



# TEKsystems Global Services

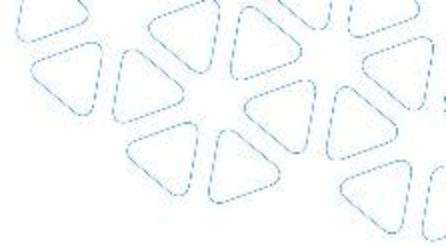
## Project Management

- Team Structure & Composition
- Collaboration & Tools

Presented by: **Srikanth M**

Date of Presentation: **24<sup>th</sup> Sep 2020**





# Agenda :

- Introduction to Project Management
  - What ?? And Why ??
- Types of Organisations
- Resource Management
  - Stages of Team Development
  - Conflict Resolution
  - Structure
- Communication & Collaboration
- Tools



Clip slide

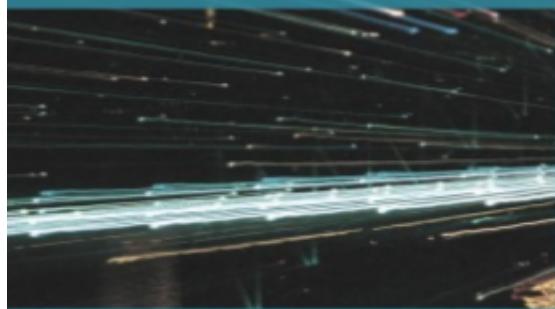


## WHAT IS THE PROJECT?

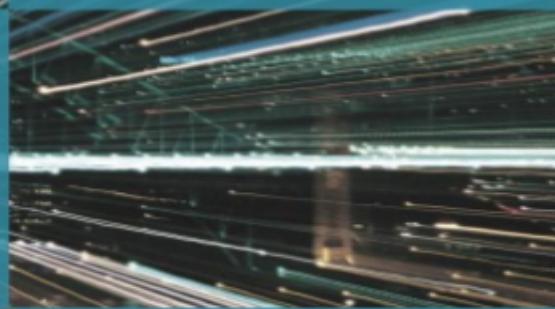
**A TEMPORARY ENDEAVOR  
UNDERTAKEN TO CREATE UNIQUE  
PRODUCTS, SERVICES OR RESULT.**



MARKET  
DEMAND



CUSTOMER  
REQUEST



WHY ARE  
PROJECTS  
UNDERTAKEN?



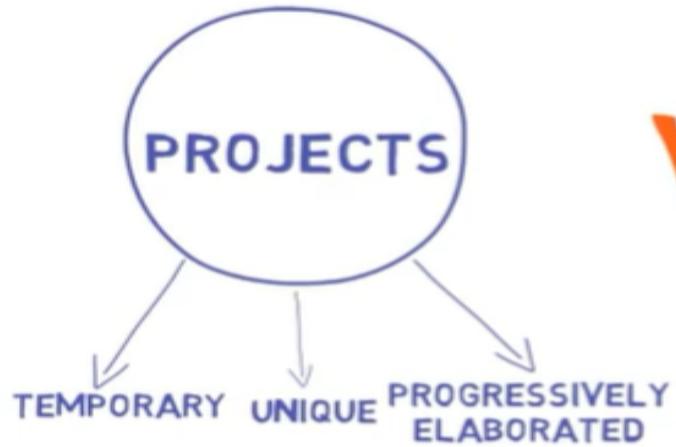
ORGANIZATION  
NEED

LEGAL  
REQUIREMENT



## PROJECTS

### PROJECT VS OPERATIONAL WORK



VS





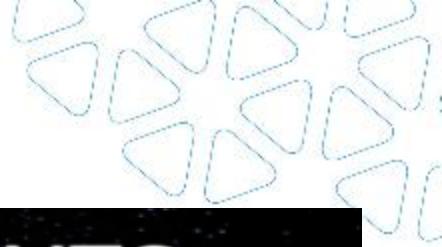
A PROGRAM IS A GROUP OF **RELATED** PROJECTS, SUBSIDIARY PROGRAMS, AND PROGRAM ACTIVITIES MANAGED IN A COORDINATED WAY TO OBTAIN BENEFITS AND CONTROL NOT AVAILABLE FROM MANAGING THEM INDIVIDUALLY

