





# **Module IV – Time Management**

Topic 1: Principles of Project Management

Session 3: Types and Aspects



# Outline

- I- Types of Project Management
- II- Aspects of Project Management





# I- Types

- A. Waterfall Project Management
- B. Agile Project Management
- C. Lean Project Management







## A. Waterfall Project Management

- This is similar to traditional project management
- Includes the caveat that each task needs
- Steps are linear and progress flows in one direction





## B. Agile Project Management

- The basis originating in the 12 core principles of the Agile Manifesto
- Does not follow a sequential stage-by-stage approach





## C. Lean Project Management

- This methodology is all about avoiding waste, both of time and of resources
- It depends on the preference of the project manager or the company





## II- Aspects

1. Scope statement
2. Schedule and timeline
3. Risk management
4. Resources planning
5. Deliverables
6. Critical success factors
7. Budget
8. Stakeholder list
9. Work breakdown structure
10. Effective communication
11. Quality of the project





# 1. Scope Statement

- It is used to describe your project's objectives





## 2. Schedule and Timeline

- It helps the project team complete their goals by their deadlines





### 3. Risk Management

- It helps project managers prevent and prepare for potential hazards





## 4. Resources Planning

This includes accessing their supplies as well as assigning who would work best on a particular task:

- People or human labor
- Equipment
- Materials
- Skills or knowledge





## 5. Deliverables

- They are what the project team plans to produce
- They include: products, services or results







## 6. Critical Success Factors

- They are elements necessary in order for a project team to achieve its short-term and long-term mission
- They include:
  - Budget/cost
  - Deadlines/time
  - Employee satisfaction
  - Improved marketing strategies
  - Training and education
  - Quality standards





## 7. Budget

- The budget aspect helps to see if your organization is making a profit or losing revenue.
- This component includes: tracking project financials, such as estimated costs, billing and profits.





## 8. Stakeholder List

- For tracking, make a table with four columns:
  - The name of the stakeholder
  - Their level of power
  - Their level of interest in the project
  - Concerns they have.



## 9. Work Breakdown Structure

- It divides a project into smaller tasks
- It includes key components:
  - Who is performing a particular activity
  - The estimated duration for the task





## 10. Effective Communication

- Transparency is important to keep team members and stakeholders updated on the progress made







# 11. Quality of the Project

- Setting requirements
- Determining specifications



Thank you