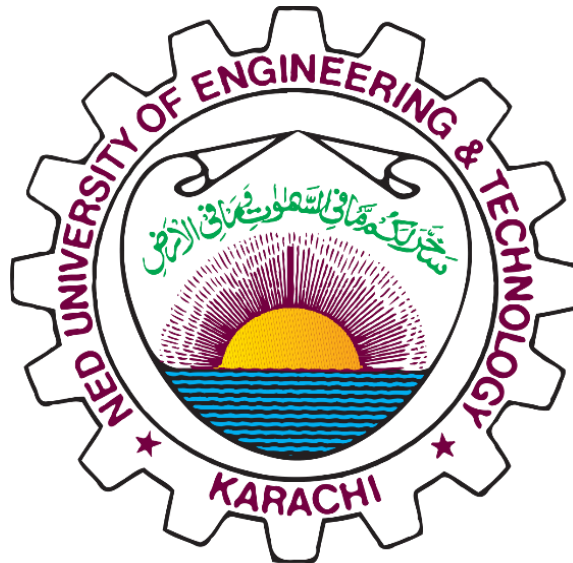


# ASSIGNMENT NO # 01



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**Q: Explain briefly major challenges which can face while working as Software Project Manager and how you can handle them?**

**Ans:** The main job of a Project Manager is to balance the elements of a complex project i.e: time, resources, scope, and people so that the projects are handled successfully, yielding positive results. However, managing the projects is not an easy job and there are several factors (internal and external) that can affect their job. Here are some of the challenges which project managers usually face along with the solutions of how to handle them if they arise:

## **CHALLENGES WITHIN CORPORATE PROJECTS:**

### **1. Scope Creep:**

Scope must be well-defined in order to complete the project successfully. However, the deviation from the previously defined scope- Scope Change is quite a natural phenomenon. It may arise when the scope of a project is allowed to expand beyond its original goals by the project management. Scope change occurs because of the vague requirements or continuous changes in requirements by the client as they don't know what they actually want. It may increase the budget, the project may fail to meet its deadline and new changes might even lead to the project failure.

#### ***How to deal with it:***

- Get the exact project requirements by being proactive with the customer's engagement during the project Planning phase.
- Make a clear schedule for each project step.
- Evaluate each change request and determine how and whether to implement it and inform all stakeholders of their effects on cost and deadlines.
- Use a systematic process to determine the project's goals.
- To yield quality results, make realistic assumptions about available resources and deadlines.

### **2. Poorly defined goals:**

One of the important steps in a project is to define clear goals and objectives. It aids the project managers in defending their vision to senior management and customers. Starting

a project without clear goals is a waste of time and effort. If the goals are not clearly defined, the project might fail as what to expect from the project will always remain a question mark. The whole team will be unaware of the whats, whens and whys of the project which will cause lots of confusion and ultimately the whole project and team will suffer.

***How to deal with it:***

- Ask the right questions to develop clear goals from the start.
- Arrange a start-off meeting and make use of frameworks for project planning .
- Use common goal-setting approaches like SMART (Specific, Measurable, Attainable, Relevant, and Time-bound) and CLEAR (Collaborative, Limited, Emotional, Appreciable, Refineable).

## **CHALLENGES WHILE WORKING WITH A TEAM:**

### **3. Inadequate Team Skills:**

The progress of a project is determined by the people who carry it out. A project often demands skills and expertise that the team members do not possess. Working with incompetent staff who are not capable of performing the work at hand is another major challenge faced by a project manager. This will decelerate the work progress and, in some circumstances, will result in the project failure.

***How to deal with it:***

- Document the necessary skills required to complete the project and assess the team members' strengths and weaknesses.
- Provide proper training to staff to help them improve their skills,if needed.
- Project managers should get project management training so that they are able to recommend outsourcing or hiring more team members.

### **4. Lack of Accountability:**

When each member of a project team is accountable and strives to play the task that has been delegated to them, the team performs exceptionally well. A lack of accountability, on the other hand, will bring a project to a halt. Finger pointing and denying responsibility are ineffective but all-too-common characteristics of poor project management.

***How to deal with it:***

- Start accountability since the beginning of the project and ensure that the team is accountable throughout their daily tasks.
- Properly delegate responsibilities to staff and direct them towards the shared purpose of finishing the project successfully.

