PROJECT MANAGEMENT

1ST DAY (FEB.26,2022)

What is a PROJECT?

- A temporary endeavor undertaken to create a unique product, service or result.
- Has a beginning and end.
- A successful project is one that meets the expectations of your stakeholders.

What is a STAKEHOLDER?

- Someone with a vested interest in the project

What is PROJECT MANAGEMENT?

- the application of knowledge, skills, tools and techniques to project activities to meet project requirements.
- brings together a set of tools and techniques, performed by people– to describe, organize, and monitor the work of project activities.
- carefully planned and organized effort to achieve a specific goal.

The PROJECT MANAGER

- Focuses on specified project objectives
- Controls the assigned project resources to best meet project objectives
- Manages the constraints (Scope, schedule, cost, quality) of the individual projects

Roles of a Project Manager

- Responsible for achieving the project objectives.
- The link between the strategy and the team.
- Must have the following competencies:
  - Knowledge: what he knows about project management
  - Performance: what he is able to accomplish while applying his PM knowledge
  - Personal: how he behaves when performing the project

INTERPERSONAL SKILLS of a Project Manager

- Leadership
- Team building
- Motivation
- Communication
- Influencing
- Decision Making
- Political and cultural awareness
- Negotiation
- Trust building
- Conflict Management
- Coaching

What are the 4 BASIC ELEMENTS OF PROJECT MANAGEMENT?

1. Resources – people, equipment, material
2. Time – task durations, dependencies, critical path, milestones
3. Money – costs, contingencies, profit
4. Scope – project size, goals, requirements

What are the 4 BASIC ELEMENTS OF PROJECT MANAGEMENT?

Triple Constraint Triangle

I. SCOPE

- It is the definition of what the project is supposed to accomplish and the budget (of time and money) that has been created to achieve these objectives.

II. RESOURCES

- Managing the people resources means having the right people, with the right skills and the proper tools, in the right quantity at the right time.
- It also means ensuring that they know what needs to be done, when, and how. And it means motivating them to take ownership in the project too.

III. TIME

- Any project can be broken down into a number of tasks that have to be performed.
- Project manager has to figure out what the tasks are, how long they will take, what resources they require, and in what order they should be done.

IV. MONEY

- a project budget is composed of the estimated cost, plus the contingency and design allowance, plus any profit.
- The project manager's job is to keep the actual cost at or below the estimated cost, to use as little of the design allowance and contingency as possible, and to maximize the profit the company earns on the project.
- To maximize your chances of meeting your project budget, meet your project schedule.

Why do we need PROJECT MANAGEMENT?

- Team is required to meet the demand with quality and standard.
- Improved control over the project
- Improved performance
- Improved budget and quality

IMPORTANCE OF PROJECT MANAGEMENT

- Delivery of the project while balancing the following constraints:
  - Scope
  - Schedule
  - Quality
  - Resources
  - Customer Satisfaction
  - Risk
- Management of these scenarios:
  - If time is extended, the cost of the project will increase.
  - If time extended with the same cost then quality of the product will reduce.
  - If scope is extended then cost and time will also extend.

5 BASIC PHASES OF PROJECT MANAGEMENT

The process of directing and controlling a project from start to finish may be further divided into 5 basic phases:

1. Project conception and initiation

- if the project can realistically be completed

2. Project definition and planning

- prioritize the project, calculate a budget and schedule, and determine what resources are needed.

5 BASIC PHASES OF PROJECT MANAGEMENT

3. Project launch or execution

- Resources' tasks are distributed and teams are informed of responsibilities

4. Project performance and control

- compare project status and progress to the actual plan

5. Project close

- project tasks are completed and the client has approved the outcome

1. PROJECT Conception and Initiation

The initiating processes determine the nature and scope of the project

The initiating stage should include a plan that encompasses the following areas:

- analyzing the business needs/requirements in measurable goals
- reviewing of the current operations
- financial analysis of the costs and benefits including a budget
- stakeholder analysis, including users, and support personnel for the project
- project charter including costs, tasks, deliverables, and schedules