PROGRAM MANAGEMENT FOCUSES ON **INTERDEPENDENCIES** OF PROJECTS AND DESCRIBES THE BEST APPROACH TO ACHIEVE **PROGRAM OBJECTIVES**

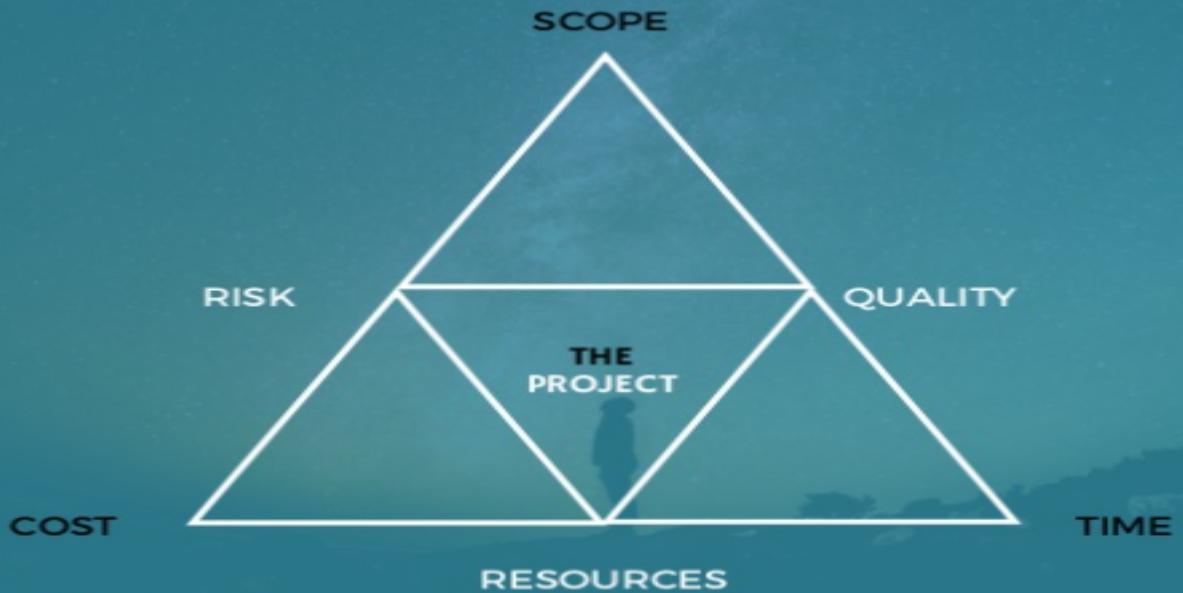
A photograph of a modern skyscraper's glass facade, showing the reflection of the sky and clouds. The building has a distinctive angular, pyramidal top. The background is a clear blue sky.

# WHAT IS THE PORTFOLIO?

A PORTFOLIO IS A COLLECTION OF PROJECTS, PROGRAMS, SUBSIDIARY PORTFOLIOS, AND OPERATIONS MANAGED AS A GROUP TO ACHIEVE STRATEGIC OBJECTIVES.



