EE3070 Project Design

Project Management

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Project Management

Define

- What is the situation?

- What is the opportunity?

- Does it map with the available resource? Is it desirable?

- What is the project scope?

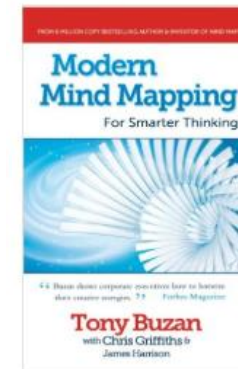- What is the expected output and how can client benefit?

Tool: Mind Map

- A graphic technique to generate and organize ideas using associations through a graphical representation.

> A Mind Map is the ultimate organizational thinking tool, it is the easiest way to put information into your brain and take information out of your brain. It's a creative and effective means of note taking that literally 'map out' your thoughts.
>
> Tony Buzan

Modern
Mind Mapping
For Smarter Thinking

Tony Buzan
with Chris Griffiths &
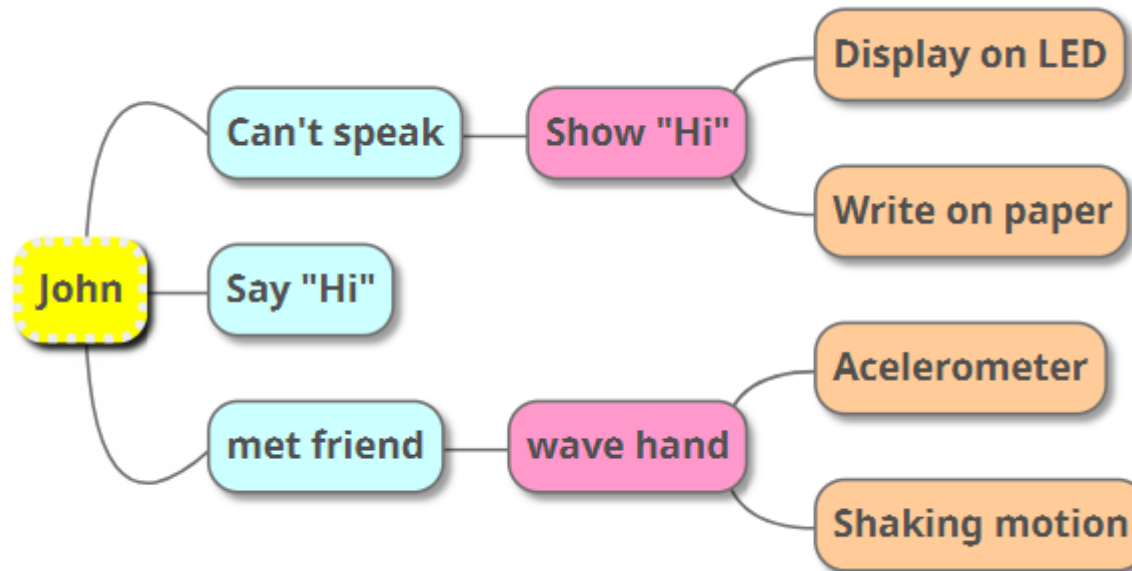James Harrison

http://www.tonybuzan.com/

Procedures

- Define your central concept
  - A problem that you are working
  - A project that you are brainstorming
  - A difficult concept to learn …

- Add branch and subtopics
  - Place ideas around it as labels, boxed or unboxed, with lines radiating out from the central concept
  - Keep doing so, by further branching out from the subtopic, until no more related idea

Remarks

- Labels for concept or idea are short (just keywords or images)

- Use different color for each level of idea, to create visual organization

- Some ideas may not look closely related at the very beginning; just write them down first.

