



PROJECT MANAGEMENT



No shame
FUNDACJA BEZ WSTYDU





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

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
MANAGEMENT?