# THE PROJECT CONSTRAINTS



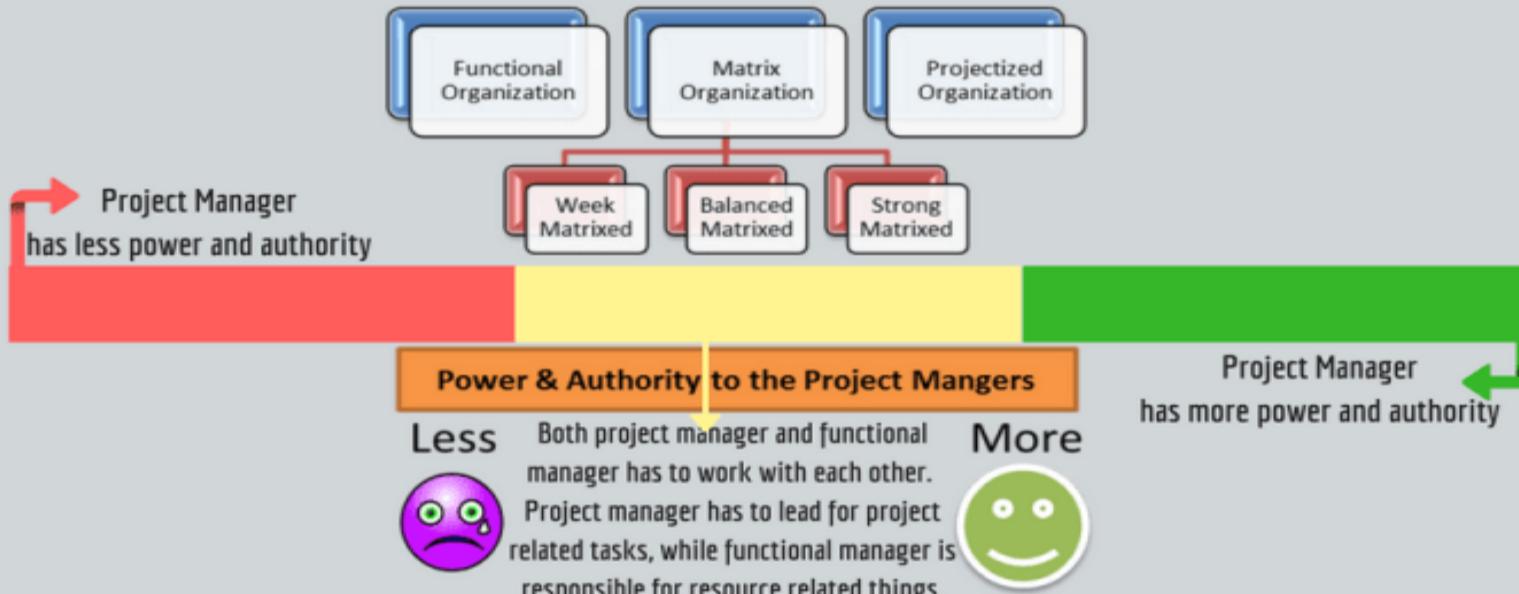


# WHAT'S IS THE PROJECT MANAGEMENT ?

PROJECT MANAGEMENT IS THE APPLICATION OF PROCESSES, KNOWLEDGE, SKILLS AND EXPERIENCE TO ACHIEVE THE PROJECT OBJECTIVES.



# Types of Organizations





# THE ROLE

OF THE PROJECT MANAGER

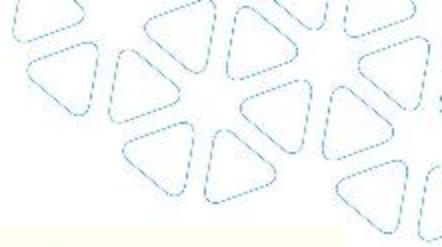


# THE ROLES OF THE PROJECT MANAGER

---

- Leading the team
- Having knowledge, understanding, and experience
- Having management knowledge as well as technical knowledge.





