

MILESTONE

*Providing Stepping Stones
Along the Path to Success*



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BACK TO
THE BASICS

After writing about project management for 20+ years, I often forget that there are some who are new to the project management world. I take for granted that others may not have learned all the terms or acronyms that are thrown around. In this *Milestone*, I will list basic project management concepts that many already know but could bridge a knowledge gap for others. This article refers to projects that are fully planned from the beginning (or traditional projects).

First, what is a project?

A project is a temporary process, which has a clearly defined start and end time, a knowable set of tasks, a management structure and a budget that is developed to accomplish a well-defined goal or objective. It's important to differentiate between work and a project. For example, any routine maintenance on a machine is part of continuous operations. However, if there is to be an update to those machines that has a definite start and end date, that is a project.

What is project management? Why is it important?

Project management is applying knowledge, skills, tools, and techniques to project activities to meet the project requirements. It includes leading a team to complete the specific goals of a project within the set timeframe and budget. The project management plan defines how the project is executed, monitored and controlled, and closed. Effective project management helps an organization to meet business objectives, satisfy stakeholder expectations, and increase chances of project success.

Who is involved?

A stakeholder is anyone who has an interest in the project. This ranges from an active, hands-on interest to those who will use the final product once the project is complete. This list is not exhaustive.

Project Sponsor - provides resources and support for the project

Project Manager - controls company resources within time, cost, and performance

Project Team - supports the project manager in performing the work of the project to complete the objective

Customer - entity that purchases the product or service from the seller

End User - final user of the product or service

What are the project management phases?

According to Project Management Institute, there are five process groups for a project.

Initiating - Defines a new project by gaining authorization to start the project

Planning - Establishes the scope of the project, refines objectives, and defines the course of action to achieve those objectives

Executing - Integrates people and other resources to complete the work defined in the project management plan to satisfy the project's requirements

Monitoring & Controlling - Measures and monitors progress to identify variances from the project management plan so that corrective action can be taken, when necessary, to meet project objectives

Closing - Formalizes acceptance of the project and brings the project to an orderly end

I hope this brief summary of what project management is will give those new to project management the start of a foundation of what project management is. Improving your project management skills will increase the likelihood that your projects will succeed.

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PROJECT MANAGEMENT CONCEPTS - 2 DAY

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Ways of Working - 9.00

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Business Acumen - 2.00



face-to-face



virtual
instructor-led

Course Description: This two-day course will provide an overview of project management concepts and how they function within the organizational environment. It will include applicable hands-on activities and team exercises. Participants will learn tools and techniques which will help them run their projects faster and more effectively. This course will follow the Project Management Institute's process groups and knowledge areas of the *PMBOK® Guide*.

Course Objectives:

Objective 1: Recognize the process groups and knowledge areas of project management

Examine the project manager's role in project management

Define project charter

Identify and detail the scope of a project including the scope statement and scope definition

Discuss scope verification and scope control

Formulate a (WBS) work breakdown structure

Objective 2: Define the real critical path

Discuss decomposition techniques

Define activity sequencing and various tools, precedence diagramming method

Examine tools for schedule development including critical path method, duration compression, simulation

Discuss schedule control

Objective 3: Discuss quality planning

Examine tools such as benefit-cost analysis, benchmarking, and flowcharting

Define and detail performance reporting

Objective 4: Create a sample communication plan

Assess how to handle delays

Objective 5: Examine risk management planning and detail a risk management plan

Detail tools for risk identification: brainstorming, interviewing, SWOT analysis, Delphi technique, etc.

Discuss risk monitoring and control

Objective 6: Define and detail the project team

Examine characteristics of effective and ineffective teams

Determine destructive and supportive roles of team members

Identify team motivation and team development

Discuss dealing with conflict and maintaining accountability

Objective 7: Define and detail earned value analysis including schedule variance, cost variance, cost performance index, schedule performance index

Objective 8: Examine the process of closing a project including contract closure

Create a close down checklist and handoff procedures



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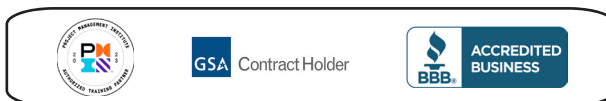
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