Project Charter Samples

- Reference:
  - http://project-charter-template.casual.pm/

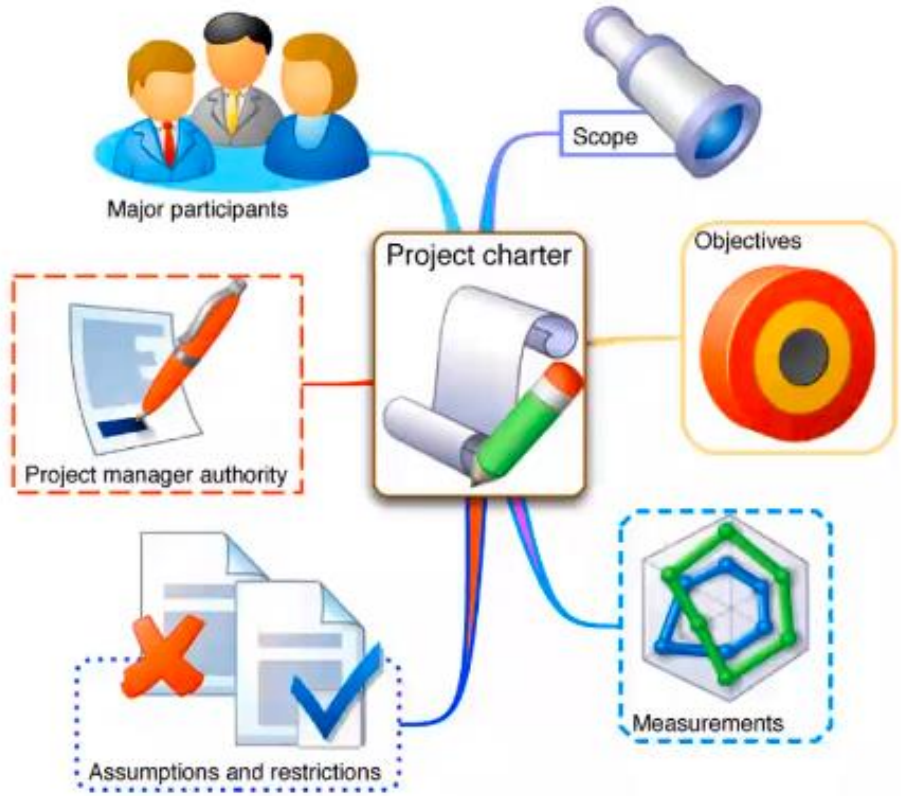
2. PROJECT Definition and Planning

After the initiation stage, the project is planned to an appropriate level of detail.

The main purpose is to plan time, cost and resources adequately to estimate the work needed and to effectively manage risk during project execution

Project planning generally consists of

- determining how to plan
- developing the scope statement;
- selecting the planning team;
- identifying deliverables and creating the work breakdown structure;
- identifying the activities needed to complete those deliverables and networking the activities in their logical sequence;
- estimating the resource requirements for the activities;
- estimating time and cost for activities;
- developing the schedule;
- developing the budget;
- risk planning;
- gaining formal approval to begin work.
- Additional processes, such as planning for communications and for scope management, identifying roles and responsibilities, determining what to purchase for the project and holding a kick-off meeting are also generally advisable.



PROJECT PLANNING

What is a PROJECT PLAN?

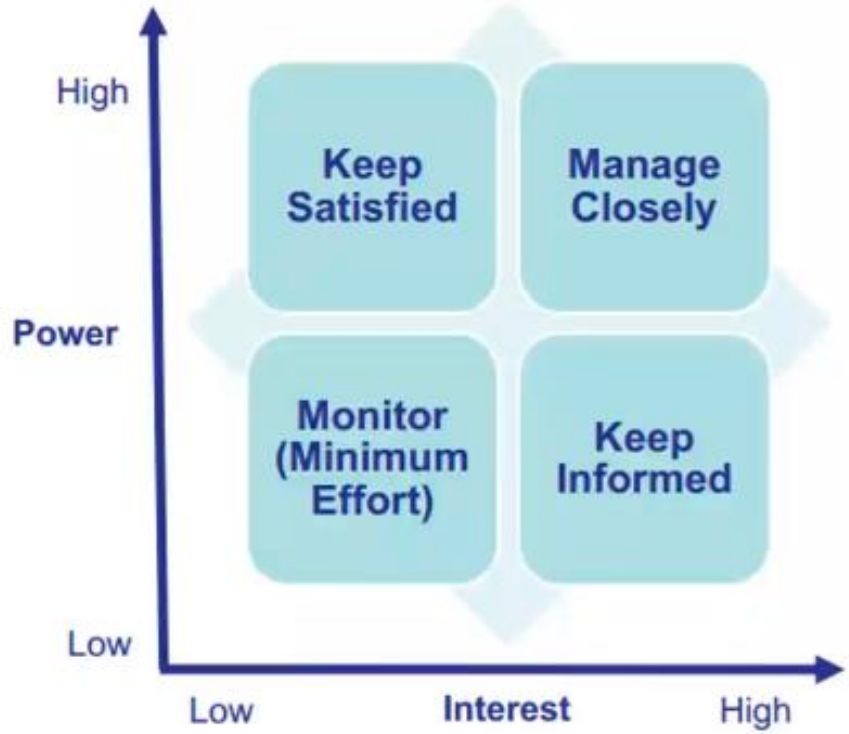
- according to the Project Management Body of Knowledge, is: "...a formal, approved document used to guide both *project execution* and *project control*.

