

PROJECT

> Organisation Structure:

- Matrix
- Functional
- Projectised

> Culture:

- Power
- Role
- Task
- Person

> Planning & Setup:

- Project & Product Scope
- WBS (Work Breakdown Structure)
- Critical Path Method (CPM)
- Project Charter (purpose, objectives, governance structure)
- $\text{Effort} = \text{Duration} \times \text{Units}$

> Allocate:

- RACI Chart
- Deliverables
- Work Packages

> Risk Management:

- Prevent scope creep
- Risk Matrix (Likelihood x Impact)
- Known Knowns / Unknown Unknowns
- PERT Technique $(O + 4M + P) / 6$
- Uncertainty / Threats

- Identification -> Analysis -> Evaluation -> Treatment -> Monitoring & Reporting

> Change Control:

- Change Control System:

1. Document
2. Assess Impact
3. Consult Team / Stakeholders
4. Approve w/ Rollback Plan
5. Update Project Plan

> Monitor & Control:

- Performance Reporting
- Change Control
- Quality Control
- Risk Monitoring

> Reflection:

- Gibbs' Reflective Cycle:

Description -> Feelings -> Evaluation -> Analysis -> Conclusion -> Action Plan