

Report

on

**Project Management**

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# Introduction

This project report aims at providing an overview of Project Management and the complete process involved in it. Basically, project management can be called as an overall process of project organization, execution and control.

For effectively managing a project, one should be aware of the important stages involved in the life cycle of a project. This will also result in the teams completing their tasks in allocated time.

In this report we are going to have a look on the different stages of the life cycle as well as how effectively it can be useful in finding a job.

# Project management life cycle

Life cycle of project management depicts the phases from beginning to end, which a project goes through. All the tasks and operations, that a project should undergo, are included in this life cycle.

All these tasks that are required for initiation, execution and completion of a project, are organized by a project manager. TO ensure the completion of project within stipulated time without any specific delays, all the stages of a project must be planned before it begins.

# Benefits

Project management lifecycles can be used as an organizational level tool that helps standardize the process involved in implementing projects.

Some of the benefits of using such tools are:

## Organization of the project team in a simplified manner:

Projects may include a few steps and assignments. By arranging out the stages of the project’s life cycle some time recently it begins, project supervisors can more viably relegate work and manage distinctive parts of the project.

## Constant results:

Various companies offer turnkey or project-based administrations for clients. Employing a standardized work process permits supervisors to convey dependable levels of bolster and keep up way better control of the project scope. This makes the deliverables comparable over diverse projects, indeed for clients with other needs.

## Project delivery on time:

When project supervisors build up the life cycle early within the process, they can more effortlessly supervise the distinctive parts of the project. They can too guarantee that each prerequisite assignment is completed before the beginning of the other step. By making due dates and assignments related with each stage, managers can adjust the work to have everything completed on time.

* Awareness where the project is standing:

Project managers can provide the customers or upper management, a clear information regarding the progress of a project, when it is organized in an effective manner. This helps meeting the expectations of other parties that are involved. It also provides an effective way for the managers to easily cater the change requests that can affect the later stages of the project.

# Finding a job using project management skills

Finding a suitable job is similar to managing a project. Consider job search as a project in itself and try applying your project management skills into it.

The entire process can be divided into following stages:



## **Initiation**

Prior to preparing your resumes and applying for various positions in different companies, think

what kind of job you are aiming at?

Is your current job not good enough for you?

What type of company you are planning to work with?

Once you are clear that a particular position with a certain company would be best for you, then the time has arrived to start planning it.

## **Planning**

Applying for jobs using online job portals and newspaper listings are useful but are not sufficient enough. Even if your resume and cover letter are up to the mark you should think what job specification you are looking to apply. You must meet new people and make new friends. Networking plays a significant role in finding a job.

## **Execution**

This is the phase where you actually start working on the requited actions to find a job.

Best way to find a job is via networking with new people. More you connect and meet people your network will grow, and it would be easy for you to find a suitable job as per your expertise

Also, Organisation give preference to direct referrals than online/offline applications. Your selection process would be rapid when you are referred by employee.

Easy way to grow your network is attend meetups and university events. And Also divulge yourself in different societies and volunteering events.

## **Monitoring**

Once you apply for the job, the process is not done yet.

You need to keep track of your job applications and mails. Always reply to recruiters on time if they need any extra information with your application.

## **Closure**

This is the final phase of your job search and often referred to as project closure. The end result of this phase is a valid job offer. Finally, you have got the job, but this does not mean that the project is over, you still need to thank everyone who were involved in the recruitment process even the people who referred you.

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