- to document planning assumptions and decisions, facilitate communication among *stakeholders*, and document approved scope, cost, and schedule *baselines*.

Identify your STAKEHOLDERS

- Who will be affected by the project?
- Who can exert influence on the project?
- Who are interested in the project?

Prioritize your STAKEHOLDERS



Understand your KEY STAKEHOLDERS

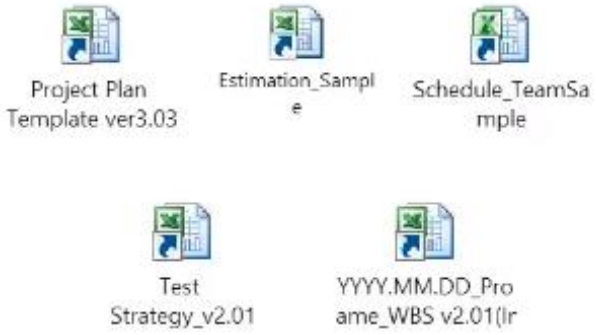
- What financial or emotional interest do they have in the outcome of your work? Is it positive or negative?
- What motivates them most of all?
- What information do they want from you?
- How do they want to receive information from you? What is the best way of communicating your message to them?

Contents of a PROJECT PLAN

- Processes to be used
- The life cycle for each phase of the project
- Methods for executing the work of the project
- Change management methods
- Configuration management plan
- Performance baseline validation
- Stakeholder communication
- Management reviews of content, issues, and pending decisions

Sample Files

- WBS Estimate
- Project Schedule
- Project Plan



ESTIMATION AND SCHEDULING

What is WORK BREAKDOWN STRUCTURE?

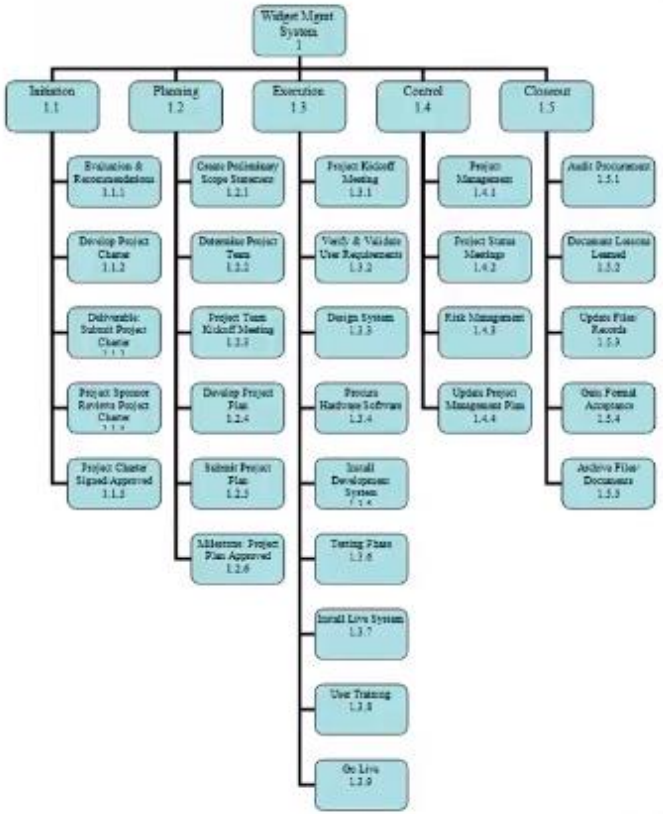
- is a deliverable oriented decomposition of a project into smaller components.
- It is an essential tool for planning and executing the project. Use the WBS to define the work for the project and to develop the project's schedule, resource requirements and cost.
-

