

## Exercise 2: Product-Based Planning and Risk Log

### Exercise 2a

Make a graphic representation or display of the *Product Breakdown Structure* for your project.

- The PBS must contain as many relevant products as possible and no actions.
- Put the products in a hierarchical structure of at least three layers.
- The graphic display may be made with post-it notes, in Word, Excel (using SmartArt) or any another visualisation that works for you.

### Exercise 2b

Make a Product Description of 3 important products in your project.

Describe:

- What is the product?
- What is its format or medium or in what form will it be presented?
- Why is this product important in the context of the deliverable?
- What are the key quality criteria for this product?
- How and by whom will the quality criteria be judged?

The entries of your description should be objectively stated and describe the above quality criteria in measurable terms.

***You can use the Product Description Template***

### Exercise 2c

Make a Risk Log that identifies at least five relevant risks in your project.

- Weigh the probability and impact of the risks.
- Describe countermeasures according to the PRACT options (Prevention, Reduction, Acceptance, Contingency, Transference)
- State who the owner of these risks will be.

***You can use the Risk Log Template***