





Module IV – Time Management

Topic 1: Principles of Project Management

Session 1: Introduction



Outline

- 1- What is a Project?
- 2- What is Project Management?
- 3- Understanding Project Management
- 4- Why Do We Use Project Management?
- 5- When Do We Use Project Management?
- 6- Who Uses Project Management?
- 7- The Core Components of Project Management
- 8- The 7 Themes



1- What is a Project?

- A project is a unique endeavor undertaken to achieve planned objectives, which could be defined in terms of outputs, outcomes or benefits.





The 3 Building Blocks

- Time: Scheduling is a collection of techniques used to develop and present schedules that show when work will be performed.
- Cost: How are necessary funds acquired and finances managed?
- Quality: How will fitness for purpose of the deliverables and management processes be assured?





2- What is Project Management?

- Project Management is the application of processes, methods, skills, knowledge and experience to achieve specific project objectives.
- It has final deliverables that are constrained to a finite timescale and budget.
- It involves the planning and organization of a company's resources to move a specific task, event, or duty towards completion.





3- Project Management Process

- The process includes the following stages:
 - Planning
 - Initiation
 - Execution
 - Monitoring
 - Closing





(Project Management Process)

- From start to finish, every project needs a plan that outlines how things will get off the ground, how they will be built, and how they will finish.
- It usually has a budget and a time frame.





4- Why Do We Use Project Management?

- Project Management is aimed at producing an end product that will effect some change for the benefit of the organization that instigated the project.





5- When Do We Use Project Management?

- Projects are separate from business-as-usual activities and occur when an organization wants to deliver a solution to set requirements within an agreed budget and timeframe.
- Projects require a team of people to come together temporarily to focus on specific project objectives.





6- Who Uses Project Management?

- Anyone and everyone who manages projects, even if they aren't formally called a 'project manager'.





7- The Core Components of Project Management

- Defining the reason why a project is necessary;
- Capturing project requirements, specifying quality of the deliverables, estimating resources and timescales;
- Preparing a business case to justify the investment;
- Securing corporate agreement and funding;
- Leading and motivating the project delivery team;





(The Core Components)

- Developing and implementing a management plan for the project;
- Managing the risks, issues and changes on the project;
- Monitoring progress against plan;
- Managing the project budget;
- Maintaining communications with stakeholders and the project organization;





(The Core Components)

- Provider management;
- Closing the project in a controlled fashion when appropriate.





8- The 7 Themes

- Themes provide insight into how the project should be managed.
- They can be thought of as knowledge areas, or how principles are put in practice.
- They are set up at the beginning of the project and then monitored throughout.



a) Business Case

- Related to the continued business justification principle.
- This theme provides knowledge about whether a project is worthwhile and achievable.



b) Organization

- The organisation theme requires project managers to have everyone's roles and responsibilities on record.





c) Quality

- It is related to the focus on products principle.
- It can be an abstract concept.
- Defining it at the beginning of a project is vital to keeping the work on track.





d) Plan

- It describes how targets will be achieved.
- It focuses on the products, timescale, cost, quality and benefits.





e) Risk

- The purpose of this theme is to identify, assess and control uncertain events during a project.
- These are recorded in a risk log.
- Negative risks are called threats and positive ones are called opportunities.



f) Change

- This theme is about handling change requests and issues that arise during the project.
- The idea is not to prevent changes, but to get them agreed on before they're executed.





g) Progress

- It is about tracking the project.
- This allows project managers to check and control where they are relative to the plan.
- Not only can projects go off the rails without this – or any one – of the themes, but by not tracking, you may not even be aware that it's happening.



Thank you