01 - Analysing the different project phases

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!

Phases in action: Initiating and planning

- **Initiating and planning**
  - **Initiating**
    - *Define project goals*
      - Find deliverables that you can measure
    - *Determine resources, people, and other project details*
      - *Resources*
        - People
        - Equipment
        - Software
        - Programs
        - Vendors
        - Physical space
        - etc. (anything you need to complete your tasks and goal)
    - *Get project approval*
      - Make sure that everything is feasible, and create a report
  - **Planning**
    - *Create a budget*
    - *Set the schedule*
    - *Establish your team*
    - *Determine roles and responsibilities*
    - *Planning for risk and change*
      - Budget changes

        - Technology and software requirements
        - Legal issues
        - Quality control
        - Access to resources
    - *Establish communications*

Phases in action: Executing and closing

- **Executing and closing**
    - **Executing and completing tasks**
        - *Manage progress*
            - Oversee the team's efforts
            - Explain what is expected from all of the team members
            - What tasks need to be done
            - How and when to complete those tasks
            - Remove obstacles
            - Alert the right people if it looks like there might be a delay in the project
        - *Communicate*
            - Meetings
            - Written communications
                - Memos
            - Emails
            - Internal chat tools
            - Task reports
            - If in doubt, don't be afraid to over communicate, as under communication is very bad
        - *Make adjustments*
            - Schedule
            - Budget
            - Allocation of resources
            - Communicate every step
    - **Close the project**
        - *Ensure all tasks have been completed*
            - Including any work added along the way
            - Make sure any outstanding invoices have been paid
            - Resources returned
            - Project documentation has been submitted

- *Confirm acceptance of the project outcome*
  - Get confirmation from stakeholders that the project is acceptable
  - Person that asked you to manage the project should be satisified
- *Reflect on lessons learned*
  - *Retrospective*
    - A chance to note best practices and learn how to manage a project more effectively the next time
  - Can submit retrospective to managers and higher-ups, as they can use information to inform decisions next times they consider a project
- *Communicate results with stakeholders*
  - Collect all documentation and information and share with stakeholders
  - *Stakeholders*
    - People that are affected by the project
      - Department management team
      - Organisation's management team
      - Client/Customers of the project
      - Users of the new project
      - Community at large
    - Play a huge role in the development and success
    - VIP
- *Celebrate completing the project*
  - Celebrations help people enjoy the work they have done
  - Keep motivation high
  - Company/Teamwide email
    - thanking the team, and individual efforts
  - Company party
    - For big projects
- *Formally move on from the project*
  - So you can pursue new projects in the future

Summary of project phases

- **Summary of project phases**
  - **Initiate the project**
    - *Ask questions* to help set the foundation of the project, such as:
      - Who are the stakeholders?
      - What are the client's or customer's goals?
      - What is the purpose and mission of the project?

        - What are the measurable objectives for the team?
        - What is the project trying to improve?
        - When does this project need to be completed?
        - What skills and resources will the project require?
        - What will the project cost? What are the benefits?
- **Make a plan**
    - *Make a plan* to take the project from start to finish
    - *Create a detailed project plan*
        - What are the major milestones?
        - What tasks or deliverables make up each milestone?
    - *Build out a schedule*
        - Allows for you to manage resources, budget, materials and timeline
        - Create an itemised budget to send off
- **Execute the project**
    - Put all the hard work that has been done into action
        - Monitor your project team as they complete project tasks
        - Break down any barriers that would slow or stop the team from completing tasks
        - Help keep the team aware of schedule and deliverable expectations
        - Address weaknesses in your process or examine places where your team may need additional training to meet the project's goals
        - Adapt to changes in the project as they arise
- **Close the project**
    - Identify that your team has completed all the requested outcomes
    - Release your team so they can support other projects within the company
    - Take time with your team to celebrate your successes!
    - Pass off all remaining deliverables and get stakeholder approval
    - Document the lessons you and your team learned during the project
    - Reflect on ways to improve in the future

Understanding Project Life Cycles

You've categorized everything.

1. Initiate the project	2. Make a plan	3. Execute & complete tasks	4. Close out the project
Define goals	Manage budget breakdown	Respond to changes and make adjustments	Document what worked, what didn't
Identify resources	Create a schedule	Manage project progress	Confirm project outcome is delivered and complete
Identify stakeholders	Create list of individual tasks	Update team on project status	Confirm stakeholders accept the completed work