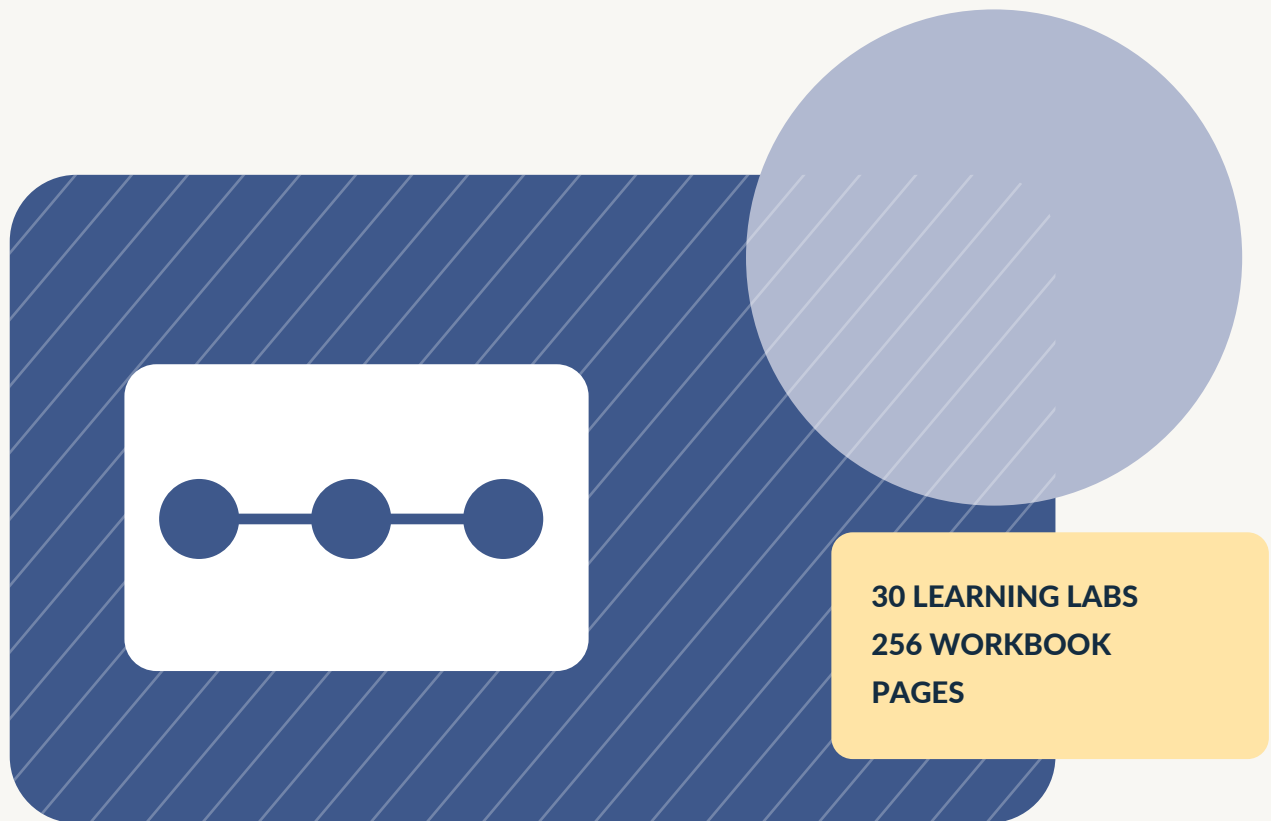


Project Delivery Lab

Turn a shared goal into a visible, reviewable delivery plan.



Nina Vale

Fictional editorial pen name • Original learning workbook

Guided explanations, examples, exercises and writing space

READ BEFORE USING

A practical workbook, honestly described.

Project Delivery Lab uses the fictional editorial pen name Nina Vale. That name does not represent a verified professional identity, biography, qualification or affiliation.

This is original, AI-assisted educational starter material. It contains guided practice pages, fictional scenarios, planning tools, self-review rubrics and writing space. It is not a 256-page continuous-prose textbook, an accredited course, a professional certification or individual advice.

The examples are invented for practice. Organisations, clients, outcomes and figures in exercises are fictional. Do not use them as customer testimonials or as evidence of commercial results.

You may complete the exercises for your own learning or authorised internal training. A store owner should review and approve the content, product description and local terms before selling it. Do not imply endorsement by any named platform or software provider.

For exercises involving personal or organisational information, work with fictional or authorised material. Keep passwords, card details, sensitive records and confidential information out of shared worksheets.

This workbook does not promise employment, earnings, business growth or any particular result. Professional decisions require appropriate review for your own circumstances.

HOW TO USE THIS BOOK

One useful lab at a time.

