Projects & Project Management
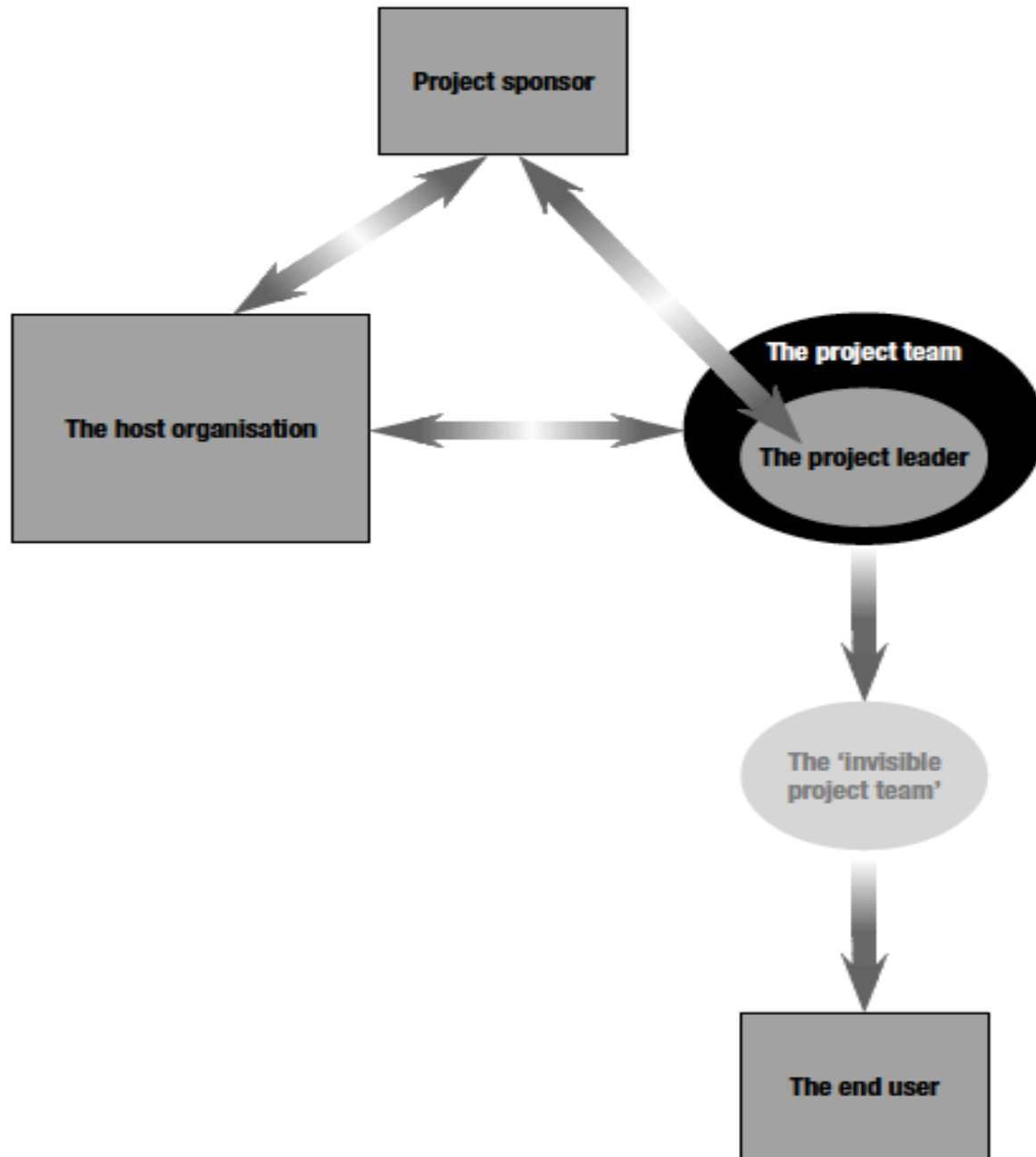
What is a Project?

A project is:

 "a unique and temporary endeavor to produce a product or a service within clearly specified time, cost and quality constraints".

What is a Project?

- A project is unique
- A project is time-limited
- A project creates changes
- A project is goal-orientated

Project Framework

- Projects need clear lines of accountability

- Projects need to involve people

- Projects are about delivery

Project sponsor

The host organisation

The project team

The project leader

The 'invisible project team'

The end user

The invisible project team

These are the people with whom the project needs to work to be successful: their support, goodwill and commitment will be crucial to the project's long-term success:

- Potential partners
- Early or pilot users
- Representatives
- Opinion formers
- Gatekeepers
- Resource controllers
- People who will carry on the work after the project.

