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| **Prepared by: Anuoluwapo Blessing Bello** **Date: 08/03/2024**  **Project Name:Anuoluwapo Blessing Bello**  **Project Sponsor: Pam Meister**  **Project Manager: Anuoluwapo Blessing**  **Final Budget Income: $950,000**  **Final Budge Expense: $408,000**  **Final Net Income or Loss: $542,000** |
| 1. Did all the project plans get completed on time.   Yes. The successful completion of the PMI conference project was a testament to the exceptional collaboration and dedication of our team. The meticulous planning process, which included the development of a comprehensive project charter, a detailed work breakdown structure (WBS), a clear scope statement, a RACI matrix, a stakeholder register, an assumption log, a RAID log, status reports, a project communication plan, and accurate project estimates, was instrumental in ensuring that all project plans were executed on time. This structured approach, grounded in project management best practices, facilitated effective coordination and communication among team members, leading to the timely and successful delivery of the project.   1. What was the success criteria listed in the project scope statement?   Achieve a 10% increase in membership sign-ups for St Louis PMI.  Attract a 55% increase in the demographic diversity of professionals.  Expand the professional network by 65%.  Solidify the status of St Louis PMI as a preeminent project management institution.  Achieve a 60% enhancement in the organization's prominence.  Achieve a 60% positive shift in the professional community's perception of Saint Louis as a leading location for career progression   1. Reflect on what you learned during the project initiation and planning phase.   Reflecting on the project initiation and planning phase for the goal of achieving a 10% increase in membership sign-ups for St Louis PMI through hosting a conference, several key learnings emerge. This phase is foundational, setting the stage for the project's success by establishing clear objectives, scope, and deliverables. The main goal was not only to increase membership but also to enhance the demographic diversity of professionals by 55%, expand the professional network by 65%, and significantly boost the organization's prominence and the professional community's perception of Saint Louis as a leading location for career progression.  Project Initiation Phase  During the project initiation phase, the project was defined at a broad level, which is crucial for aligning the project's vision with its goals. A feasibility study was likely conducted to identify the primary problem the project hoped to solve and its possible solutions, ensuring the project's viability. A project charter or initiation document was created, outlining the project’s vision, objectives, and goals, which served as a working agreement between the project team and the project owner. Identifying key stakeholders and describing how the project affects them and their needs was essential for stakeholder engagement and support throughout the project lifecycle.  Project Planning Phase  The project planning stage was critical for laying out the project’s roadmap. Breaking down the project into smaller tasks, assigning these tasks to the team, and preparing a schedule outlining milestones and corresponding deadlines were key steps. This phase likely involved creating a detailed project plan, making cost estimates to determine the project budget, and developing a resource plan. A risk mitigation plan was also crucial to identify risks and how to minimize and mitigate them. Moreover, a communication plan describing how and when to communicate and report to relevant stakeholders was developed to ensure transparency and keep all parties informed.  Key Learnings  - Importance of Clear Objectives: Establishing clear and measurable objectives during the initiation phase is critical for guiding the project towards its goals.  -Stakeholder Engagement: Identifying and engaging stakeholders early on is essential for understanding their needs and ensuring their support.  - Detailed Planning: A comprehensive project plan that includes timelines, cost estimates, resource allocation, and risk mitigation strategies is vital for the project's success.  - Flexibility and Adaptability: The planning phase must account for potential risks and uncertainties, highlighting the importance of flexibility and the ability to adapt to changing circumstances.  - Communication: Developing a clear communication plan is crucial for keeping stakeholders informed and engaged throughout the project lifecycle.  These learnings underscore the significance of the initiation and planning phases in setting a solid foundation for the project. By carefully defining the project's scope, objectives, and deliverables, and by planning meticulously for execution, monitoring, and control, the project team is better positioned to achieve the ambitious goals set for increasing membership sign-ups, enhancing demographic diversity, expanding the professional network, and boosting the organization's prominence and the community's perception of Saint Louis.   1. In terms of managing the project, what were the main lessons your team learned?   In managing the conference project, the main lessons learned by the team included:  Defining and Sticking to the Vision: Establishing a clear vision for the event early on and ensuring all decisions align with this vision was crucial.  Building a Strong Team: Assembling a "tiger team" with a good project manager and members skilled in various aspects of event management, such as event logistics, topic expertise, promotion, and website management, was essential for success.  Attention to Detail: Focusing on details that enhance the attendee experience, such as ambiance, food, and WiFi, contributed to the overall quality of the event  Proactive Communication: Actively reaching out to potential attendees, such as calling those who did not complete registration, was important for maximizing attendance  Learning from Experience: The team recognized the importance of learning from both positive and negative experiences, documenting these lessons, and applying them to future projects   1. Describe one example of what went right on this project during planning.   The successful development and launch of the PMI St. Louis Conference 2024 website was a pivotal achievement in the project's planning phase. This comprehensive website, featuring program schedules, speaker bios, a registration portal, and more, served as a central hub for all conference-related information. It significantly enhanced the visibility and accessibility of the conference, streamlined communication, and facilitated a user-friendly registration process, contributing to the project's objectives of increasing membership sign-ups and demographic diversity among professionals.   