# Video 1:

Project:  
a temporary endeavour undertaken to create a unique product, service or result

* Has unique purpose
* Temporary (definite start & end date)
* Developed using progressive elaboration
* Has primary customer/sponsor (usually provide direction & funding)
* Involves uncertainty

Operations:

Work done to sustain the business

* Ongoing execution of activities
* Produce same output repeatedly / provide repetitive service
* Have to earn profit

# Video 2:

**Project management:**

The application of knowledge, skills, tools and techniques to project activities to meet project requirements

**Triple constraint:**

* Scope
* Time
* Cost

Project manager:

* Meet triple constraint
* Facilitate entire process to meet the needs and expectations of project stakeholders

Project Stakeholder:

A person/organisation who has a “stake” or an interest in the performance or outcome of the project

* Project sponsor
  + 1. Has a senior management role in the org
    2. Committed sponsor critical to success
    3. Establish a good relationship and communication with project manager
* Project manager
* Project team
  + 1. Teamwork
    2. Communications
    3. Commitment
    4. Efficiency in executing project goals and objectives
    5. Correctly mapping tasks to individual team members’ competencies
* Support staff
* Customers
* Users
* Suppliers
* Opponents to the project

**10 project management knowledge area of PMBOK (**Project management body of knowledge**)**

* Scope
* Time
* Cost
* Quality
* Resource
* Communications
* Risk
* Procurement
* Stakeholder
* Integration

**Super tools:**

Tools that have high use and high potential for improving project success

* Software for task scheduling
* Scope statement
* Requirements analyses
* Lesson-learned reports

Main tools:

* Low-end tools:

handle single/smaller projects well

cost under $200 per user

* Midrange tools:

Handle multiple projects and users

Cost $200-$1000 per user

* High-end tools:

Enterprise project management software

Often licensed on a per-user basis

* Free/open-source tools

# Video 3:

**Program:**

A group of related projects managed in a coordinated way to obtain benefits and control not available from managing them individually

Program manager:

* Provide leadership and direction for project managers
* Oversee programs & act as bosses for project managers

Project portfolio management:

group and manage projects and programs as a portfolio of investments

Portfolio managers:

Help organization make wise investment by select and analyze project

Strategic goals:

* Are we working on the right projects?
* Are we investing in the right areas?
* Do we have the right resources to be competitive?

Project management:

Tactical goals:

* Are we carrying out projects well?
* Are projects on time and on budget?
* Do project stakeholders know what they should be doing?

Project Success:

Ways to define project success:

* Project met scope, time, and cost goals
* Satisfied the customer/sponsor
* Results met its main objective

What Helps Projects Succeed:

1. Executive support

2. User involvement

3. Clear business objectives

4. Emotional maturity

5. Optimizing scope

6. Agile process

7. Project management expertise

8. Skilled resources

9. Execution

10. Tools and infrastructure

Advantages of Using Formal Project Management:

* Better control of financial, physical, and human resource
* Improved customer relations
* Shorter development times
* Lower costs
* Improved productivity
* Higher quality and increased reliability
* Higher profit margins
* Better internal coordination
* Higher worker morale

**Best practice:**

An optimal way recognised by industry to achieve a stated goal/objective

* Projects are driven by strategy
* Engage stakeholders

# Video 4:

**Role of project manager:**

* Hold project kickoff meeting
* Encourage team to focus on deadlines
* Lay out project targets, plan & workflow
* Negotiate for resources
* Establish the project’s policies & procedures
* Obtain funds
* Execute the plan
* Evaluate performance
* Brief project sponsor
* Manage costs-procurement
* Brief team
* Brief customer
* Close out the project

Suggested skills:

* Project Management Body of Knowledge
* Application area knowledge, standards & regulations
* Project environment knowledge & skills
* Soft skills / human relations skills
* Technical skills

10 most important skills:

* People skills
* Leadership
* Listening
* Integrity, ethical behaviour, consistent
* Build trust
* Verbal communication
* Build teams
* Conflict resolution, conflict management
* Critical thinking, problem solving
* Understand, balance priorities

**PMO** (project management office):

An organisational group responsible for coordinating the project management function throughout an organisation

Major roles of growth of PMO:

* growing strategic value of the PMO
* increased role of the PMO in training
* ever-present challenge of resource management

**PMI** (project management institute):

An international professional society for project managers

**PMP** (project management professional):

Certification

**Ethics:**

A set of principles that guide our decision making based on personal values of what is right and wrong