PQA Workshop Result

Format

Participants

Development Manager

Financial Manager

General Manager

Client Project Manager

Sales Manager

Production Deputy Manager

LI Project Manager:

Production Manager

Quality Manager

WCAT IT Project Manager

Client Service Manager

Facilitator

NN

Contents

[1. Initial situation and objectives 4](#_Toc369336108)

[2. VisionS anD MISSIONS 5](#_Toc369336109)

[3. Critical and suggested success factors 6](#_Toc369336110)

[4. PQA-matrix: 7](#_Toc369336111)

[Activity description Template 8](#_Toc369336112)

# Initial situation and objectives

The story from the PQA Introduction.

# VisionS anD MISSIONS

**Development Manager**:

xxx

**Financial Manager**:

xxx.

**General Manager:**

xxx

**Client Project Manager**:

**Sales Manager**:

**…**

# Critical and suggested success factors

**1. Critical Success Factor 1**

1 Suggestion 1

3 Suggestion 3

5 Suggestion 5

…

67 Suggestion 67

**2. Critical Success Factor 2**

2 Suggestion 2

…

1. **…**

…

# PQA-matrix:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Critical Success Factors:** |  |  |  |  |  |  | EXECUTION VALUE | RESPONSIBLE |
| 6) xxx | | | | | |  |
| 5) xxx | | | | |  |  |
|  |  |
| 4) xxx | | | |  |  |  |
| 3) xxx | | |  |  |  |  |
|  |  |  |  |
| 2) xxx | |  |  |  |  |  |
|  |  |  |  |  |
| 1) xxx | |  |  |  |  |  |
|  |  |  |  |  |
| **Activities:** | **1** | **2** | **3** | **4** | **5** | **6** |  |  |
| 1) Do something specific fulfilling the critical and the suggested success factors | \* | \* |  | \* |  | \* | 1 | MI |
| 2) Do | \* | \* | \* | \* |  |  | 0 | HK |
| 3) Do |  | \* | \* |  | \* |  | 2 | ML |
| 1. Do |  | \* | \* | \* | \* | \* | 2 | JO |
| 1. Do |  |  |  | \* | \* | \* | 0 | CT |
| 1. Develop |  | \* |  | \* | \* | \* | 2 | JO |
| 1. Define |  |  |  | \* | \* |  | 0 | LN |
| 8) Build | \* |  |  | \* |  | \* | 0 | LM |
| 9) Inform | \* |  |  | \* | \* |  | 0 | LM |
| 10) Install |  | \* |  | \* |  | \* | 0 | CT |
| 11) Do | \* | \* | \* | \* | \* | \* | 0 | LI |

# Activity description Template

|  |  |  |
| --- | --- | --- |
| **Activity Description** | Project-ID, Activity-ID:  Do | |
| Prepared by ML | Date: 04.06.13 | |
| **Scope** | Does  Does not  Why | |
| **Products** | What | |
| **Purpose** | Expected quality of products | |
| **Responsible** | JO | |
| **Other resources** | CT; ML  Roles, Qualifications: | |
| **Sub-activities** | **Description of tasks** | **Resource requirement** |
| 1) Do | JO, ML  (4 hours) |
| 2) Do | Expected time consumption per group: 2 weeks |
| 3) Do | CT, LI, ML, JO  Expected time consumption: 4 weeks |
| **Time frame** | August – October 12 | |
| **Risks** | If this project is NOT given top priority by the management, the resources will disappear from the project.  etc. | |
| **Dependency on other activities** | This activity can be started independently of other activities.  Predecessors:  Successors: | |