



PROJECT MANAGEMENT

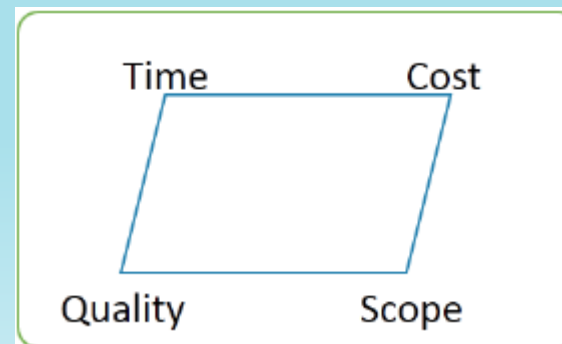
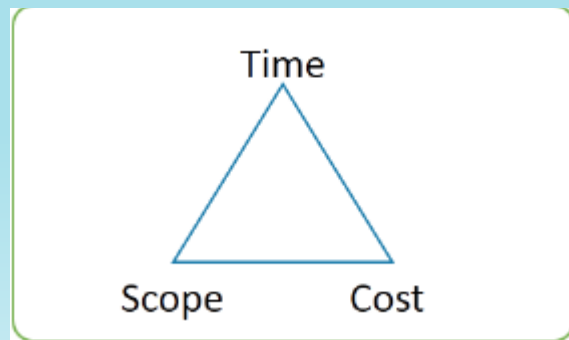
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PROJECT

- A project is a temporary endeavor undertaken to create a unique product, service, or result. For example, constructing a building or plant, or implementing, improving, or enhancing existing business processes and procedures.
- A Project is temporary and thus it has a definite start and end date.
- A Project produces a unique output.
- A Project comes to an end when its objectives are met or the sponsor decides the project is completed or otherwise cancelled.
- Project work is different from operational work. Operations consist of ongoing, repetitive work.

