

# Unit 6 - Using Open Project software for project management

## Project Management Simplified: Learn The Fundamentals of PMI's Framework ✓

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- **Program** is multiple project put together combined
- **Portfolio** is multiple programs put together combined
- To run a project 2 methodologies
  - **Project Life Cycle:**
    - Sequential phases unique to your project, to an industry, to your needs
    - Highly customizable
  - **Project Management Process or Process groups**
    - Not customizable
    - 5 process groups
      - Initiation
      - planning
      - execution
      - monitoring and controlling
      - closing
  - Only applicable to single phase project life cycle in real life.

## Project Management Process

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### INITIATION

*Great opportunity for the senior leadership to kill the project early on before you spend so much time planning it.*

- **Develop a project charter**
  - finding an answer to why you are doing what you are doing?
  - e.g. objectives, scope, rough idea of cost and time, key stakeholders and milestones
  - summarized document (No Details)
  - how much details goes into project charter highly depends on your project needs
- **Identify stakeholders**
  - keep it short
  - create a excel list and list down all the various stakeholders that you'll engage with.
  - For most project, primary stakeholders is project sponsor

### PLANNING

1. Detailed and comprehensive than initiation

2. Phase is to find answers to 3 questions
  1. What are we going to do?
  2. How are we going to do it?
  3. How to know when the project is done?
3. At the end we get a comprehensive plan which includes:
  1. **Project requirements**
  2. **Scope**
    1. **Requirements**: Project Charter, Project requirements document, and any risk, assumptions and constraints
    2. **Includes**: project scope, deliverables, justification, success criteria
    3. **Scope Baseline**:
      1. **Requires**: Scope Statement, WBS, WBS Dictionary
  3. **WBS**
    1. Breaks the project into smaller and more manageable pieces
    2. top-down effort
    3. decompose deliverables → called **work packages**
    4. **WBS**:
      1. Level 1 → project name
      2. Level 2 → various work components
      3. Level 3 → sub-segments to work components
    5. **WBS Dictionary** :
      1. If you don't define the work packages properly then they are prone to scope creep i.e. work packages extending their boundaries.
      2. **Boundries** around work packages
  4. **Schedule or time management**
    1. If you can't estimate how much longer it will take to complete a work package then break it down further.
    2. put them in a sequence
    3. e.g. generate a gantt chart
    4. Some Terms:
      1. **Fast Tracking**: Performing more activities in parallel.
      2. **Project Crashing**: Shortning the durations of activities by adding more resources.
  5. **Budget or Cost Management**
    1. Give cost assumptions to work packages
  6. **Remaining Knowledge Areas**
4. Give project charter more details and specifications

## EXECUTION

1. Protect your scope from all unnecessary change request

## MONITORING & CONTROLLING

1. Measuring the performance of your project against the plan
2. Starts with **EXECUTION** process group in parallel

3. *includes*: scope, schedule, costs, quality, risks, and procurement
4. Earned value calculations

## CLOSING

1. Hand it over to client if made for a client
2. Finish procurements i.e. make the finale payments and complete your cost records
3. Gather your finale lessons learned and document them
4. Release resources

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