# COMPETENCES

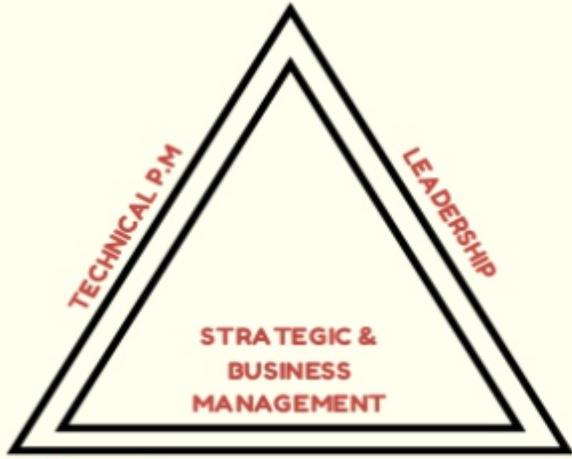
of the Project Manager



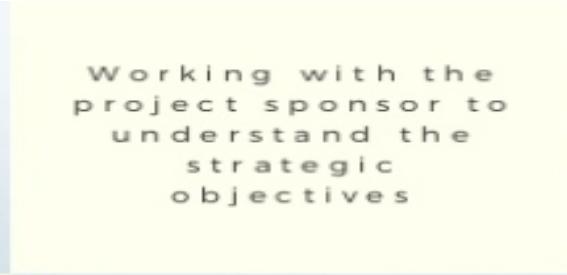
TECHNICAL  
PROJECT  
MANAGEMENT

LEADERSHIP  
OF THE  
TEAM

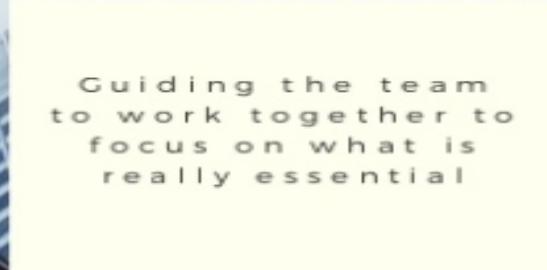
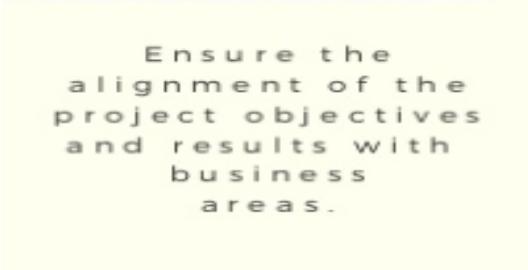
STRATEGIC  
AND BUSINESS  
MANAGEMENT



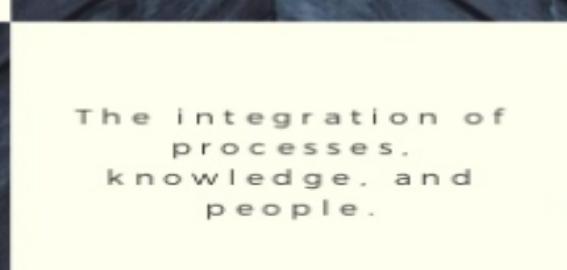
THE PMI  
TALENT  
TRIANGLE®



Working with the project sponsor to understand the strategic objectives



Ensure the alignment of the project objectives and results with business areas.



## THE INTEGRATOR

The role of the project manager when performing integration on the project

Guiding the team to work together to focus on what is really essential

The integration of processes, knowledge, and people.