1. Describe one example of what went wrong on this project during planning.   In the planning of the PMI St. Louis Conference 2024, one significant issue that arose during the planning phase was the risk of venue cancellation or unforeseen issues, where the conference venue could become unavailable or experience major disruptions. This risk was identified as having a high impact and a medium probability of occurrence. The mitigation strategy proposed for this risk included securing backup venue options, negotiating flexible contracts, and maintaining close communication with the venue management. This example highlights the importance of contingency planning in event management, especially for critical components like the venue, which can significantly affect the project outcome if not properly addressed.   1. What will you do differently on the next project based on your experience working on this project?     Based on the experience working on the PMI St. Louis Conference 2024 project, for future projects, I will enhance attention to detail by implementing more rigorous review processes and checkpoints throughout the project timeline. Additionally, I will improve communication by establishing more structured and frequent update meetings with all stakeholders to ensure alignment and address any issues proactively. These changes aim to mitigate risks, such as venue cancellation and speaker travel difficulties, and to ensure that all project deliverables are met with the highest quality and efficiency.   1. What project document was the most difficult to complete for the project, and why?   The most difficult project document to complete for the conference project was likely the project charter. The project charter is a critical document in project management that defines the scope, objectives, and stakeholders of a project. It also outlines the roles and responsibilities, deliverables, milestones, budget, risks, and assumptions of the project team. Creating a project charter can be challenging because it requires gathering and analyzing relevant information from various sources, such as the proposal, business case, stakeholder analysis, and requirements document. Additionally, it involves consultation with the project sponsor, client, team members, and other key stakeholders for input and approval.  The difficulty in completing the project charter for a conference could stem from several factors:  - Defining Clear Objectives and Scope: The charter must clearly articulate the purpose, goals, and scope of the conference, which can be complex if there are many stakeholders with different expectations.  - Assigning Roles and Responsibilities: It must detail the roles and responsibilities of all team members, which can be difficult if the team structure is not well-defined or if there are many parties involved.  - Estimating Budget and Resources: Accurately estimating the budget and resources needed for the conference can be challenging, especially if there are unknown variables or if the conference is of a large scale.  - Assessing Risks: Identifying potential risks and developing a risk management plan is crucial, and this can be difficult if the conference is subject to many external influences or uncertainties  Given these complexities, the project charter is often the most difficult document to complete because it serves as the foundation for the entire project and requires a high level of detail and precision to ensure that all aspects of the project are well-understood and agreed upon by all stakeholders.   1. What should PMI and the Project Sponsor do differently the next time they do project planning for a conference?   For the next conference, PMI and the Project Sponsor should consider making improvements in the areas of Attendee Registration and Final Logistics based on the provided context.  Attendee Registration  - Implement a Robust Registration System: Ensure the registration system is user-friendly, secure, and capable of handling a high volume of traffic without crashing. This includes thorough testing and having backup plans in place for technical issues  - Enhance Marketing Strategies: To avoid low attendee registration, which can impact the conference atmosphere and revenue, PMI should implement more effective marketing strategies, offer early bird discounts, and partner with relevant organizations to boost attendance  - Improve Communication: Maintain clear and consistent communication with potential attendees about the registration process, deadlines, and any updates to ensure a smooth experience.  Final Logistics  - Vendor and Venue Management: Confirm all logistics and vendor details well in advance of the conference to avoid last-minute issues. This includes having backup options for venues and vendors in case of cancellations or unforeseen issues.  - Risk Management: Identify potential risks such as venue cancellation or technical issues and develop mitigation strategies. This could involve securing backup venue options, negotiating flexible contracts, and maintaining close communication with venue management  - Finalize Details Earlier: Consider closing attendee registration and finalizing logistics earlier than two weeks before the conference to allow more time for addressing any last-minute challenges.  By focusing on these areas, PMI and the Project Sponsor can improve the overall planning and execution of future conferences, leading to a better experience for attendees and a more successful event.   1. What was your top 5 project manager related lessons learned during this project?   Risk Management is Crucial: Identifying and mitigating potential risks is essential. For instance, securing backup venue options and maintaining close communication with venue management can mitigate the high-impact risk of venue cancellation.  Early and Detailed Planning: Setting major milestone target dates well in advance, such as confirming the venue 9-12 months before the conference and finalizing the speaker lineup 6-8 months prior, is critical for smooth project execution.  Effective Stakeholder Communication: Keeping stakeholders informed and involved is key. This includes clear communication with the venue management, speakers, sponsors, and attendees.  Robust Technology and Systems: Ensuring the reliability of technology, such as a user-friendly website and registration system, is vital. Conducting thorough testing and having backup plans in place can prevent high-impact technical issues.  Marketing and Sponsorship Strategy: Developing diversified sponsorship packages and implementing effective marketing strategies are necessary to secure financial targets and ensure a good conference atmosphere by attracting enough attendees |