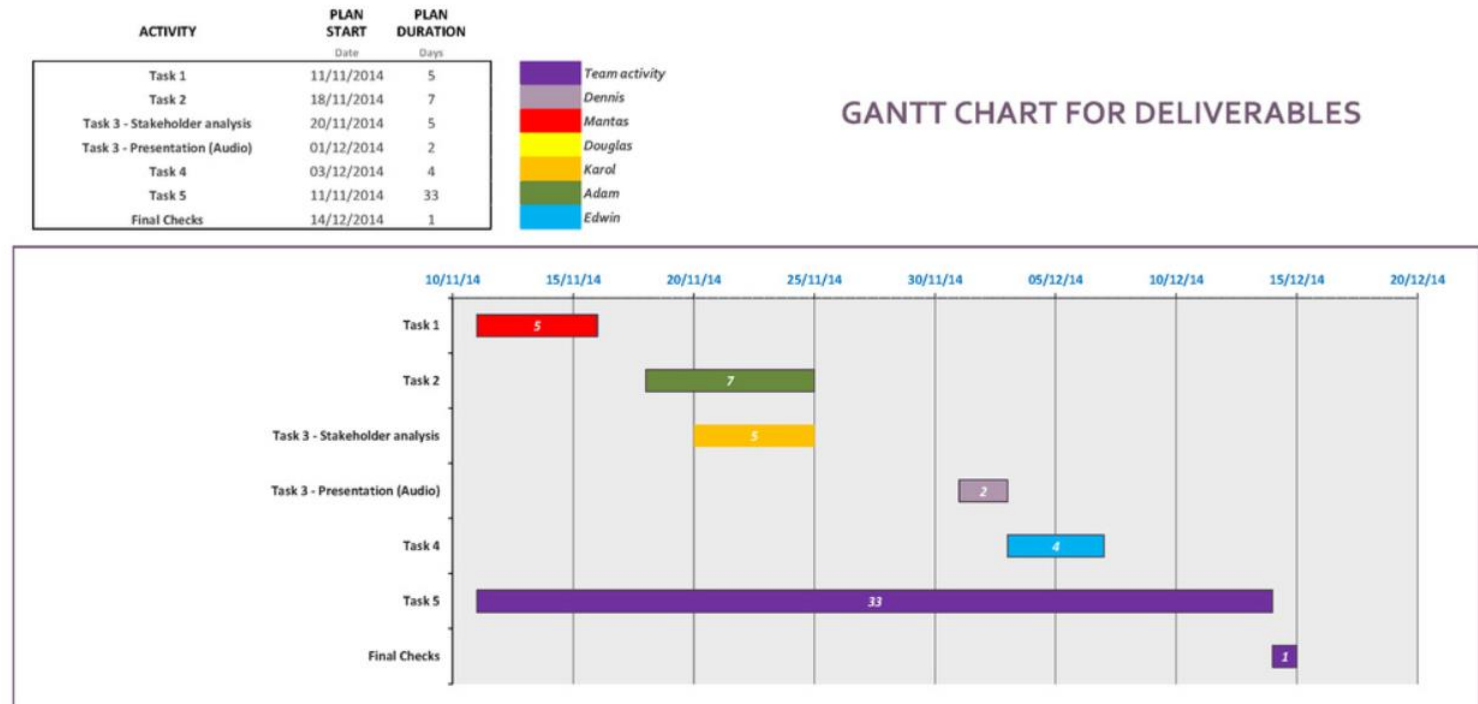Some examples: http://www.tonybuzan.com/gallery/mind-maps/

Simple Example

- Problem: John can't speak. But he wants to "say" "Hi" to friends that he met.

Web-based Tool to draw mind-map: https://www.mindmup.com/#storage

Plan

- How will the team perform the project?

- What will each member do (actions and deliverables)?

- Schedule and milestones (Gantt Chart)?

- Any risk?

Example of Gantt Chart

Tools: Excel or others

Proposal Writing

- A project proposal outlines your project's core value proposition

- That will summarize what you have in Define and Plan Phase

- A template will be given in CANVAS

https://www.projectmanager.com/academy/how-to-make-a-project-proposal

Execute

- How is the plan executed?

- Any changes?

Close

- What have been done?

- How did we do?

https://www.projectmanager.com/academy/how-to-make-a-project-proposal