





Module IV – Time Management

Topic 1: Principles of Project Management

Session 2: Rules & Life Cycle



Outline

- I- The 5 Project Management Rules
- II- Life Cycle



I- The 5 Rules

1. Address important questions at the beginning of the project
2. Sketch out a scope and goals for your project
3. Communicate roles, expectations, and objectives to the team
4. Monitor progress and identify roadblocks
5. Make sure all deliverables have been met and finalize the project





1. Address important questions

- Start your project off the right way by taking time to address important questions at the beginning.
- Whether your team is building out content for a new client or conceptualizing updated software, initiating conversations about the project's value and mission from the beginning is one of the most important project management principles.





Ask these questions first:

- Should this project happen?
- How will it help the company?
- Can the company benefit from this project at this time?
- What problem is this project solving?





2. Sketch out a scope and goals

- What is this project's main goal?
- What deliverables are needed to reach that goal?
- Who is the best person to own each deliverable?
- What risks exist for this project, and how can you avoid them?
- What is the scope of this project?





3. Communicate roles, expectations, and objectives

- Start by relaying a few of these points
 - The progress you've made along the project timeline
 - The goals and advantages of the project
 - The project's roadblocks and successes





(Communicate roles, expectations, and objective)

- Go over the project and ask:
 - Have all deliverables been met?
 - Were all deliverables carried out to a standard of quality the team is proud of?
 - What did your team do well?
 - How could a project like this function better next time?





4. Monitor progress and identify roadblocks

- During this phase, ask yourself these questions:
 - Do all team members understand what's expected of them?
 - What roadblocks exist? How can you remove them for your team?
 - Is the project on time?
 - Are you communicating and staying organized?
 - Does the project need to be redirected from its original scope





5. Make sure all deliverables have been met

- Consider these questions:
 - Have all deliverables been met?
 - Were all deliverables carried out to a standard of quality the team is proud of?
 - What did your team do well?
 - How could a project like this function better next time?





II- Life Cycle

The life cycle can bring more cohesion to the project and ensure that all the team members, especially if there are multiple departments involved.





1- What is the project life cycle?

- The project life cycle includes the 5 steps required for project managers to successfully manage a project from start to finish.





2- What are the Five Stages?

- a- Initiating phase
- b- Planning phase
- c- Executing phase
- d- Monitoring and controlling phase
- e- Closing phase





a- Initiating Phase

- Business case
- Project scope
- Deliverables
- Objectives
- Resources needed
- Milestone plan and timeline
- Cost estimate
- Risks and issues
- Dependencies



b- Planning Phase

- What exactly are we going to do?
- How are we going to do it?
- When are we going to do it?
- How will we know when we're done?





This plan should include:

- Project management plan
- Project scope
- Work breakdown structure
- Resource plan
- Budget estimation





c- Executing Phase

- Team development
- Stakeholder engagement
- Quality assurance
- Communications
- Client management





d- Monitoring and Controlling Phase

- Overall progress
- Individual aspects





e- Closing Phase

- This process might include:
 - Delivering the project
 - Hosting a post-mortem meeting
 - Archiving project records
 - Celebrating or acknowledging the achievement
 - Officially disbanding or releasing the team



Thank you