

00 - Understanding the project lifecycle

Where is this course?

- Google Career Certificates - Project Management

My Notes

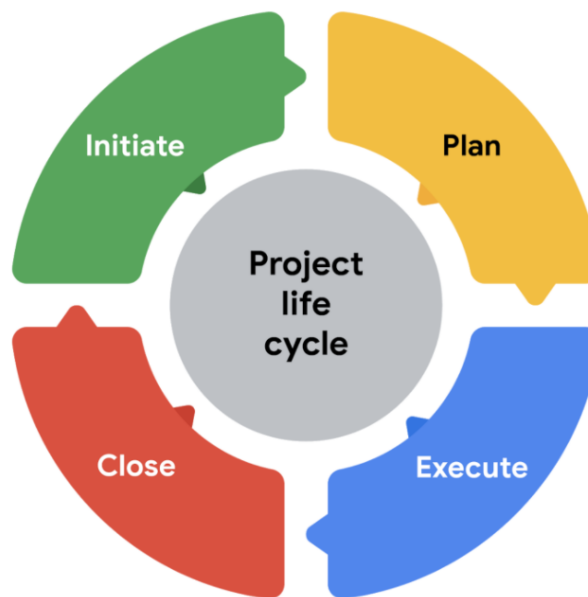
My notes for this overall course will be laid out by module in the course, and have subheadings in order to differentiate between different topics/videos that are presented in the courses. I'll add in any extra notes/resources that I use where necessary, and hope it will be helpful for anyone looking!

Exploring the phases of the project life cycle

- Project Lifecycle
 - Initiate the Project
 - Launchpad for the entire project
 - Define project goals and deliverables
 - Identify the budget and resources you'll need
 - People involved in the project
 - Any other details that can affect the successful completion of the project
 - Put all the info in one place, to write a report, to then send and get approval for
 - Make a plan
 - For every project, you have to use a plan
 - Includes
 - Budget
 - Breakdown of all necessary tasks
 - Ways to communicate team roles and responsibilities
 - Schedule
 - Resources
 - What to do if the project encounters any problems
 - Execute and complete tasks
 - Project team has the task of actually doing the tasks
 - Primary task is to monitor project, and to keep the team motivated
 - Remove any obstacles that might come up, so that tasks are executed well and on time

- **Close the project**
 - Celebrate hard work
 - Evaluate how the project went
 - Take note of what went well, and what didn't
 - Connect with anyone outside of the team, and let use it as a networking opportunity
 - Note that some projects have a hard end-date (such as an election)
 - Some do not have as black-and-white of a end-date, and therefore needs to be clear when it is over in order to pass over to another group for example

Case study: The significance of each project phase



- **Example**
 - **Consequences of rushing through a project phase**
 - Quickly throwing together a proposal (with rough estimates)
 - By not including engineers in the process, doesn't know that requires new software, and therefore will take a year longer than expected, and \$800,000 budget wise
 - Is reprimanded
 - **What should have happened**
 - Although worried about the quick request, will spend the time to make the proposal properly

- Is able to develop an accurate proposal, by involving engineers and other members
- **Project Lifecycle**
 - **Initiating the project**
 - Discuss project goals with stakeholders to get a clear idea of what they are asking for
 - After defining project goals, gather stakeholders and project team members to define what needs to be done
 - Identifies the skill sets required, the timeline, and cost
 - Documents the value that the project creates for the company
 - Presents all this information to company leadership, and then to the stakeholders
 - **Making a plan**
 - Project plan from start to finish
 - Project plan allows for all team members and stakeholders to be prepared to complete their tasks
 - Outlines important tasks and deadlines
 - Creates a schedule to account for all resources, materials and tasks needed to complete the project
 - **Executing and completing tasks**
 - Puts plan into motion by executing work
 - Monitors team as they complete project tasks
 - Role of a project manager isn't to complete individual tasks, but to help break down any individual barriers that would slow or stop the team from completing their tasks
 - Communicate schedule and quality expectations
 - Keep stakeholders updated on project status, and gather feedback
 - **Closing the project**
 - Deliver the project outcome to the stakeholders
 - Document and discuss any lessons learnt from the project
 - Find a way to celebrate the work (such as holding a lunch)