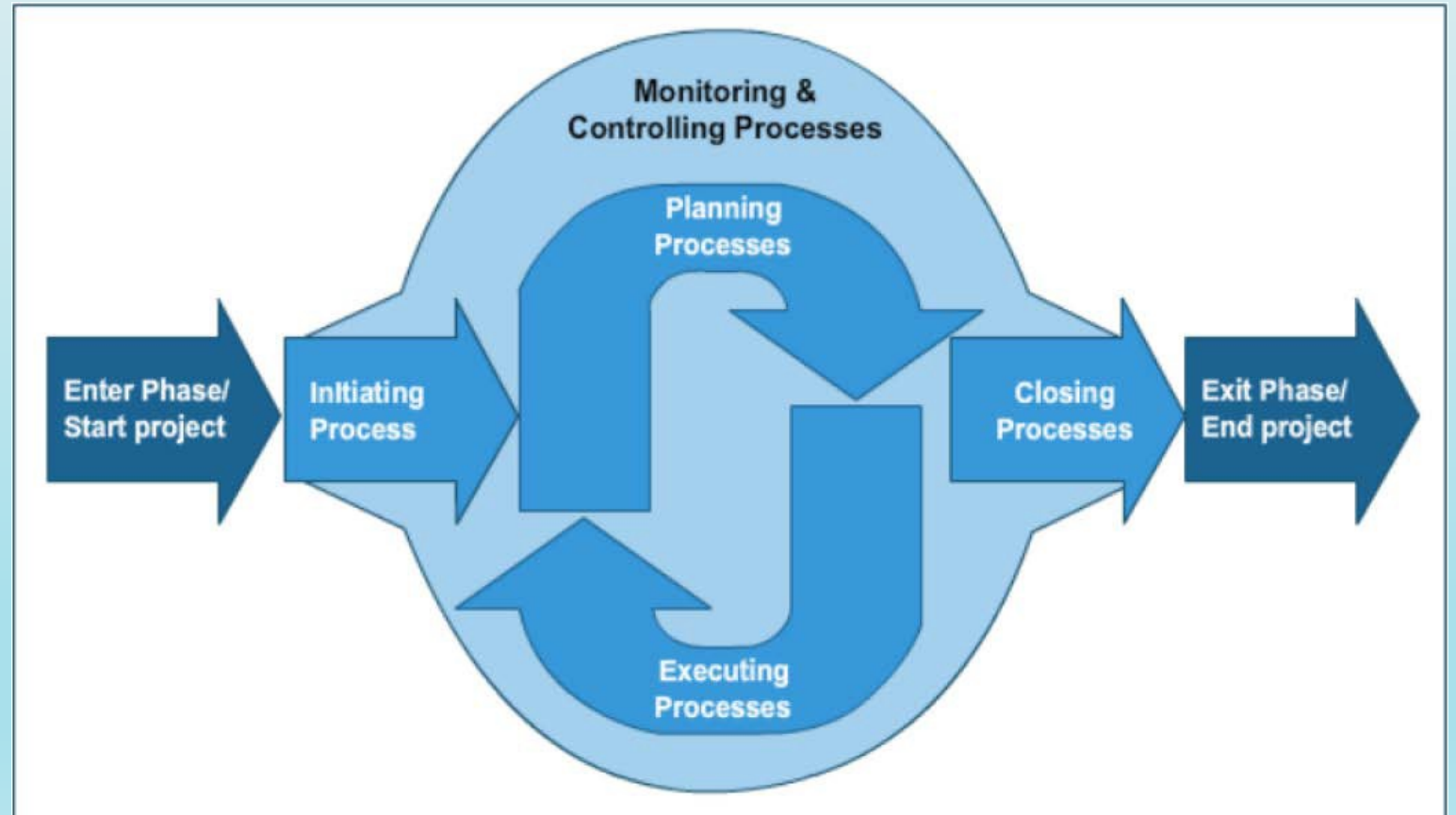
PROJECT MANAGEMENT

- Project Management is the application of knowledge, skills, tools and techniques to manage activities in order to meet the project requirements.
- Managing a project requires the following three steps:
 - **Identifying project requirements** – To meet the project objectives, the project requirements need to be identified.
 - **Managing stakeholders** – Managing the project also requires managing the stakeholders
 - **Balancing project constraints** – Balancing the project triple constraints: scope, cost, and time. Balancing these constraints also has an impact on the quality of the output.



PROJECT MANAGEMENT PROCESS

- The Project management process is divided in five tasks:
 1. Initiating
 2. Planning
 3. Executing
 4. Monitoring and Controlling
 5. Closing



PROJECT MANAGEMENT PROCESS MAP

Knowledge Areas		Project Integration Management	Project Scope Management	Project Time Management	Project Cost Management	Project Quality Management	Project Human Resource Management	Project Communications Management	Project Risk Management	Project Procurement Management	Project Stakeholder Management
Project Management Process Groups	Initiating Process Group	Develop Project Charter									Identify Stakeholders
	Planning Process Group	Develop Project Management Plan	Plan Scope Management Collect Requirements Define Scope Create WBS	Plan Schedule Management Define Activities Sequence Activities Estimate Activity Resources Estimate Activity Durations Develop Schedule	Plan Cost Management Estimate Costs Determine Budget	Plan Quality Management	Plan Human Resource Management	Plan Communications Management	Plan Risk Management Identify Risks Perform Qualitative Risk Analysis Perform Quantitative Risk Analysis Plan Risk Responses	Plan Procurement Management	Plan Stakeholder Management
	Executing Process Group	Direct and Manage Project Work				Perform Quality Assurance	Acquire Project Team Develop Project Team Manage Project Team	Manage Communications		Conduct Procurements	Manage Stakeholder Engagement
	Monitoring and Controlling Process Group	Monitor and Control Project Work Perform Integrated Change Control	Validate Scope Control Scope	Control Schedule	Control Costs	Control Quality		Control Communications	Control Risks	Control Procurements	Control Stakeholder Engagement
	Closing Process Group	Close Project or Phase								Close Procurements	

INITIATING PROCESS GROUP

- The initiating process group formally starts a project after considering the business case and establishing the feasibility of the project. Typically, the initiating processes will result in the authorization or official approval.
- Project Charter, a document that authorizes a project, is a formal “go ahead” for the project and is issued by the senior management of an organization.
- The Project Charter consists of elements such as project justification -- which is the benefit analysis and business values -- in alignment with organizational strategy, high level scope, schedule, cost, risk, key milestones, and key stakeholders list. It also identifies the project manager.

ROLES



Project Manager

The key role of a project manager is to integrate various activities of the project.



