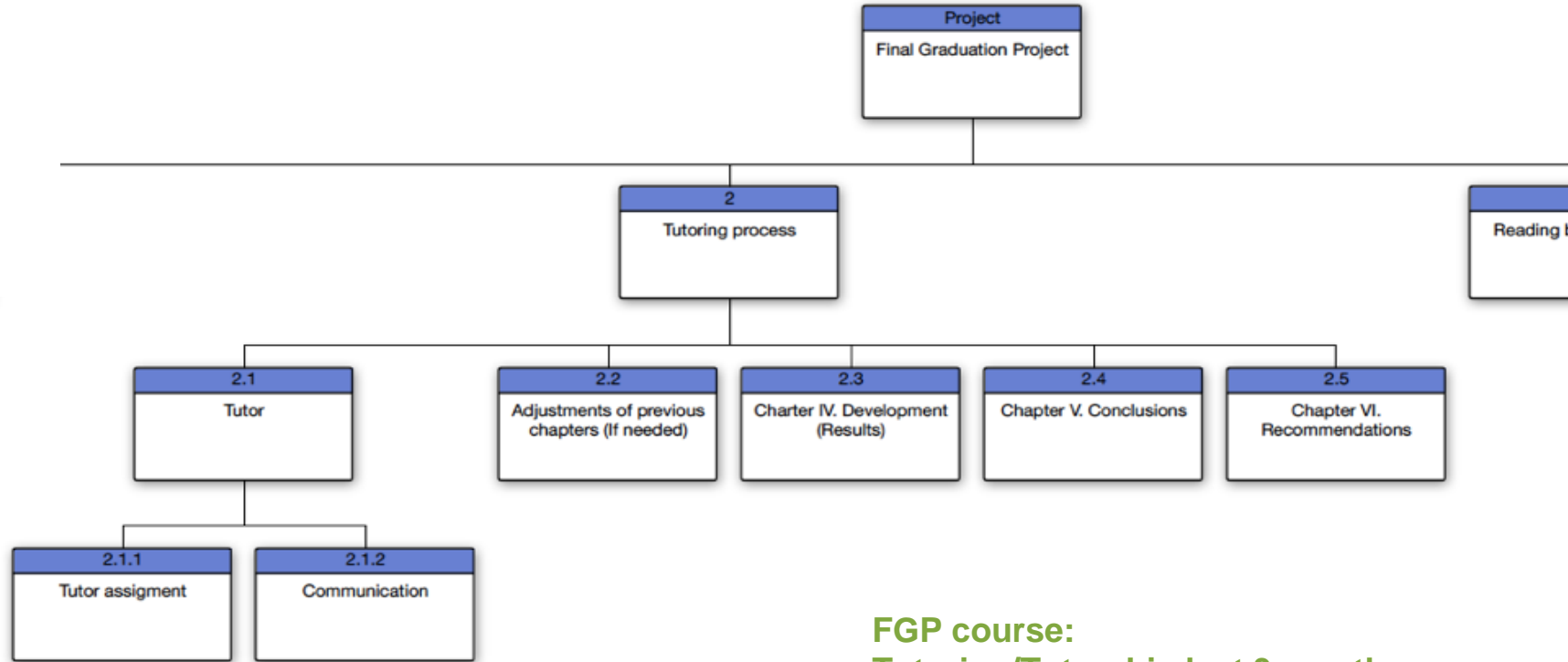


Phase I: Graduation Seminar course



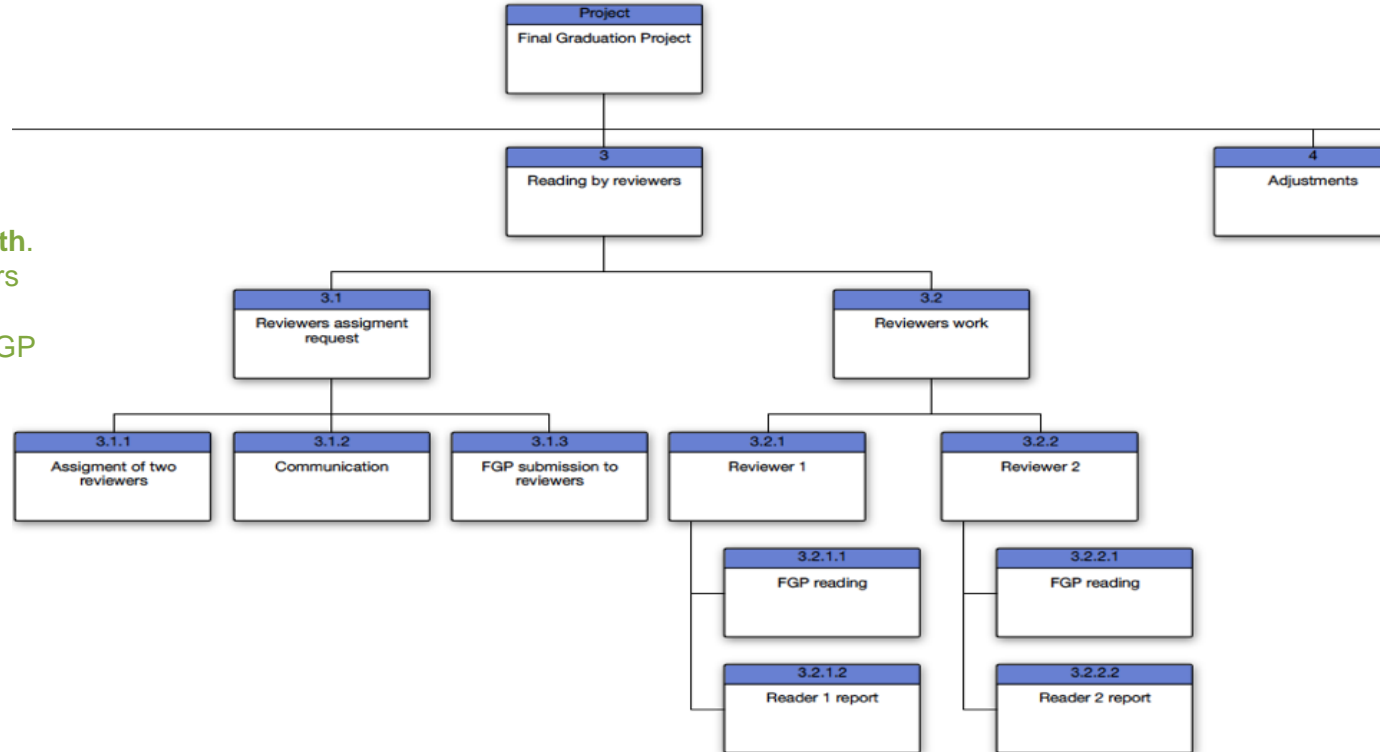
7 weeks course

Phase II: Tutoring Process



**FGP course:
Tutoring/Tutorship last 3 months**

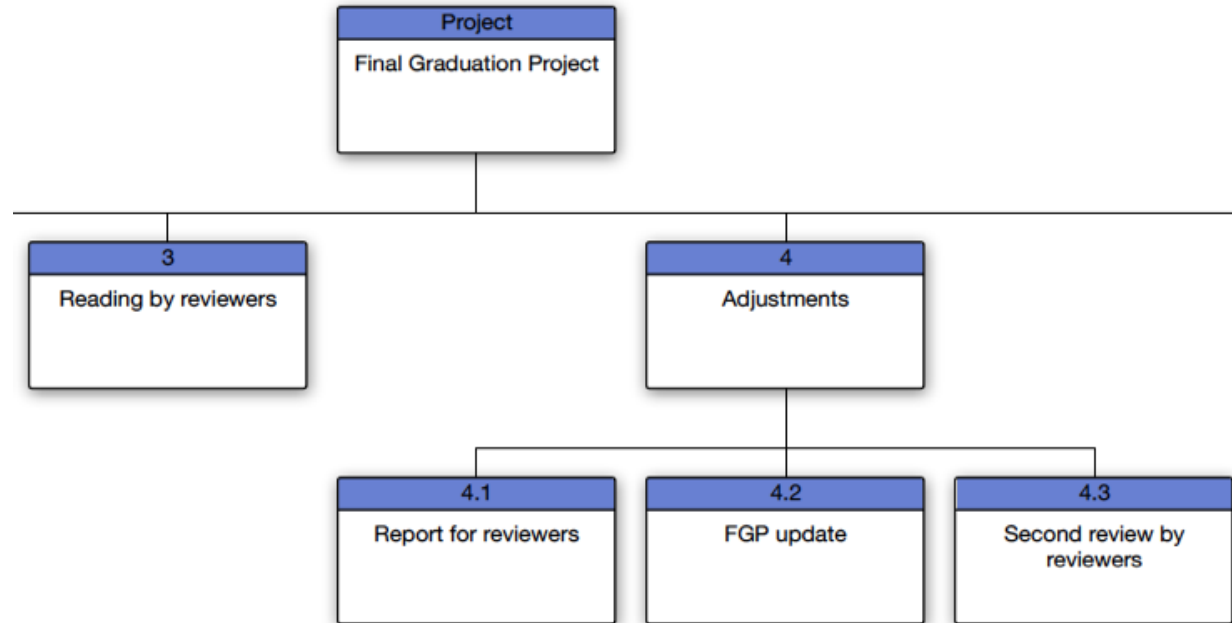
Phase III: Reading by reviewers



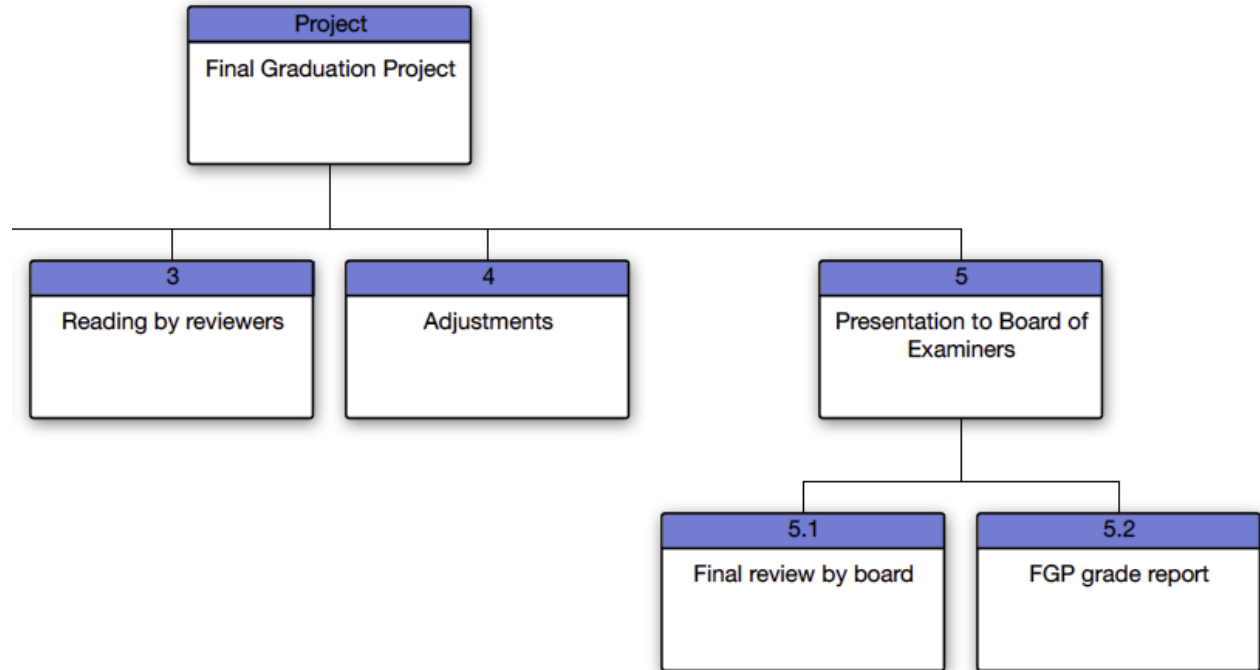
The Readership phase **last 1 month**.
The reading by reviewers or readers lasts for about **10 days** from the moment the student shares their FGP with the reviewers.

Phase IV: Adjustments and modifications

Students have a deadline to present the Adjustment and modifications, **which is 7 natural days**, from the moment the reader checks the document and submits the report with their adjustments. If after that date there are still some changes to do to the document, the student will have **5 more days to correct them**.



Phase V: Presentation to Board of Examiners



When the student finishes the adjustments, they share the final version of the FGP and inform the readers. They will review the last version of the document and will approve or reject the project. This can last approximately **5 days**.

The Graduation Seminar (GS)