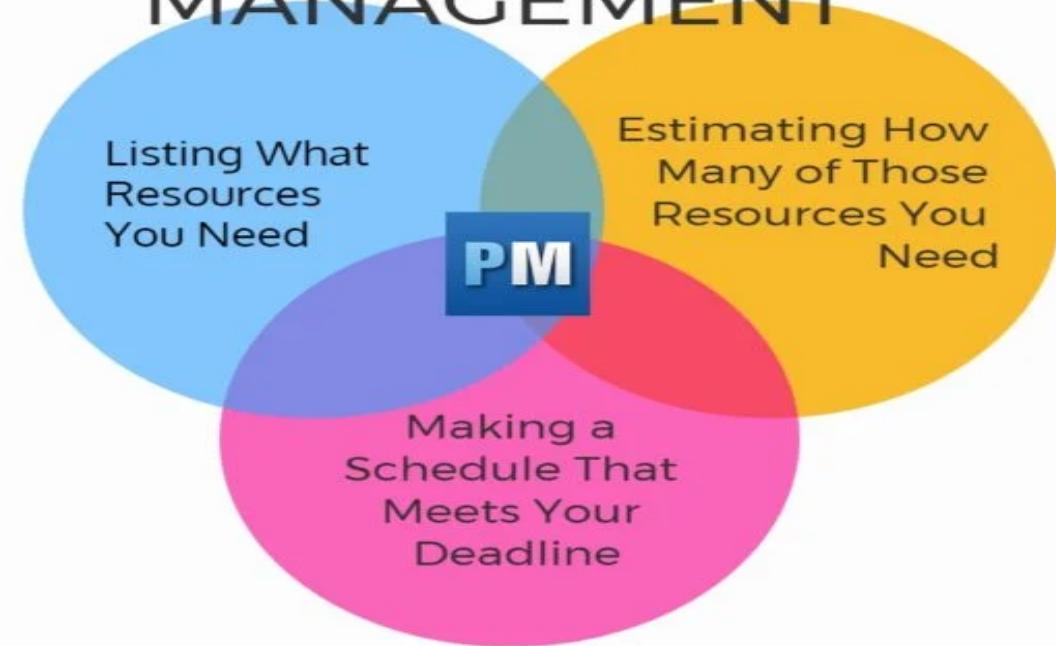


# PROJECT RESOURCE MANAGEMENT





What Is  
**RESOURCE  
MANAGEMENT**



Project Resource Management includes the processes to identify, acquire, and manage the resources needed for the successful completion of the project.

**1****Plan Resource Management**

It defines how to estimate, acquire, manage, and utilize physical and team resources.

**2****Estimate Activity Resources**

estimating the type and quantities of resources necessary to perform project work.

**3****Acquire Resources**

Obtaining human and physical resources necessary to complete project work.





Resources include physical resources as well as human resources.

#### **Develop Team**

The process of improving competencies, interactions & team environment to enhance performance.

4

#### **Manage Team**

Tracking team member performance, providing feedback, resolving issues

5

#### **Control Resources**

Ensuring that the physical resources are available as planned, as well as monitoring the planned versus actual use of resources,

6



## STAGES OF TEAM DEVELOPMENT

### FORMING

Team acquaints and establishes ground rules. Formalities are preserved and members are treated as strangers.



### STORMING

Members start to communicate their feelings but still view themselves as individuals. They show hostility.



### NORMING

People start to resolve their differences, appreciate colleagues' strengths, and respect the weaknesses.



### PERFORMING

The team reaches this stage, when hard work leads without friction, to the achievement of the team's goal.

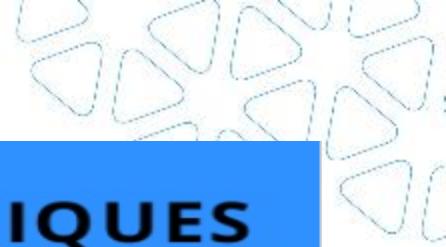


### ADJOURNING

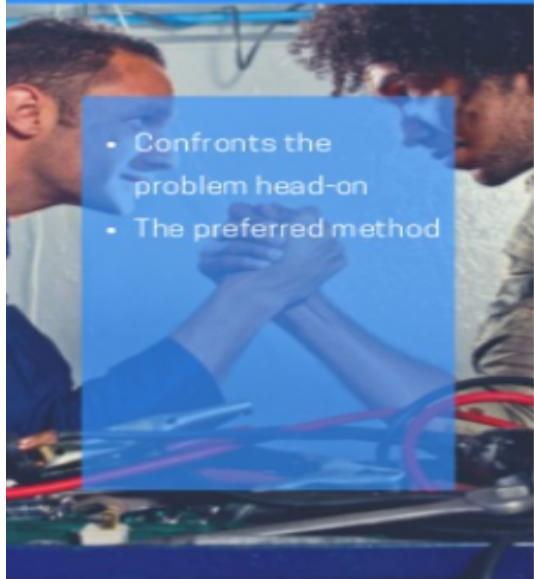
is the break-up of the group, hopefully when the task is completed successfully, or as part of the Project Closure



