**Mid-semester Report**

 A mid-semester report is optional and will receive up to 5 points extra credit added to the final grade. It should be of not less than seven nor more than nine double-spaced pages, plus references will be due November 11, 2014. This report will require that you conduct a literature (library and Internet) review on a particular subject and report all that you can find on that subject in the current professional and pedagogical literature. The mid-semester report is to be done individually, not in teams. You may choose from any of the following project processes. What you will be doing is collecting information on how firms accomplish the process of your choice. You can do this by using the Internet and by talking with firms that you are interviewing.

- Develop Project Charter

- Develop Project Management Plan

- Direct and Manage Project Execution

- Monitor and Control Project Work

- Perform Integrated Change Control

- Close Project or Phase

- Collect Requirements

- Define Scope

- Create WBS

- Verify Scope

- Control Scope

- Define Activities

- Sequence Activities

- Estimate Activity Resources

- Estimate Activity Durations

- Develop Schedule

- Control Schedule

- Estimate Costs

- Determine Budget

- Control Costs

- Plan Quality

- Perform Quality Assurance

- Perform Quality Control

- Develop Human Resource Plan

- Acquire Project Team

- Develop Project Team

- Manage Project Team

- Identify Stakeholders

- Plan Communications

- Distribute Information

- Manage Stakeholder Expectations

- Report Performance

- Plan Risk Management

- Identify Risks

- Perform Qualitative Risk Analysis

- Perform Quantitative Risk Analysis

- Plan Risk Responses

- Monitor and Control Risks

- Plan Procurements

- Conduct Procurements

- Administer Procurements

- Close Procurements

Your mid-semester report must be turned in *hardcopy*. The file must also be emailed to me as an attachment and must be a MS Word file. Other topics are possible, but require prior approval. The above-listed topics are pre-approved.