WORK BREAKDOWN STRUCTURE

WBS sample: Outline View

i. **Master modules**
   i. **Country**
      i. *List*
         i. Search
         ii. Clear
         iii. Mass Delete
         iv. Add New
      ii. *Create*
         i. Save
         ii. Cancel
      iii. *Edit/Update*
         i. Save
         ii. Cancel
      iv. *View*
         i. Edit
         ii. Delete
         iii. View change logs

WBS sample: Tree Structure View



What is ESTIMATION?

- is the process of finding an approximation, which is a value that is usable for some purpose even if input data may be incomplete, uncertain, or unstable.

PROCESSES in making estimates

- Compartmentalization (i.e., breakdown of tasks)
- Educated assumptions
- Examining historical data
- Identifying dependencies
- Risk assessment
- Structured planning

TOOLS used in Estimation

- Expert Judgment
- Analogous estimating – uses a similar past project to estimate the duration or cost of your current project.
- 3-point estimating – uses a weighted average of three numbers to come up with a final estimate.
- Group decision making
- Reserve Analysis – “buffer”

3-Point Estimation

- The most optimistic (O) case where everything goes right.
- The most likely (M) case given normal problems and opportunities.
- The most pessimistic (P) case when everything goes wrong.
- Weighted average = (O+4M+P)/6

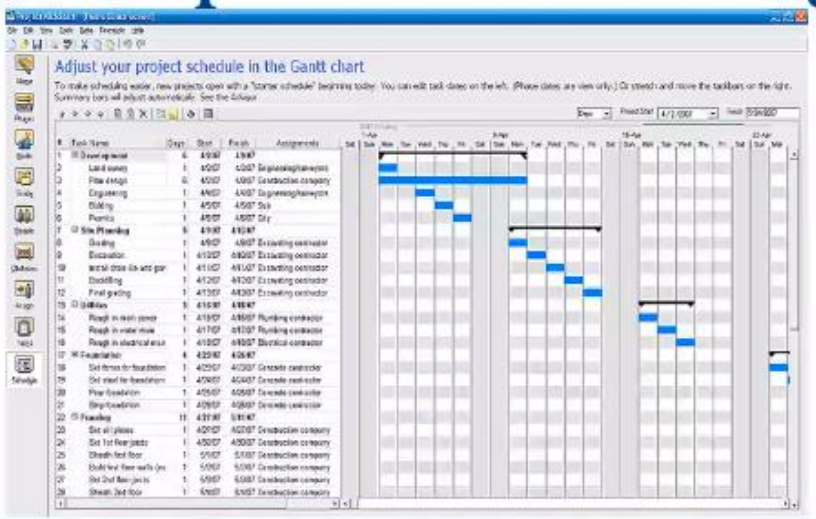
Example: (in MD)

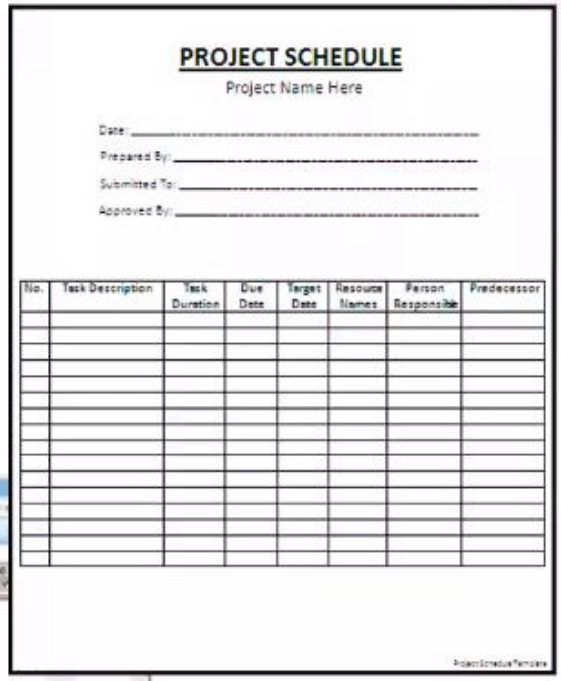
	O	M	P	ESTIMATE
Country				
List				
i. Search	0.25	0.5	1	0.55
ii. Clear	0.25	0.5	1	0.55
iii. Add New	0.25	0.5	1.25	0.58
iv. Mass Delete	1	1.5	2	
Create				
i. Save	1	1.5	2	
ii. Cancel	0.25	0.5	1	
Edit/Update				
i. Save	1	1.5	2	
ii. Cancel	0.25	0.5	1	
View				
i. Edit	0.25	0.5	1.25	
ii. Delete	1	1.5	2	
iii. View change logs	2	3	4	