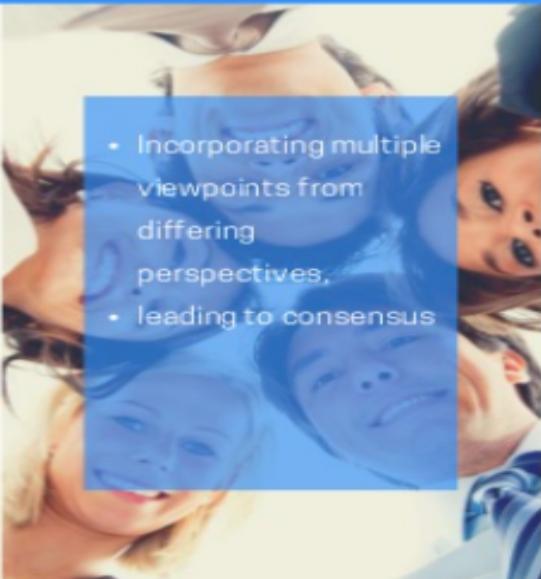




# CONFLICT RESOLUTION TECHNIQUES



- Confronts the problem head-on
- The preferred method



- Incorporating multiple viewpoints from differing perspectives,
- leading to consensus



- Requires both parties give up something
- Decision is a blend of two parties argument
- Lose-lose solution
- Used to avoid fight

**CONFRONTING**

**COLLABORATING**

**COMPROMISING**

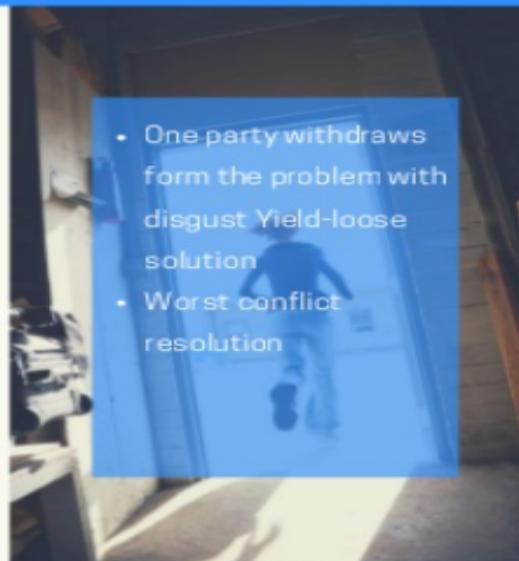


# CONFLICT RESOLUTION TECHNIQUES

Clip slide

- 
- Smoothing by minimizing the size of the problem
  - Temporary solution

- 
- Decision is made with power
  - May not be the best solution
  - Immediate solution

