Planning Process Group Artifacts

6.3 Sequence Activities

6.3.3 Project Document Updates (Outputs)

PMGT 690, ERAU, Prof. Sherman

By: Matthew Holtan

6.3.3 Project Document Updates (Outputs): The PMBOK states that the project documents relating to sequencing activities that maybe be updated are: activity lists, activity attributes, milestone lists, and Risk register (PMI, 2013). The Risk register will be discussed further in detail later. The artifact for this discussion will be on updated activity lists.

Once all milestones and activities are sequenced in proper order, updated documents must reflect the project. The current status report is important for project managers to communicate top management, stakeholders and team mates on where the updated schedule stands. Activity lists could entail updating the risk register or the schedule management plan. There may be items that were overlooked or specific work packages that will need to crashed or fast tracked in order to meet deadlines and milestones. Like any other project document, once these activity lists are updated, this needs to be communicated and all other project documents must reflect.

Reference List

Project Management Institute. (2013). *A Guide to the Project Management Body of Knowledge* (PMBOK Guide, 5th ed) Newton Square, PA: PMI Inc.