Project Team

The key role of a project team is to concentrate on completing the project activities.



Project Sponsor

The key role of a project sponsor is to protect the project team from unnecessary changes and loss of resources.

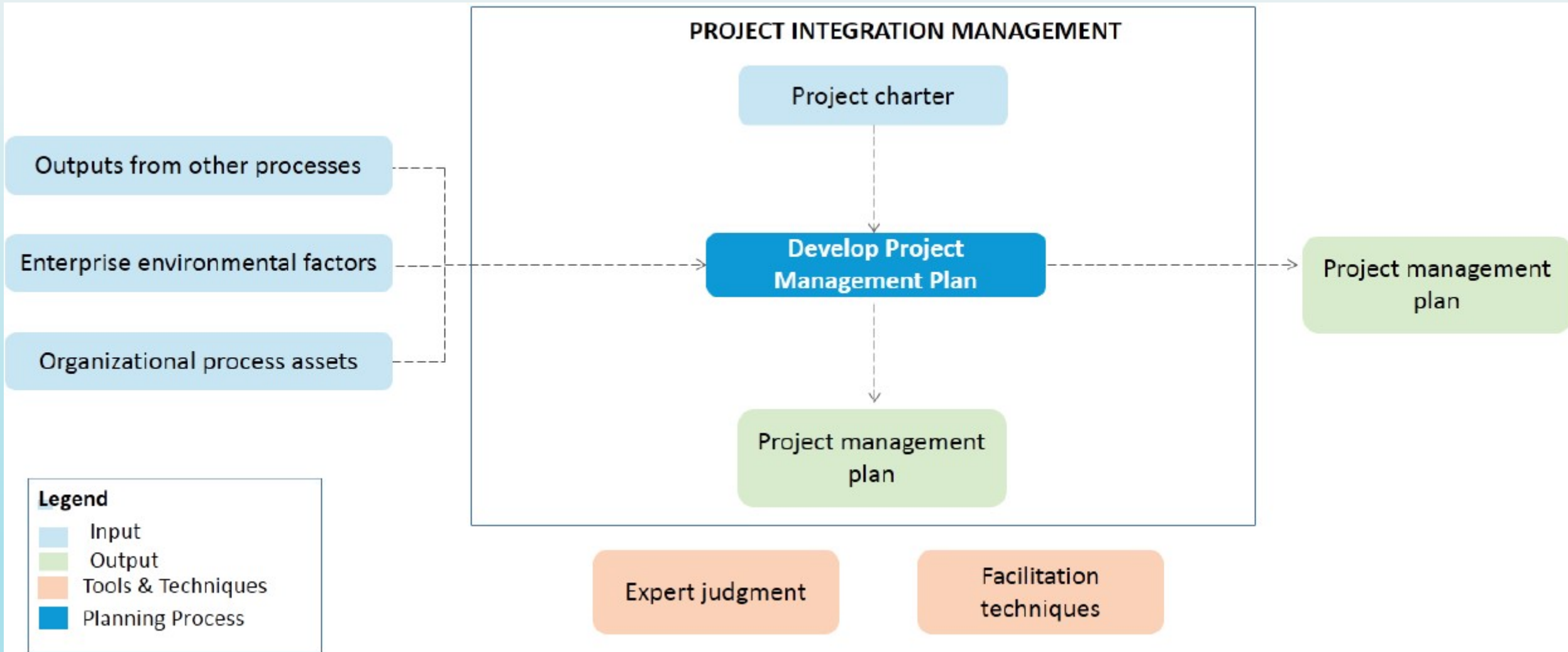
THE PLANNING PROCESS GROUP

The Planning Process Group establishes the total scope of effort, objectives, and course of action required to attain the objectives. The Planning Process Group prepares a **blueprint of how the project will be accomplished**.

The primary inputs required to carry the planning process group are project charter, stakeholder register, project staff assignments, agreements, organizational process assets, enterprise environmental factors, and resource calendar.

- The Stakeholder Register consists of the list of stakeholders for the project.
 - Using this document, the Project Manager can discuss with the relevant stakeholders to collect the requirements.
- The Project Staffing Assignment document provides the input of who is working on which activity.
- Agreements help in understanding the detailed scope, budget, and the timeline for the planning purpose, as it consists of terms and conditions.
- Organizational Process Assets and Enterprise Environmental Factors help identify the elements which can influence to make the project a success.
- Resource Calendar supports in planning the schedule, as it contains information on available resources and a calendar of those who work part-time or full-time, and their leave plans.