SCHEDULING

- In Project Management, a **schedule** is a listing of a project's milestones, activities, and deliverables, usually with intended start and finish dates. Those items are often estimated in terms of resource allocation, budget, and duration, linked by dependencies and scheduled events.
- Consider the following during scheduling:
  - size of team
  - complexity of the scope
  - skills of your developers

Sample : Scheduling





PROJECT SCHEDULE

Project Name Here

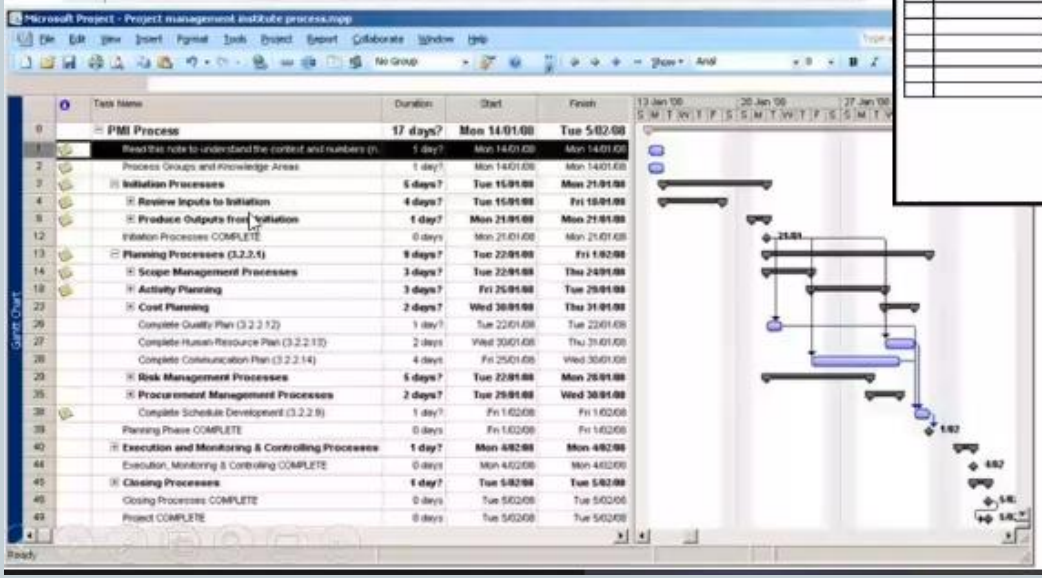
Date: _____

Prepared By: _____

Submitted To: _____

Approved By: _____

No.	Task Description	Task Duration	Due Date	Target Date	Resource Names	Person Responsible	Predecessor



3. Project Launch or Execution

- The execution/implementation phase ensures that the project management plan's deliverables are executed accordingly.
- This phase involves proper allocation, co-ordination and management of human resources and any other resources such as material and budgets.
- The output of this phase is the project deliverables

4. Project Performance and Control

- or *Monitoring and Controlling*
- consists of those processes performed to observe project execution so that potential problems can be identified in a timely manner and corrective action can be taken, when necessary, to control the execution of the project.
- The key benefit is that project performance is observed and measured regularly to identify variances from the project management plan.

