



### PROJECT MANAGMENT









On time
On budget
Meeting the goals that
have been agreed upon



#### WHAT IS A PROJECT?

A project is an activity that:

- is temporary having a start and end date
- is unique
- brings about change
- has unknown elements, which therefore create risk

# Generally projects are formed to solve a problem or take advantage of an opportunity.



Business as usual activities can often be mistaken for projects.

#### **COMMON PROJECT TERMS**

**Deliverables**: Tangible 'things' that the project produces

Milestones: Dates by which major activities are

performed.

Tasks: Also called Actions. Activities undertaken during

the project

Risks: Potential problems that may arise

**Issues**: Risks that have happened

Gantt Chart: A specific type of chart showing time and

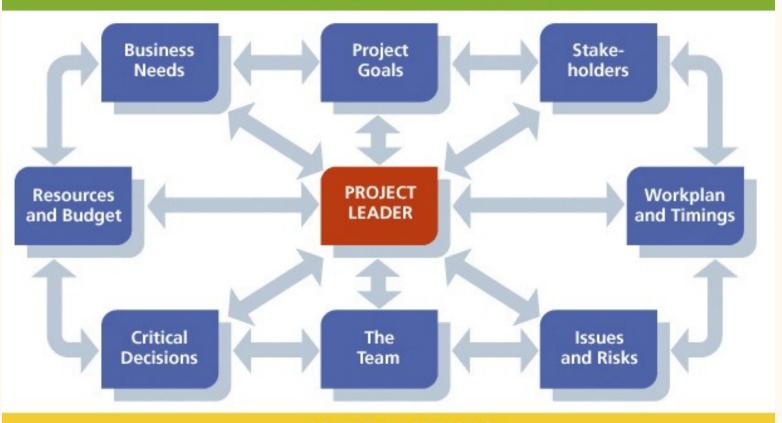
tasks.

**Stakeholder**: Any person or group of people who may be affected by your project

A successful **Project Manager** must simultaneously manage the four basic elements of a project: resources, time, money, and most importantly, scope.

All these elements are interrelated. Each must be managed effectively. All must be managed together if the project is to be a success. The resource that can be leveraged to the greatest extent in all projects is the people involved.

#### INTEGRATED PROJECT MANAGEMENT



COMMUNICATIONS

**Project Managers** are essentially jugglers. They must make sure that everything keeps to task, that potential issues are quickly eliminated and the project is delivered on time, all the while making sure everyone knows what is happening and the project quality and budget are acceptable. Specifically they:

- direct all activities required to successfully
- meet the project objectives
- manage risk
- solve problems
- track and report project progress
- communicate to all stakeholders in the project AND......

- Ultimately responsible for the
- Project's Success
- Plan and Act
- Focus on the project's end
- Be a manager & leader

#### **PROJECT INITIATION**

The Initiation phase of the project is the most important phase. The success of the entire project depends on how clearly and completely the Terms of References are established.

- Project Sponsor
- Lines of Authority
- Participants
- Objectives

#### **PROJECT INITIATION**

- Constraints
- Costs/Budget
- Resources
- Deliverables
- Phases & Time Scales
- Strategy
- Risks
- Roles & Responsibilities

#### **CHARACTERISTICS OF PROJECTS**

- A project contains a well defined objective. The project objective is defined in terms of scope ( or requirements), schedule, and cost.
- A project is carried out via a set of interdependent tasks.
- A project uses various resources to carry out these tasks.

#### WHY DO PROJECTS FAIL?

- 1.Poor project and program management discipline
- 2.Lack of executive-level support
- 3. Wrong team members
- 4. Poor communication
- 5.No measures for evaluating the success of the project
- 6.No risk management
- 7. Inability to manage change

#### MEASURING PROJECT SUCCESS

We measure the success of a project using 4 major project constraints, specifically:

- Scope.
- Cost.
- Schedule (Time).
- Customer satisfaction (quality and performance).

#### **PROJECT CONSTRAINTS**

- Project scope Have all the project requirements (i.e., deliverables) been completed?
- Project cost Is the cost of the project close to the amount the customer has agreed to pay?
- Schedule Was the project completed on time?
- Customer satisfaction Is the customer happy with the quality of the project?



## ARE YOU READY FOR PROJECT MANAGMENT?