
Төслийн менежмент

МУИС

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Agenda

What will you learn today?

Part I

Introduction to Project Management



Part II

Time- and Resource Planning



Part III

Risk Management



Part IV

Communication and Documentation



Part IV

Communication and Documentation

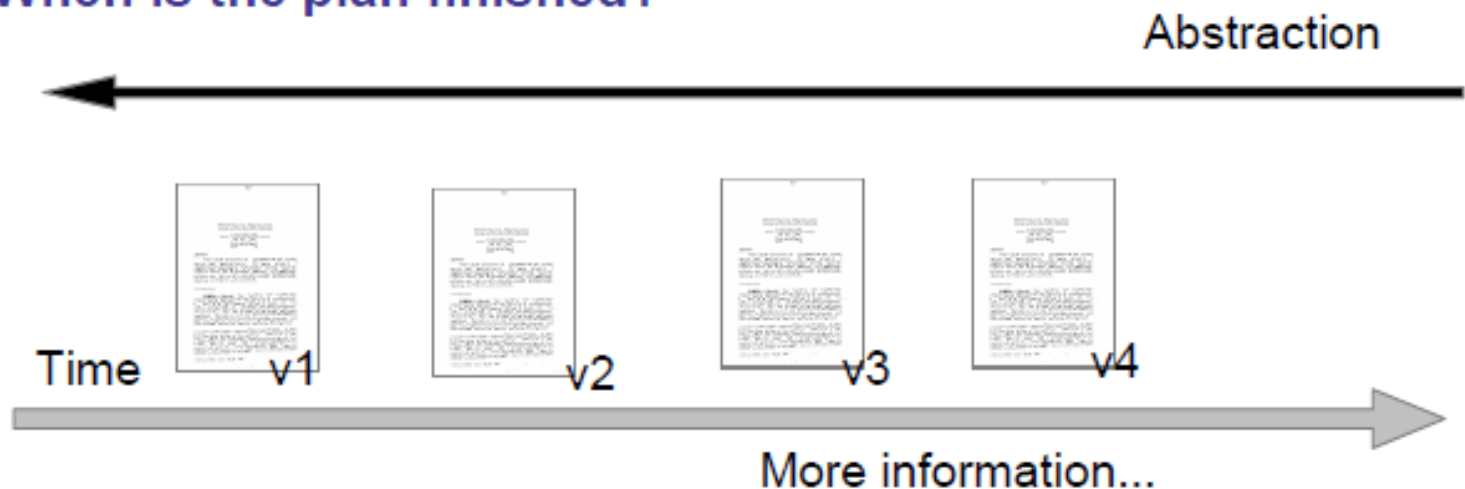


The Project Plan - Content

Why a project plan?

- Tool for the project manager
- Communication medium to project members and other stakeholders
- **What should be done, when and by who**

When is the plan finished?



The Project Plan - Content

Project Description

- Identification
- Background to the project
- Relevant constraints (budget etc.)
- Project Goal
- Start and expected end date.

Time and Resource Plan

- Milestones
- Tollgates
- Deliverables
- Activities
- Resources

Project Organization

- Roles
- Knowledge / skill
- Communication and reports

Training Plan

- Needed knowledge and skills.
- Who needs what? Budget?

Risk Management

- Risks, Probability and Impact
- Mitigation and Contingency plan

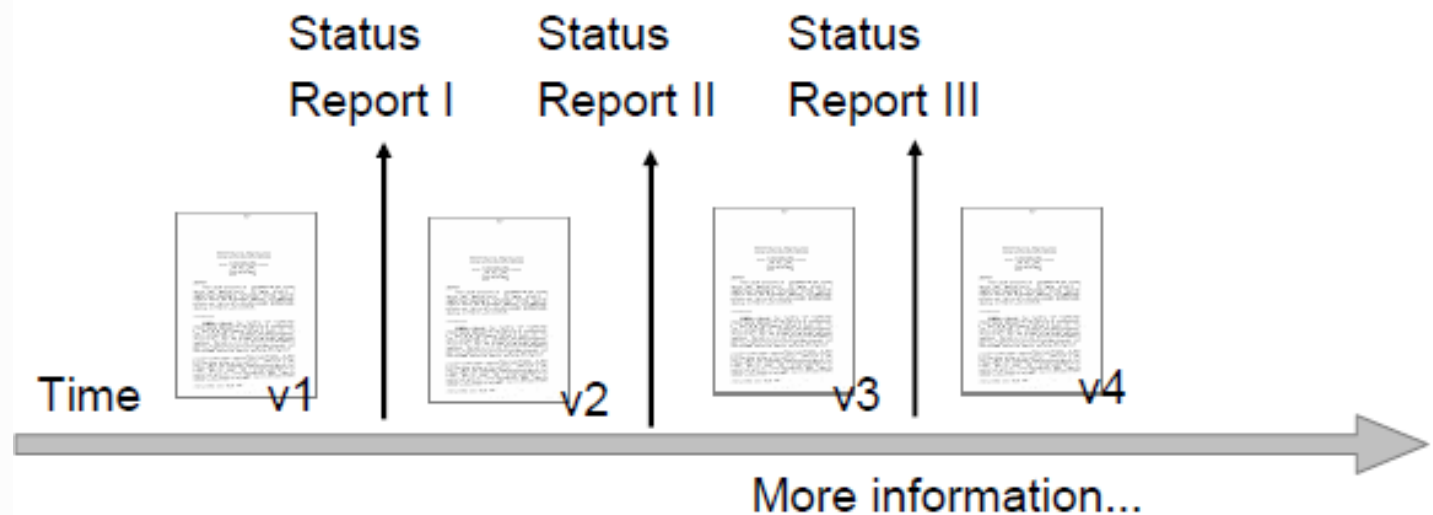
Change and configuration management

(In larger projects, this part is a document of its own.)

Project Status Reports

Content of a status report?

- Summary - current status
- What has happened since last report
- What happens next (both in long and short term)
- Schedules, resources, deliverables, estimates...
- Important risks



Finally, never underestimate...



... a project Kick-off

Summary

What have we learned in this lectures?

Part I

Introduction to Project Management



Part II

Time- and Resource Planning



Part III

Risk Management



Part IV

Communication and Documentation

