

Solutions

2.1

- A statement of what a project will and will not do.

2.2

- It makes ownership and responsibility clear.

2.3

- Charts need the data as an input.
- Completing data collection first avoids the later task being delayed.

3.1

- No person owns a specific task.
- Important work may be assumed to be someone else's job.
- There are no deadlines or milestones to reveal delay early.
- The group may reach the deadline with missing or unconnected work.

3.2

- Assign each task to a named person with a deadline.
- This makes responsibility clear and allows the group to follow up.
- Add milestones and record task dependencies.
- This shows delays early and puts prerequisite work before later work.