

Resource Management Shuffle Game

Some people learn best by doing, which is why we have developed this alternate approach to reviewing resource management. To save you time, only the most important topics for the exam—those covered in this chapter—have been included.

Instructions

1. Cut out the cards on the next pages.
2. Lay out the bold title cards as column headers.
3. Shuffle the remaining cards and try to put them in the columns where they belong. Cards with italic terms must be matched to the corresponding group. For example, a *RACI chart* card in italics would match with a Data Representation card, as a RACI chart is a data representation tool and technique.
4. Check your answers against the material covered in the Resource Management chapter of the *CAPM® Exam Prep* book or the *Process Groups: A Practice Guide*, and make note of any gaps in your knowledge.

<p>Plan Resource Management <i>Key Inputs</i></p>	<p>Plan Resource Management <i>Key Tools and Techniques</i></p>	<p>Plan Resource Management <i>Key Outputs</i></p>
<p>Estimate Activity Resources <i>Key Inputs</i></p>	<p>Estimate Activity Resources <i>Key Tools and Techniques</i></p>	<p>Estimate Activity Resources <i>Key Outputs</i></p>
<p>Acquire Resources <i>Key Inputs</i></p>	<p>Acquire Resources <i>Key Tools and Techniques</i></p>	<p>Acquire Resources <i>Key Outputs</i></p>
<p>Develop Team <i>Key Tools and Techniques</i></p>	<p>Develop Team <i>Key Outputs</i></p>	<p>Manage Team <i>Key Inputs</i></p>
<p>Manage Team <i>Key Tools and Techniques</i></p>	<p>Control Resources <i>Key Inputs</i></p>	<p>Control Resources <i>Key Tools and Techniques</i></p>

Control Resources <i>Key Outputs</i>	Project management plan	Project charter
Project documents	Enterprise environmental factors	Organizational process assets
Data representation	RAM	<i>RACI chart</i>
<i>Organizational breakdown structure</i>	<i>Resource breakdown structure</i>	<i>Work breakdown structure</i>
<i>Text-oriented formats</i>	Organizational theory	Resource management plan

Team charter	Project management plan	<i>Scope baseline</i>
<i>Resource management plan</i>	Project documents	<i>Activity list</i>
<i>Activity attributes</i>	Bottom-up estimating	Analogous estimating
Parametric estimating	Alternatives analysis	Resource histogram
Resource requirements	Resource breakdown structure	Resource management plan

Enterprise environmental factors	Organizational process assets	Preassignment
Negotiation	Virtual teams	Decision making
Physical resource assignments	Project team assignments	Resource calendars
Project management plan updates	Interpersonal and team skills	<i>Team-building</i>
<i>Negotiation</i>	<i>Conflict management</i>	<i>Influencing</i>

Training	Colocation	Virtual teams
Communication technology	Individual and team assessments	Team performance assessments
Issue log	Interpersonal and team skills	<i>Leadership</i>
<i>Emotional intelligence</i>	<i>Conflict management</i>	Project documents
<i>Issue log</i>	<i>Lessons learned register</i>	<i>Resource assignments</i>

<i>Project schedule</i>	<i>Resource requirements</i>	<i>Resource breakdown structure</i>
<i>Risk register</i>	Agreements	Work performance data
Performance reviews	Trend analysis	Alternatives analysis
PMIS	Problem-solving methods	Work performance information
Project documents updates	Project management plan updates	