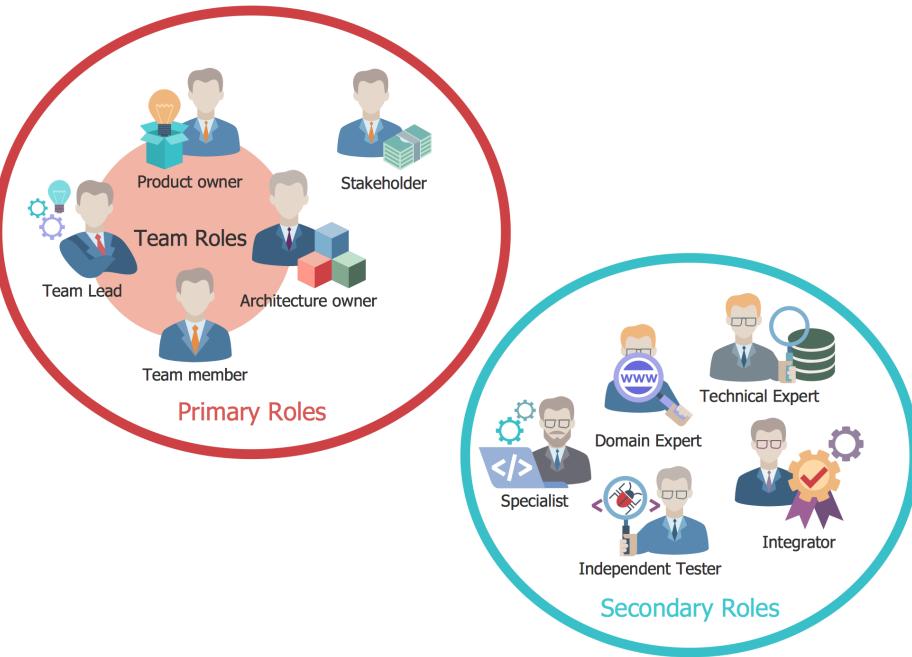
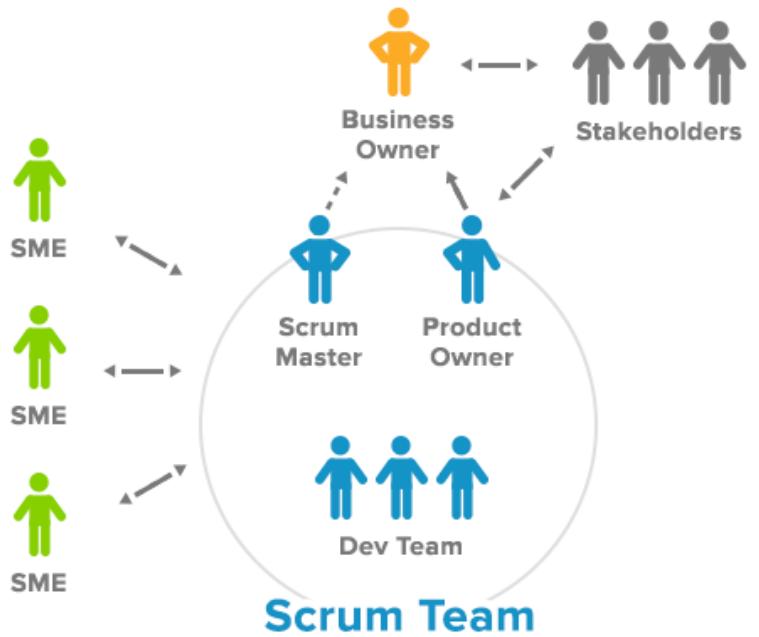
- 
- One-party withdraws from the problem with disgust Yield-loose solution
  - Worst conflict resolution

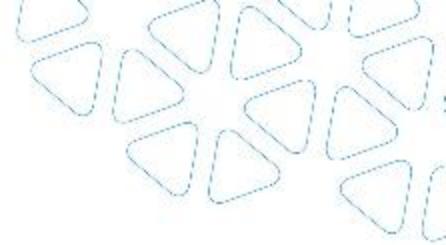
**SMOOTHING**

**FORCING**

**WITHDRAWAL**

# Team Structure







FORMAL WRITTEN  
PROJECT CHARTER,  
PLAN,  
LONG DISTANCE  
COMMUNICATION



INFORMAL WRITTEN  
E-MAIL,  
TEXT MESSAGES

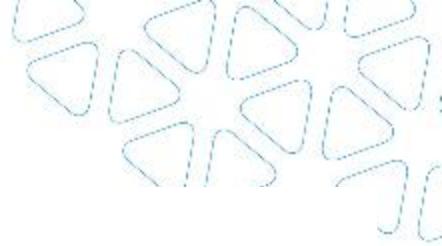


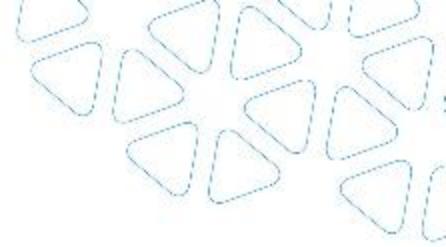
INFORMAL VERBAL  
MEETINGS,  
CONVERSATIONS