Choose your context

Project coordinators and small teams practising scope, sequencing and communication.

Use a real, bounded project

Pick a small task you can describe without disclosing confidential information. You can instead use the fictional studio examples in the labs.

Work through eight moves

Each lab includes a concept brief, a worked example, a mapping page, a decision table, a constraint scenario, a project draft, a self-review and a next-step plan.

Treat writing space as working space

The pages intentionally leave room for sketches, drafts and corrections. Record why you made a choice, not just the choice itself.

Check before you apply

Separate what you observed from what you assumed. Test a small revision and ask a suitable reviewer about high-impact decisions.

CONTENTS

Your learning route / 1

01 / Define the outcome

- 01 Project brief — page 9
- 02 Stakeholder map — page 17
- 03 Scope boundary — page 25
- 04 Success measures — page 33
- 05 Assumptions — page 41

02 / Understand the work

- 06 Deliverables list — page 49
- 07 Work breakdown — page 57
- 08 Dependencies — page 65
- 09 Responsibility map — page 73
- 10 Resource check — page 81

03 / Build the schedule

- 11 Milestone plan — page 89
- 12 Effort ranges — page 97
- 13 Sequence review — page 105
- 14 Capacity check — page 113
- 15 Baseline notes — page 121

CONTENTS

Your learning route / 2

04 / Manage uncertainty

- 16 Risk log — page 129
- 17 Issue triage — page 137
- 18 Change request — page 145
- 19 Decision record — page 153
- 20 Contingency — page 161

05 / Coordinate delivery

- 21 Status update — page 169
- 22 Meeting agenda — page 177
- 23 Action tracker — page 185
- 24 Handoff criteria — page 193
- 25 Progress evidence — page 201

06 / Close and learn

- 26 Acceptance checklist — page 209
- 27 Closure summary — page 217
- 28 Lessons learned — page 225
- 29 Archive plan — page 233
- 30 Next project — page 241

LAB 01 / DEFINE THE OUTCOME

Project brief

Purpose

Use this lab to make project brief visible rather than leaving it as a vague intention. The output is a one-page project brief. Aim for a draft you can explain and revise, not a polished document with missing assumptions.

Connect it to your route

This task belongs to define the outcome. Review your notes on project brief and decide which inputs are relevant. Do not copy every earlier detail; carry forward only information that supports the current decision.

A practical method

First, name the person who will use the result. Then record the question, the inputs you have and the information still missing. Draft the smallest useful version. Compare it with the intended outcome and ask what could be misunderstood.

Observation versus assumption

Label a statement as observed, supplied, estimated or still unknown. An attractive layout does not make an unsupported claim more reliable. Keep an evidence note beside any decision that depends on a fact.

Ready for review when

A reader can identify the purpose, your chosen approach and one next action. Keep unresolved questions visible so the next lab, stakeholder map, starts from an honest record.

Your focus

Write one sentence describing what this lab should help you decide.

LAB 01 / WORKED EXAMPLE

A draft you can question.

The fictional example follows a small studio preparing a one-page project brief for a small project. They have one working session and need something another person can understand without a long explanation.

Initial draft

“We need a better project brief.” This names the area but not the user, boundary or test of success.

More useful draft

“Create a one-page project brief for our next review. State the intended user, the three most important inputs, one unresolved question and the action we want the reader to take.”

Review note

The team separates supplied information from estimates. They keep the first version small and ask a second person to explain what they think it means.

Revision decision

If the reader cannot explain the intended action, revise the order and labels before adding more detail. Carry the unresolved question into stakeholder map.

Your critique

What would you keep, change or test in this fictional example?

LAB 01 / MAP THE INPUTS

Make the starting point explicit.

Complete the fields for project brief. A precise boundary is more useful than a long list of unsupported detail.

User and purpose

Who will use the result? What decision should it support?

Known inputs

What information is available? Record its source or origin.

Unknowns and assumptions

Which statements need checking before you rely on them?

Constraints

What limits the time, scope, format or level of detail?

LAB 01 / COMPARE OPTIONS

Choose with a reason.

List three possible approaches to project brief. Compare them using the same criteria, then explain your choice. Leave a question open rather than filling an unknown cell with a guess.

Approach	Why it helps	Main limitation	What to check

Preferred approach

State your choice, the reason for it and the uncertainty that remains.

LAB 01 / REVIEW RUBRIC

Check the work, not just completion.

Review your project brief using the questions below. Mark each one as clear, needs work or not yet checked. Write an example to justify your mark.

Purpose

Can a reader explain what this output is for?

Evidence

Are observations and assumptions visibly separated?

Usability

Is the structure clear enough for the intended reader?

Action

Is there a realistic next step and a named unresolved question?