5. Project Close

- Closing includes the formal acceptance of the project and the ending thereof. Administrative activities include the archiving of the files and documenting lessons learned.
- This phase consists of:
  - **Contract closure**: Complete and settle each contract (including the resolution of any open items) and close each contract applicable to the project or project phase.
  - **Project close**: Finalize all activities across all of the process groups to formally close the project or a project phase
- Also included in this phase is the Post Implementation Review.

Tips in Presenting STATUS REPORTS

Please see the update of [redacted] as of Feb 15, 2022 2:30 PM:

Overall Status: Delayed

- Internal delays noted due to sick leaves of our assigned developers.
- Catch-up plan is already in place as of yesterday in order to meet the integration testing with [redacted] on **March 9.**

Action Items/Help Needed:

1. Need help to follow up with Miss [redacted] regarding approval needed for test scripts

Phase - Activity	Target Start Date	Target End Date	Actual Start Date	Actual End Date	Status	Remarks
Design Phase						
FSD Update	10/25/2021	11/05/2021	10/25/2021	11/05/2021	DONE	
FSD Approval	11/08/2021	11/12/2021	11/08/2021	11/15/2021	DONE	
Development & Unit Test	11/15/2021	02/11/2022	11/15/2021		ONGOING	Ongoing development for Desk Audit Portal, target to complete by Feb 23.
Staging Release Preparations	02/11/2022	02/11/2022			PENDING	Scheduled to done by Feb 16, 2022
Application Testing	02/14/2022	03/08/2022			PENDING	Scheduled to start by Feb 16, 2022
Integration Testing with [redacted]	03/09/2022	03/18/2022			PENDING	
UAT	3/28/2022	04/08/2022			PENDING	Please note that UAT and final preparations are placeholders since we need the [redacted] to be deployed to production before we can proceed with these activities.
Final Preparation	4/18/2022	4/22/2022			PENDING	
Go Live & Support	4/25/2022	-			PENDING	The go-live schedule is also tentative based on Unilab approval process. Approvals must be completed 2 days before the target production release.

Example of MEETING MINUTES

Subject:	
Date:	
Time:	
Venue:	

Attendees:

No.	Name	Department
1.		
2.		
3.		
4.		

Absent:

No.	Name	Department
1.		
2.		

AGENDA	
1.	

Agenda Topic #1	
Discussion Points	1.

No.	Action Item	Person Responsible	Target Due Date
1.1			
1.2			
1.3			

Example of MEETING MINUTES

Subject:	Extension of [redacted] Application Server ([redacted])
Date:	September 8, 2021
Time:	3:30 PM to 4:30 PM
Venue:	Teams

Attendees:

No.	Name	Department
1.	Judith [redacted]	SMM
2.	Katrina [redacted]	SMM
3.	Migue[redacted]	CIT
4.	Analyn [redacted]	CIT
5.	Jesse [redacted]	CIT

Absent:

No.	Name	Department
1.		
2.		

AGENDA

1.	Extension of [redacted] Application Server ([redacted])

Agenda Topic #1	Extension of [redacted] Application Server ([redacted])
Discussion Points	1. The free space of Local C in the [redacted] Application server as of today, September 8 is **16.4GB** out of **119GB.** 2. Ms. Kat mentioned that [redacted] will be transferred to AWS during the technical upgrade. 3. Sir Migz is still recommending to request for the additional space while waiting on the technical upgrade. 4. As per Ms. Kat, the recommended extension is **40GB** to be used in 6 months.

Project Closure Example

PROGRAM ID:	
SPONSORING DIVISION	[redacted]
PROJECT:	*Portal for Laboratory Testing and Equipment Management*
PROJECT OVERVIEW:	To create a new application that streamlines the requesting, protocol creation and approval, report approval and release for Packaging Testing Request, Raw Materials / Finished Goods Testing, Stability Testing and Equipment Calibration, IQ/OQ/PQ and Preventive Maintenance

This document establishes formal acceptance of all the deliverables for the Portal for Laboratory Testing and Equipment Management. The Portal for Laboratory Testing and Equipment Management has met all the acceptance criteria as defined in the requirements document and project scope statement. Additionally, a User Acceptance Test has been performed to determine that all modules meet the quality and functional requirements defined within this project.

The Project Manager is authorized to continue with the formal close out of this project. The closeout process will include a post-project review, documentation of key learning's, and evaluation for next step activities.