

# Introduction to PM

Saturday, February 8, 2025 9:27 AM

## 1. Introduction to Project Management

- **Definition:**

- Application of knowledge, skills, tools, and techniques to meet project requirements.
- Ensures project objectives are met while balancing scope, time, cost, quality, and stakeholder expectations.

## 2. Project vs. Operations

<b>Project</b>	<b>Operations</b>
Temporary, with a start and end date.	Ongoing and repetitive.
Unique deliverables.	Routine work.
Specific objectives and scope.	Continuous outputs.

## 3. Project Lifecycle Phases (PMBOK Framework)

### 1. Initiating:

- Develop Project Charter.
- Identify stakeholders.
- Define high-level project scope and objectives.
- Obtain project authorization.

### 2. Planning:

- Develop Project Management Plan.
- Define scope, schedule, budget, and risk management plans.
- Establish Work Breakdown Structure (WBS).
- Define activities and sequence them.
- Identify resources and develop a risk management plan.

### 3. Executing:

- Coordinate people and resources.
- Manage stakeholder expectations.
- Execute the project plan.
- Monitor project quality and risk.

### 4. Monitoring and Controlling:

- Measure project performance (scope, schedule, cost, quality).
- Track project status and compare with baseline.
- Implement corrective actions.
- Manage changes via Change Control Process.

### 5. Closing:

- Finalize all activities to formally close the project.
- Confirm all deliverables meet acceptance criteria.
- Document lessons learned.
- Release project resources.

## 4. Triple Constraints in Project Management (Iron Triangle)

- **Scope:** Defines the deliverables and work to be performed.
- **Time:** Specifies the project schedule and deadlines.
- **Cost:** Budget required for the project.
- Quality
- Resources

- Risk

**Balancing these constraints is critical:**

- Increasing scope without adjusting time or cost can lead to project failure.
- Reducing time or cost may impact project quality.

## 5. Key Project Documents

- **Project Charter:**
  - High-level project description.
  - Objectives and deliverables.
  - Milestones and budget overview.
  - Key stakeholders and their roles.
- **Project Management Plan:**
  - Comprehensive document outlining how the project will be executed, monitored, and controlled.
- **Work Breakdown Structure (WBS):**
  - Hierarchical decomposition of the total project scope.
  - Identifies work packages and deliverables.
- **Risk Register:**
  - Identifies potential risks, their impact, and mitigation strategies.

## 6. Project Stakeholders

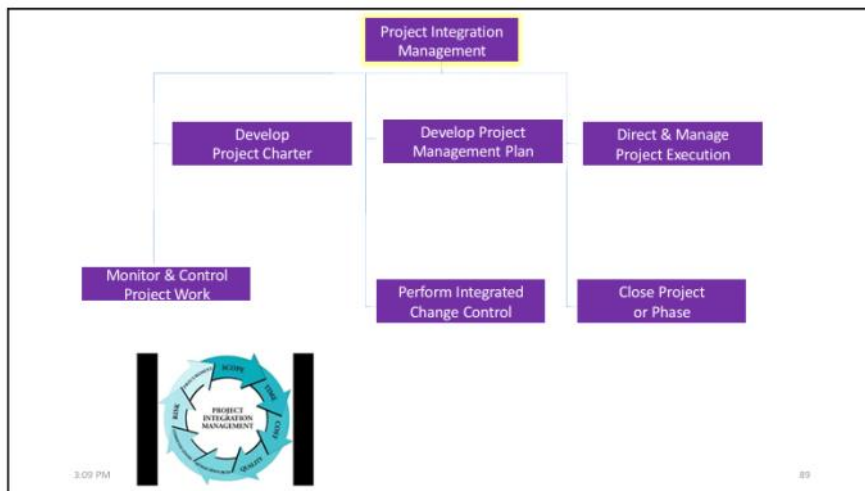
- Individuals, groups, or organizations impacted by the project outcome.
- Examples: Project Sponsor, Project Manager, Team Members, Clients, Suppliers, Regulatory Bodies.

**Stakeholder Analysis:**

- Identify all stakeholders.
- Assess their interest, influence, and expectations.
- Develop communication and engagement strategies.

## 7. Project Manager Roles and Responsibilities

- Define project scope and deliverables.
- Develop detailed project plans.
- Manage resource allocation.
- Monitor project progress and adjust plans as needed.
- Manage communication and stakeholder engagement.
- Identify and manage project risks.
- Ensure quality control and project closure.



## 8. Project Success Criteria

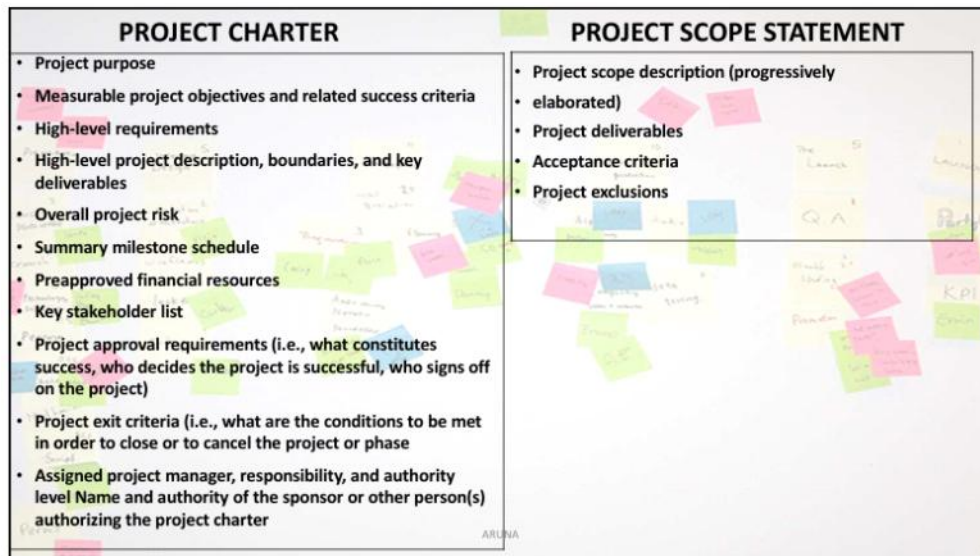
- Completing the project within scope, time, and budget.
- Delivering a product that meets the intended purpose.
- Satisfying stakeholder expectations.
- Meeting quality standards.