FORMAL VERBAL  
PRESENTATION,  
SPEECHES







# The Sixth “C”

*Collaboration Equals Innovation*

*- Michael Dell*

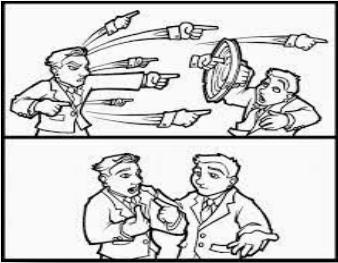
- ***Some tasks are meant to be team tasks***
- ***Greater Results***

# How to bring in Paradigm Shifts towards Collaboration?

## *Self Awareness*



## *Non-Defensive*



## *Assumptions*



## *Compassion*

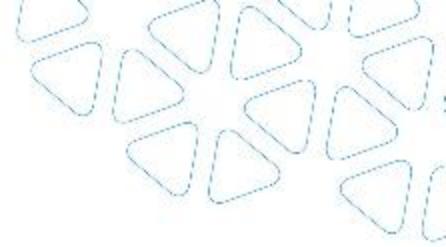


## *Flexible*



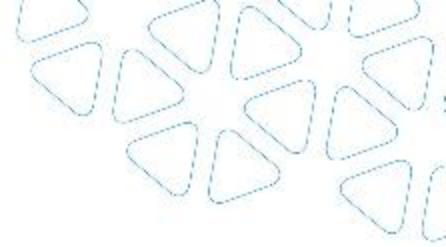
## *Positive Thinking*





## Collaboration Strategies??

- Go First.. Be First .. Take Initiative
- Be Open & Direct about Intent
- Pay ATTENTION to responses
- Keep Talking, Show Empathy
- Engage , Enroll & On-Board others on your mission
- Agree on conflict resolution
- Periodic Reviews
- Gradually Raise the Escalation if needed



# Tools

## ***Collaborate with Team***



Flowdock

CA Flow dock brings all of your conversations, work items and tools into one place. Prioritize work, solve problems, search and organize across teams, locations and time zones.



slack

Slack is a cloud-based collaboration tool that gathers all of your team communication in one place. It offers instant messaging, file transfers and powerful message search. It has many features and dozens of integrations with other tools like Trello and Intercom.



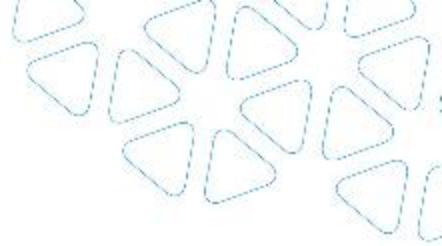
Microsoft Teams

A One Stop solution from Microsoft for Chat, meet, Call, Collaborate and many more with the team



Cisco's WebEx provides personalized video meeting rooms where users can host and join meetings. People can use WebEx for team collaboration, webinars, training and customer support.

***And many more.....***



## Tools

### *Manage projects and Tasks*



One of the most well-known project management tools, Asana allows users to assign tasks to other members, add followers to projects and monitor deadlines



Monday.com a collaboration tool that helps you communicate, set objectives and assign tasks. Its big advantage: it has a great visual design so it's easy to understand and work with

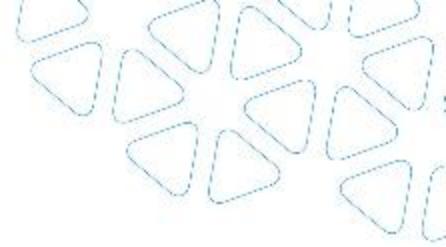


Trello has an intriguing interface that resembles solitaire. It works well for monitoring projects and assigning tasks. Trello also makes using Agile, Scrum and other project management frameworks easy.



Jira a powerful work management tool for all kinds of use cases, from requirements and test case management to agile software development

*And many more.....*



## ***Which to Choose ???***

- Look for EASE of USE
- Check for multiple features
- Look out for Privacy and Security Features
- Check for Cloud based
- Check for Integration capabilities and Compatibilities





# THANK YOU