DEVELOP PROJECT MANAGEMENT PLAN

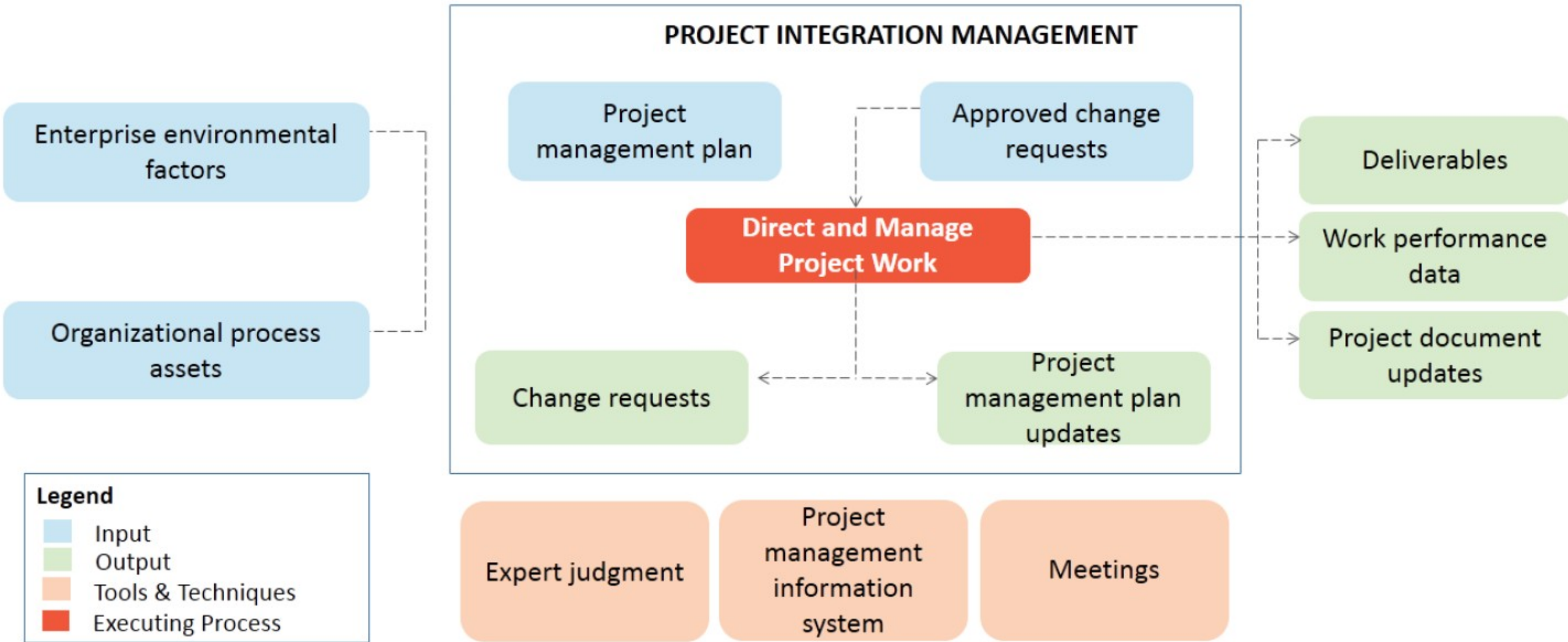


- output of the other processes can be time management plan, cost management plan, and quality management plan

EXECUTING PROCESS GROUP

- The purpose of executing process group is to complete the work as defined in the project management plan to satisfy the project specifications.
- The primary input to this process group is the “project management plan.” Other inputs include quality metrics, which contain the attributes to be measured. Change log provides information on status of all the change requests submitted, which helps in communicating to the stakeholders.