Projects are different from standard operational activities as they:

- Are **unique in nature**
- Have a defined **timescale**
- Have an approved **budget**
- Have limited **resources**
- Involve an element of **risk**

Four factors in a successful project

Successful project management is about connecting four different and sometimes conflicting factors.

A clear need for the project or a problem	The idea or vision behind the project
Opportunity for the project	Capacity of the project to deliver

What is Project Management?

"Project Management is the skills, tools and management processes required to undertake a project successfully".

A set of **skills**

- Specialist knowledge, skills and experience are required to reduce the level of risk within a project and thereby enhance its likelihood of success

A suite of **tools**

- Various types of tools are used by project managers to improve their chances of success.

- Examples include document templates, registers, planning software, modeling software, audit checklists and review forms

A series of **processes**

- Various management techniques and processes are required to monitor and control time, cost, quality and scope on projects.

- Examples include time management, cost management, quality management, change management, risk management and issue management.

Project management isn't rocket science

- A lot of it is common sense

- But established methods provide a more complete and systematic framework for:

1. Defining and controlling a project

2. Establishing good communication

3. Clarifying roles and
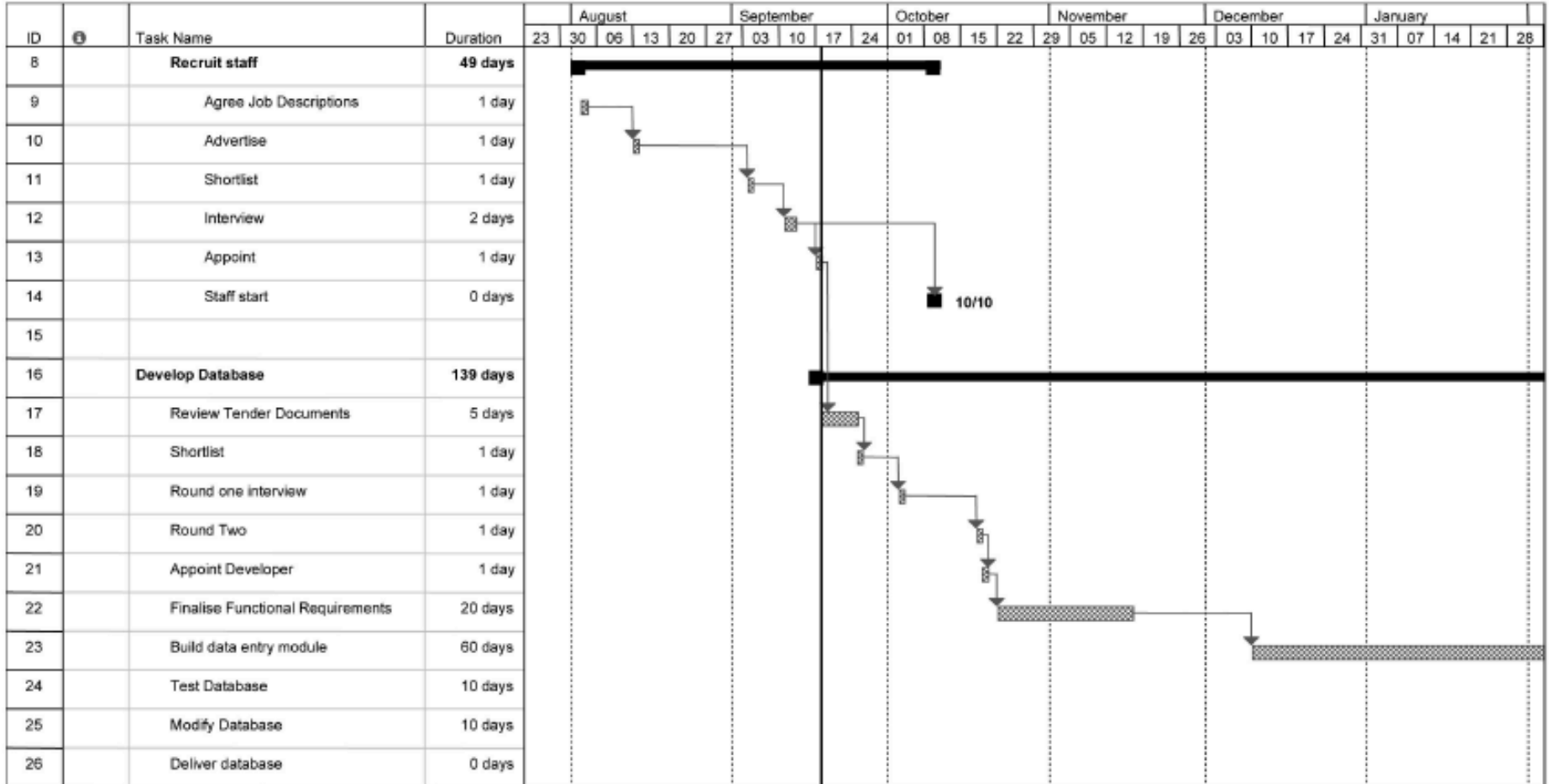
4. Building strong teams.
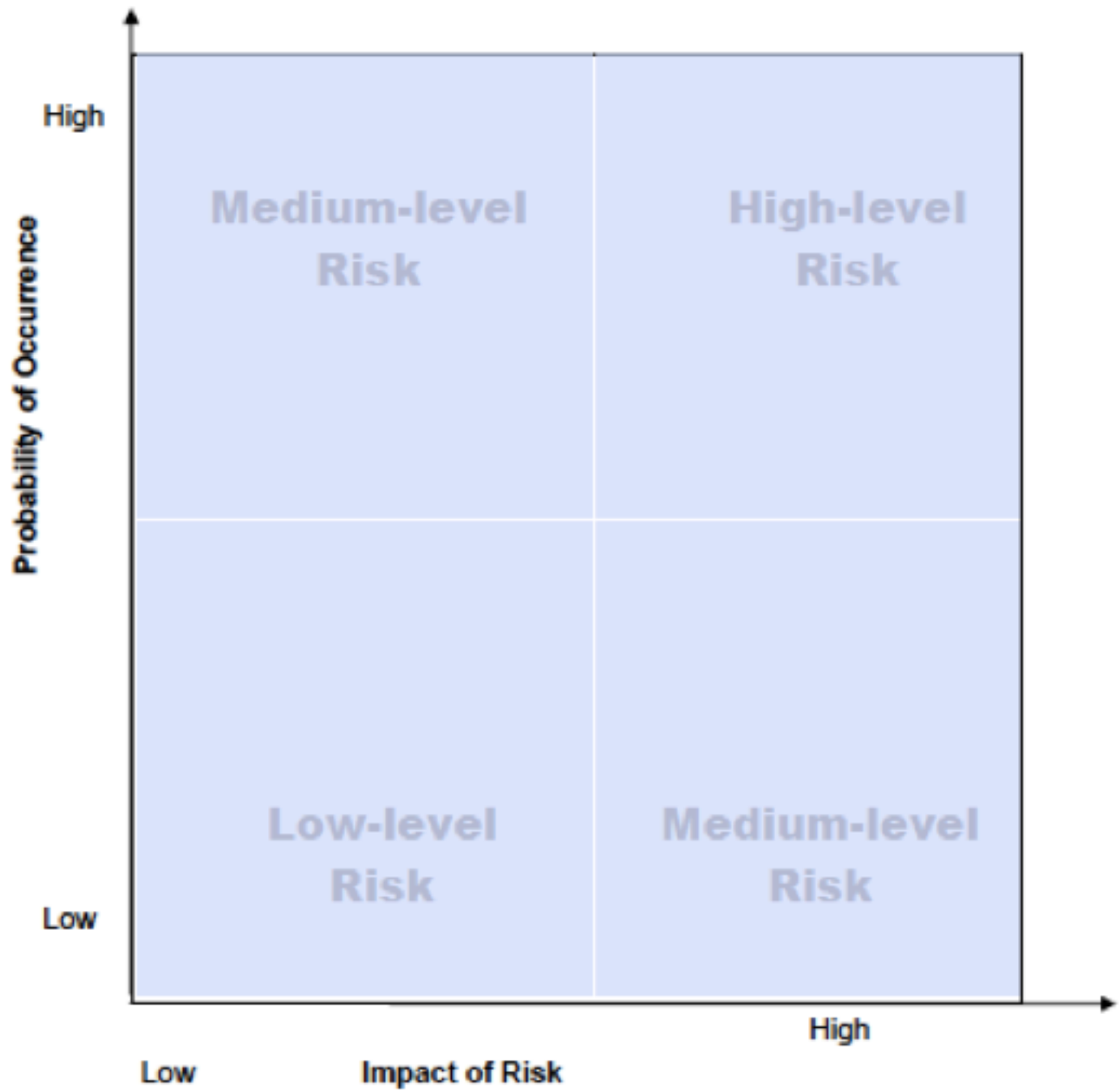
Project Mangement Life-Cycle
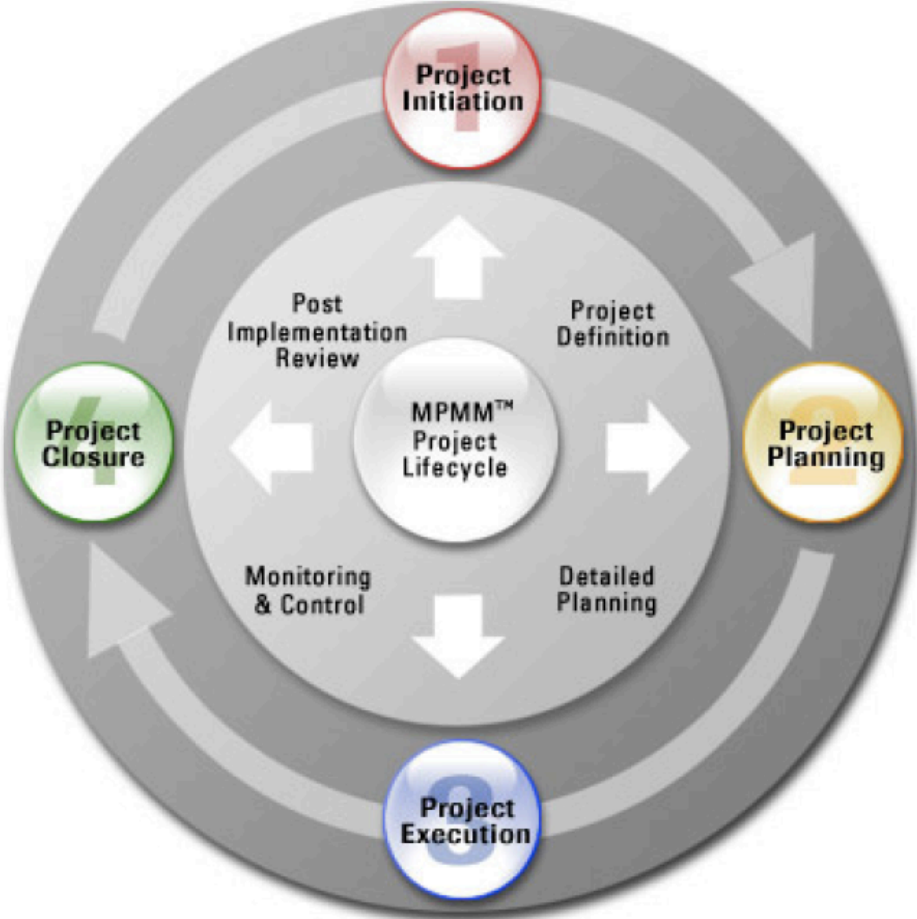
Project Management Methodologies

