Solution

# Task Description

1. Needs Improvement: “Build.” Too generic, build what?
2. Needs Improvement: “Management Review.” What is the action? Are we preparing, attending, presenting, scheduling, documenting?
3. Good: “Create database architecture for sales operations.”
4. Needs improvement: “Interview customers.” End point is not clear. How many customers? Which customers?
5. Good: “Place purchase orders for service contracts.”
6. Needs Improvement: “Plan travel.” End point is not clear – travel to where? This might be very obvious from the nature of the project – for instance if project was “Summer Holiday for 2014.” However, even then adding a little detail would be helpful.
7. Good: “Debug software release 3.1.” This is an interesting one. The specific bugs are not known when the task is written, however, the action “debugging” is known and the end point is known, all bugs are to be fixed.
8. Good: “Create training materials.” This might need clarification if the project has many types of training associated with it, but normally this would be good.
9. Good: “Approve drawings.” The assumption is that this task is to approve all drawings. If the project plan calls for incremental drawing approval, then this task would need to identify which drawings are to be approved in each increment.
10. Needs Improvement: “Lessons Learned.” No action. Are we scheduling a sessions? Conducting a session? Documenting?