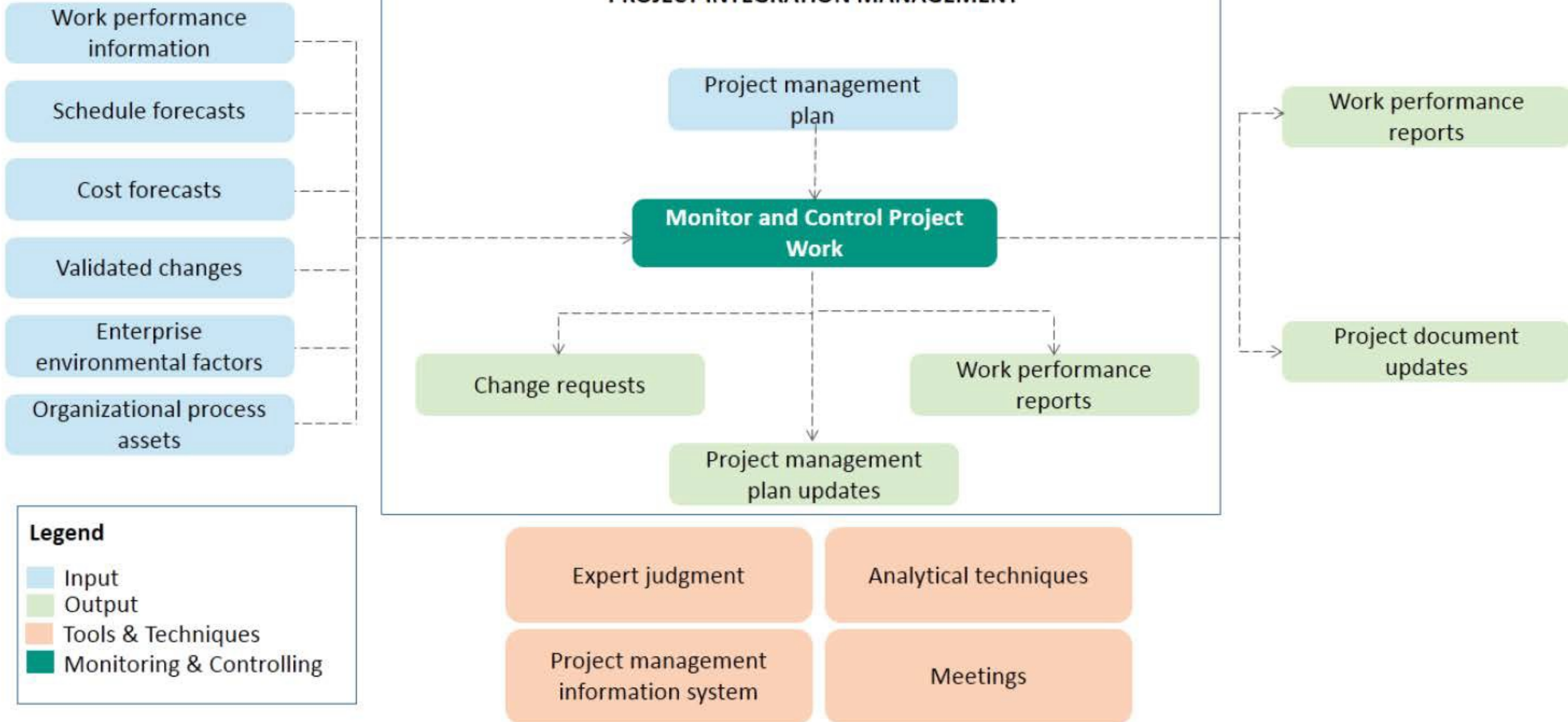
DIRECT AND MANAGE PROJECT WORK



MONITORING AND CONTROLLING THE PROCESS GROUP

- The purpose of monitoring and controlling the process group is to measure the project performance per the project management plan and take appropriate action.
- This group tracks, reviews, and regulates the progress and performance of the project; identifies the areas where changes to the plan are required, and initiates the corresponding changes.
- The appropriate action can be in the form of corrective and preventive actions.
- Monitoring means observing and controlling, that is, to take action to bring things under control.