- PMBOK – Project management body of knowledge & Prince 2

- Share 2 key features
1. Projects delivered in Stages
2. Common Project Management processes run across these stages

Gannt chart from Microsoft Project

ID	ℹ	Task Name	Duration	August	September	October	November	December	January
8		**Recruit staff**	**49 days**						
9		Agree Job Descriptions	1 day						
10		Advertise	1 day						
11		Shortlist	1 day						
12		Interview	2 days						
13		Appoint	1 day						
14		Staff start	0 days			10/10			
15									
16		Develop Database	139 days						
17		Review Tender Documents	5 days						
18		Shortlist	1 day						
19		Round one interview	1 day						
20		Round Two	1 day						
21		Appoint Developer	1 day						
22		Finalise Functional Requirements	20 days						
23		Build data entry module	60 days						
24		Test Database	10 days						
25		Modify Database	10 days						
26		Deliver database	0 days						

Timeline columns: 23 | 30 | 06 | 13 | 20 | 27 | 03 | 10 | 17 | 24 | 01 | 08 | 15 | 22 | 29 | 05 | 12 | 19 | 26 | 03 | 10 | 17 | 24 | 31 | 07 | 14 | 21 | 28

Project Management Framework

- Defining the project accurately, systematically clarifying objectives.

- Dividing the project up into manageable tasks and stages.

- Controlling the project through its stages using the project definition as a baseline.

- Highlighting risks and developing specific procedures to deal with them.

- Providing mechanisms to deal with quality issues.

- Clarifying roles to provide the basis for effective teamwork.

Project Management Process

1. Agree precise purpose, aims & specification for the project - **PROJECT BRIEF**

2. Plan the project - time, team, activities, resources, financials - using suitable project management tools – **PROJECT PLAN**

3. Communicate the project plan to your project team - and to any other interested people and groups – **COMMUNICATIONS PLAN**

4. Agree and delegate project actions – **GAANT CHART**

5. Manage and motivate - inform, encourage, enable the project team - **LEADERSHIP**

6. Check, measure, monitor, review project progress - adjust project plans, and inform the project team and others – **PROGRESS REPORTS**

7. Complete project - review and report on project performance; give praise and thanks to the project team - **EVALUATION**