

# 01 - Understanding the basics of Project Management - Notes

## 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!

## What is Project Management?

- Project Definition

### Project - Definition

- A unique endeavour, and usually includes a set of unique deliverables
- A temporary pursuit; it has a defined beginning and end

- Project Management Definition

### Project Management - Definition

The application of *knowledge, skills, tools*, and *techniques* to meet the *project requirements* and achieve the *desired outcome*

- Why is Project Management important?

- Valuable to businesses as it helps ensure that a project delivers the expected outcomes both on time and in budget
- *Example*

- A school district signs a deal with a tele-health company to make sure students don't have to miss school for simple health issues
- The deal is to be completed by the end of the school year
- The students can interact with a doctor through a smart-device while they are at school
- Implementing the technology to make this work is the *project*
  - It has a clear start and end date
- *How is this project managed?*
  - Each one of the steps here has to be carefully planned (i.e. *managed*) in order for the project to be completed
  - This can be done via:
    - **Organise**
      - Organise a training session for staff to get them more used to the new technology, policy and procedures
    - **Budget**
      - For new tablets, computers, and other equipment that may be necessary
    - **Maintain strong communication**
      - With doctors, tele-health company, staff, students to make sure everything is working as planned
- **Poor Project Management** can lead to:
  - 48% of projects missing delivery dates
  - 43% of projects missing budget targets
  - 31% of projects failing to meet an organisation's goals
- **Program Managers**
  - A manager that manages multiple projects

## What does a Project Manager do?

- **Main activities for a Project Manager**
  - **Planning and Organising**
    - Gathering requirements from teammates/customers
    - Figure out what the project is trying to do
      - Kick-off meeting
      - Send a survey
  - *Create a project plan*
    - Keeps everyone in pace and aligned
    - Key step

- **Managing Tasks**
  - Starts once project is underway
  - Manage tasks for team members
  - Communicates milestones to the larger team/customers
    - keeps team members and customers updated on how the project is progressing
- **Budgeting**
  - Needs to allocate funds appropriately, in order to have some buffer, and to avoid going over budget
- **Controlling costs and other factors**
  - Plans may change
  - Cause for costs to go up
    - Needs to be managed accordingly
- All these tasks are to ensure that the projects are done on time and on budget
  - Also to make sure that all the projects bring value to the company
- Use different tools, techniques, and methodologies everyday to create some form of impact

## Transferable Project Management skills

- **Main skills of Project Management**
  - **Planning and Organising**
    - Retail Manager scenario
      - Which employee workstyles will compliment each other in a productive way
      - All duties and responsibilities to be covered in each shift
      - All employee's availabilities
  - **Managing Tasks**
    - For moving house example
      - packing each room individually
      - label all the rooms
  - **Budgeting**
    - For moving house have to control budget for
      - boxes
      - moving company
      - and budget for extra expenses
  - **Controlling costs and other factors**
    - Surprise birthday party scenario
      - Birthday person coming home early for a surprise birthday party
      - People not being able to make it

- For moving house
  - manage boxes efficiently
  - try to avoid errors where possible
- Bring up some examples of how you used these skills in practical life during a job interview
  - Allows for the company to see how you can employ skills already
  - Mainly to judge time management and leadership from previous experience
  - "Tell me about a time where you had to juggle several tasks at once"
  - "Tell me about a time where you had to influence a customer or teammate"
- **Path to becoming a project manager**
  - "Most of us in our everyday life use program management"
    - **Example**
      - When you have a few hours left in the day you have to decide between
        - Going to the grocery store
        - Cleaning the house
      - You also have to decide how long each task will take
      - And you have to choose whatever works best for the situation