**5. Challenges of Teamwork:**

A team is made up of several people who have diverse perspectives and points of view. As many people work on a project with each other, there can be several disagreements and conflicts in a team and it may have an adverse effect on the project and the working environment. Project managers often face conflicts and disputes among team members. They must actively seek out ways to get the members of a team together for the project's benefit.

***How to deal with it:***

- Reduce negativity in the team by developing a positive work environment.
- Try to create trust among team members and develop interpersonal relationships.

**DEALING WITH RISKS:**

**6. Risk Management:**

Risk is described in project management as any unknown situation that has the potential to affect the project's period, scope, cost, or quality at any time. If not prepared and handled properly, risk may have a detrimental effect on the project's objectives and priorities. Since tasks rarely go according to schedule, risk management is an important project manager characteristic which is the analysis of projects in exceptional conditions. Project manager must ensure that there are very risks in the project.

***How to deal with it:***

- Collect enough project knowledge
- Identifying which parts of the project aren't feasible and modifying them before it's too late, using strategic planning and an appropriate risk monitoring strategy.
- Continuous communication with stakeholders to keep them up to date on project hazards and gain their acceptability to develop control measures accordingly.

## COMMUNICATION CHALLENGES:

### **7. Poor Communication:**

One of the most significant project management problems is miscommunication, which leads to the project failure. It may give rise to several conflicts among team members and may also delay the project. Project managers must have excellent communication skills. To ensure that all parties are engaged in the process and have a good understanding of what they expect, the project manager must have a timely and continuous interaction with all the stakeholders.

#### ***How to deal with it:***

- Determine proper communication flows for team members and formulate a method for informing the staff of the information/updates they need to know.
- To keep everyone updated, use any collaborative and project management tool available on the market.

## MANAGING EXPECTATIONS:

### **8. Impossible Deadlines:**

Having an unrealistic project deadline is another big challenge to project managers that adversely affects the quality of the final product. Unrealistic deadlines irritate the project team and decline their morale because they overload the team members; and we all know that overloaded and overworked team members are less efficient/productive, particularly in IT projects.

#### ***How to deal with it:***

- Effectively plan the project deadlines and properly report work progress to project contributors and other decision-makers.
- Manage the project's timeline, use a project calendar to keep track of key events, and discuss deadlines for all stakeholders.
- Plan meetings, Manage the project's schedule, and keep track of key dates using a project calendar and negotiate the deadlines with all the stakeholders.

## **9. Budgeting issues:**

In project management, determining a project's budget is a big challenge. According to a report, 49.5 percent of project managers perceive project cost to be the most difficult obstacle to overcome. A project manager can prevent a variety of typical project conflicts and problems and aim for greater and faster performance by using effective cost management.

### ***How to deal with it:***

- Adopt proper project planning and effective cost management for completing a project successfully.
- Make reasonable assumptions to prevent any cost overruns.

## **10. Resources Deprivation:**

It is a big challenge for project managers to look for resources for a new project within the organization. What's more difficult is when a project requires additional resources but they are unavailable. New projects must be scheduled and planned ahead of time, with resource requirements assessed and distributed so that progress can be completed on time.

### ***How to deal with it:***

- Use a project management framework that gives resource visibility and forecasting tools, to make fast decisions, re-allocate resources, and ultimately handle schedules effectively.

## **11. Lack of Stakeholders Engagement:**

Project managers should determine that all the stakeholders are on the same page and have a good understanding of the project's goals. In the last phases of a project, the stakeholder who is least engaged can cause several issues, so it's critical to take the client's feedback and keep them informed in the entire project's lifetime.

### ***How to deal with it:***

- Ask the stakeholders to use the tool for project management and validate their participation by collecting rapid responses.

## **OTHERS:**

### **12. Finding The Right Project Management Tool:**

Finding the best tool for your project team while considering budget constraints is also a challenge faced by project managers. Finding a tool that meets your requirements can be difficult at times. Such tools will give you insights of your projects and will guarantee that your projects run smoothly.

#### ***How to deal with it:***

- Use some cloud-based tools for your project's data centralization as they permit you to access the internet across all the devices like: PCs, smartphones, notebooks etc.

### **CONCLUSION:**

Project management is no doubt a tough job. Focusing on all of the challenges discussed above and following the ways to deal with them can help you in effectively handling project management.