

# EXAMPLE 3.1

## Blog Project Answers to Input and Output Questions

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**Project description:** For our software development company, create a blog to answer customers' frequently asked questions.

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### **Inputs:**

1. *Who will provide the requirements—that is, the specifications or details about what's needed?*

We will use Google Blog services. There is no pertinent expertise in the company, so we will learn how to do it through the Google Blog website.

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2. *Who will be writing the check for the work? Who manages the project's budget?*

The marketing VP has agreed to pay for 10 hours of one person's time to do this project, and to dedicate a person 1 hour per day to monitor this blog. There is no other budget money for this.

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3. *Who will tell the project manager what processes or standards are to be followed?*

We will use our normal time-tracking system to report actual hours spent on this project. No extraordinary processes or standards are required.

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4. *Who will provide the technology needed?*

We will use existing technology.

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5. *Who will do the testing or compliance work?*

The marketing VP will accept the final version of the blog. He will assign a staff member to do the final testing. There are no compliance issues.

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### **Outputs:**

1. *To whom will the project reports be delivered?*

The marketing VP will receive usage statistics at the end of each week from the person monitoring the blog.

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2. *Who will receive the final project deliverables?*

The marketing VP and the person in charge of monitoring the blog will be taught how to view and maintain the blog.

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3. *Who will do the training for the rollout when the project is completed, and what will they need to have for the training?*

The project manager will do all development work, including the training mentioned above.

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