**CHART M6 CONTROLLING THE PROJECT**

**10. Finally close the project**

**9. Evaluate the project**

**8. Monitor progress against the plan**

**6. Maintain commitment**

**5. Engage your stakeholders**

**4. Place a high emphasis onto early stages of the project**

**3. Use a staged approach**

**2. Ensure your project is driven by your strategy**

1. **Principles of project management**

**7. Ensure success by preparing for it**

**MODULE M6 PROJECT MANAGEMENT SKILLS**

Refer to material in Data Handling and Analysis Unit. As an alternative guide, this is the content of a multimedia course available on CD ROM. It is one of a series produced by BVG-Airflo Ltd.

**Module 1 Organising a Project**

**STUDY AREA 1 – INTRODUCTION**

This section shows how the traditional organisational structure can be enhanced by managing work as projects.

**STUDY AREA 2 – THE PROJECT ENVIRONMENT AND MATRIX MANAGEMENT**

Sources of conflict.

**STUDY AREA 3 – MANAGEMENT RESPONSIBILITIES COMMISSIONING AND OWNERSHIP**

Project Management Rules.

**STUDY AREA 4 – MANAGING THE LIFE-CYCLE PROJECT LIFE CYCLES**

Managing the Life cycles.

**STUDY AREA 5 – MOTIVATING THE TEAM MOTIVATING TEAM MEMBERS**

Creating a Project office.

**STUDY AREA 6 – MANAGEMENT RESPONSIBILITIES COMMISSIONS AND OWNERSHIP**

Project management rules.

**Module 2 Planning a Project**

**STUDY AREA 1 – INTRODUCTION**

Introduces a standard series of diagrams and documents that are essential for effective project planning.

**STUDY AREA 2 – BASIC PLANNING PRINCIPLES IDENTIFYING THE PRODUCTS**

Introducing planning diagrams.

**STUDY AREA 3 – SCHEDULING PROJECT ACTIVITIES DRAWING AND ANALYSING PERT CHARTS**

Resource planning.

**STUDY AREA 4 – STRUCTURING PROJECT PLANS SELECTING A SUITABLE PLANS FRAMEWORK**

Understanding tolerances.

**Module 3 CONTROLLING THE PROJECT**

**STUDY AREA 1 – INTRODUCTION**

Explains the importance of applying effective control.

**STUDY AREA 2 – PROJECT CONTROL FRAMEWORK DESIGNING MANAGEMENT CONTROLS**

Designing product controls.

**STUDY AREA 3 – DATA COLLECTION & ANALYSIS DATA COLLECTION & OVER REPORTING**

Variance and earned value analysis (EVA)

**STUDY AREA 4 – ASSURING PROJECT QUALITY PLANNING**

Quality control.

**STUDY AREA 5 – PROJECT CHANGE CONTROL CONMTROLLING CHANGE**

Configuration Management.

**MODULE M6 PROJECT MANAGEMENT SKILLS**

**1. Rationale**

The project is a major piece of work involving a significant amount of your time. It is important therefore to measure how your time is being spent.

**2. Definition**

A project is an organised piece of work, usually of a business character, in which you strive to achieve a stated goal by controlling the use of limited resources.

**3. Advantages**

A well managed project usually leads to the achievement of the business goal usually in an efficient manner.

**4. Action Points**

**Timetable:** Break down your project into separate activities, estimate how long they will take, specify what resources you will need, and say what the deliverables from each activity will be. Draw these up into a plan of action covering the weeks available to you using suitable techniques (Gantt charts or MS Project). How else are you going to know whether you will get it finished on time? Build in ‘Milestones’ – points where you have finished a chunk of work which you can write up and discuss with your supervisor.

**Risk Management:** There will be several key factors which will affect whether you can successfully complete your research project (the availability of a particular person you wish to interview, for instance). Specify these up front and say what alternative strategies you will adopt if you run into difficulties.

**Resource Management:** All projectsinclude costs, time, money, resources. Work out what you will need in order to complete your dissertation. How you organise your time in relation to your other commitments is particularly important. Remember that carrying out your primary research, reviewing the literature and writing the draft of chapters will have to be managed alongside other modules.

**Implementation:** This is where you find out how good your proposal was! It is the plan for what you’re going to do, but also the way you monitor and control whether things are going well. Are you where you thought you would be? If not, you need to take action to get back on target. Do not be surprised when things don’t work out exactly as you intended – there is always some revision and further planning to do, and on occasion, this can be quite substantial.