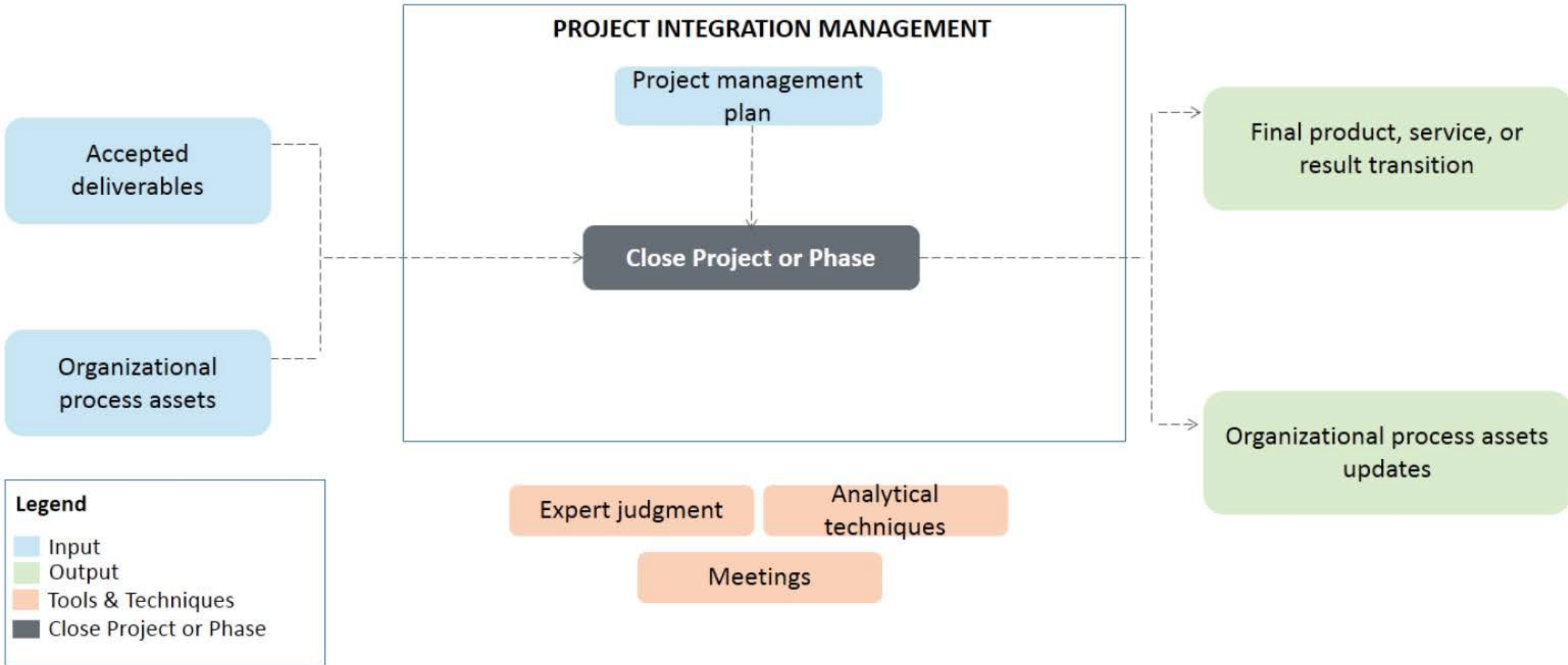
MONITOR AND CONTROL PROJECT WORK



CLOSING PROCESS GROUP

- A project is considered complete not when the project's product is delivered, but only when all the closure formalities have been completed.
- The closing process group includes administrative activities such as collecting and finalizing all the paper work needed to complete the project and the technical work to verify that the product is acceptable.
- Use the **performance data** and **lessons learned** for planning future projects.
- The actions taken up during the closing process group are as follows:
Confirm that all project requirements are met; obtain sign-off or final acceptance of the deliverables from the key stakeholders; hand over the deliverables to the stakeholders per the project management plan, and make payment to all parties, update cost records, and complete contract closure. Further, update the lessons learned database; archive the project documents; and measure customer satisfaction.

CLOSE PROJECT



- One of the important outputs is updates to the organizational process assets. These include the actual performance against the plan, the key lessons learned during the project

SUMMARY

- Initiating Process Group defines a new project or phase. When the project charter is approved, the project is officially authorized.
- Planning Process Group establishes the total scope of effort, objectives, and course of action required to attain those objectives.
- Executing Process Group completes the work defined in the project management plan to satisfy the project specifications.
- Monitoring and Controlling Process Group tracks, reviews, and regulates the progress and performance of the project; identifies and initiates the changes to the plan when required.
- Closing Process Group finalizes the activities across all Project Management Process Groups to formally complete the project, phase, or contractual obligations.