## 9. Common Project Management Methodologies

- **Waterfall:**
  - Linear and sequential.
  - Each phase must be completed before the next begins.
- **Agile:**
  - Iterative and incremental.
  - Focus on adaptability and rapid delivery.
- **Scrum:**
  - Agile framework with defined roles (Product Owner, Scrum Master, Development Team).
  - Focus on sprints and daily stand-ups.
- **Kanban:**
  - Visual workflow management using boards.
  - Emphasizes limiting work in progress.
- **Lean:**
  - Focuses on value maximization and waste minimization.

## 10. Project Charter: Critical Elements

- **Project Purpose/Justification:**
  - Business case or rationale for the project.
- **Objectives:**
  - Specific, measurable goals the project intends to achieve.
- **High-Level Requirements:**
  - General project deliverables and key success criteria.
- **Assumptions and Constraints:**
  - Assumptions about resources, timelines, and dependencies.
  - Constraints such as budget limits or regulatory requirements.
- **Stakeholder List:**
  - Identifies key project stakeholders and their roles.
- **Approval Requirements:**
  - Defines what constitutes project success and how it will be validated.



## 11. Integrated Change Control Process

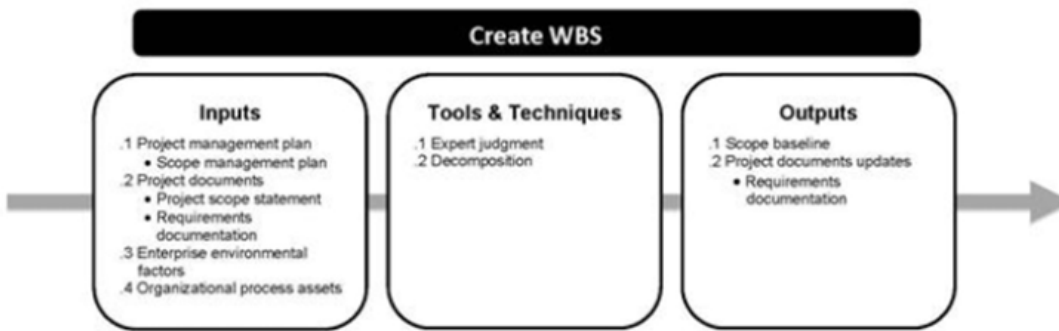
- **Purpose:**
  - To manage project changes effectively without disrupting project flow.
- **Steps in Change Control:**
  1. Identify change request.
  2. Evaluate the impact on scope, schedule, and cost.
  3. Approve/reject the change request.
  4. Update project documentation.
  5. Communicate changes to stakeholders.
- **Tools & Techniques:**
  - Expert judgment.
  - Data analysis (cost-benefit analysis, alternatives analysis).
  - Meetings and decision-making.

## 12. Closing the Project/Phase

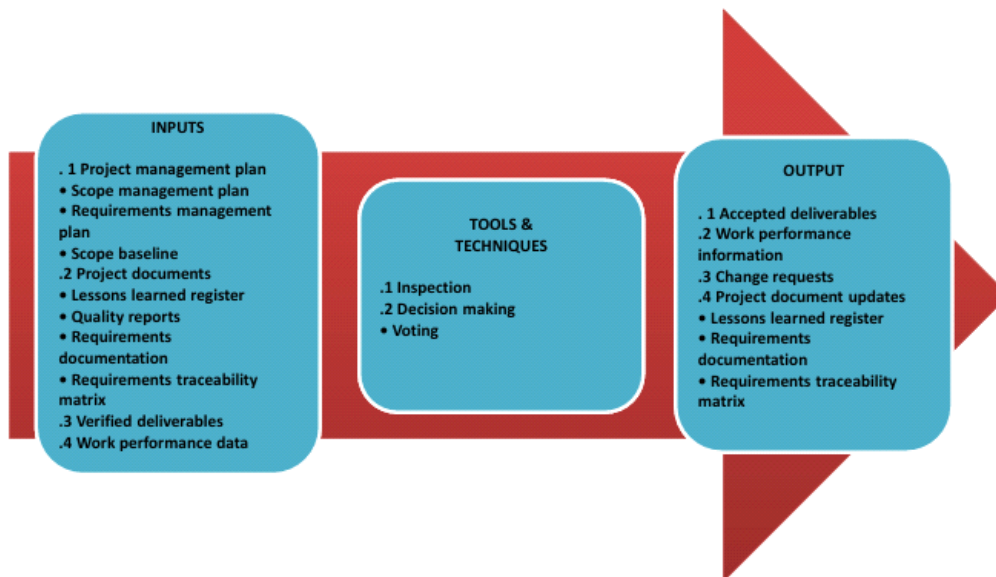
- **Actions:**
  - Verify all deliverables meet acceptance criteria.
  - Update project documentation (lessons learned, final project report).
  - Release project resources.
  - Transition final deliverables to the customer or operations.
- **Outputs:**
  - Final product, service, or result transition.
  - Project closure report.
  - Lessons learned repository.

## 13. Key Terms and Definitions:

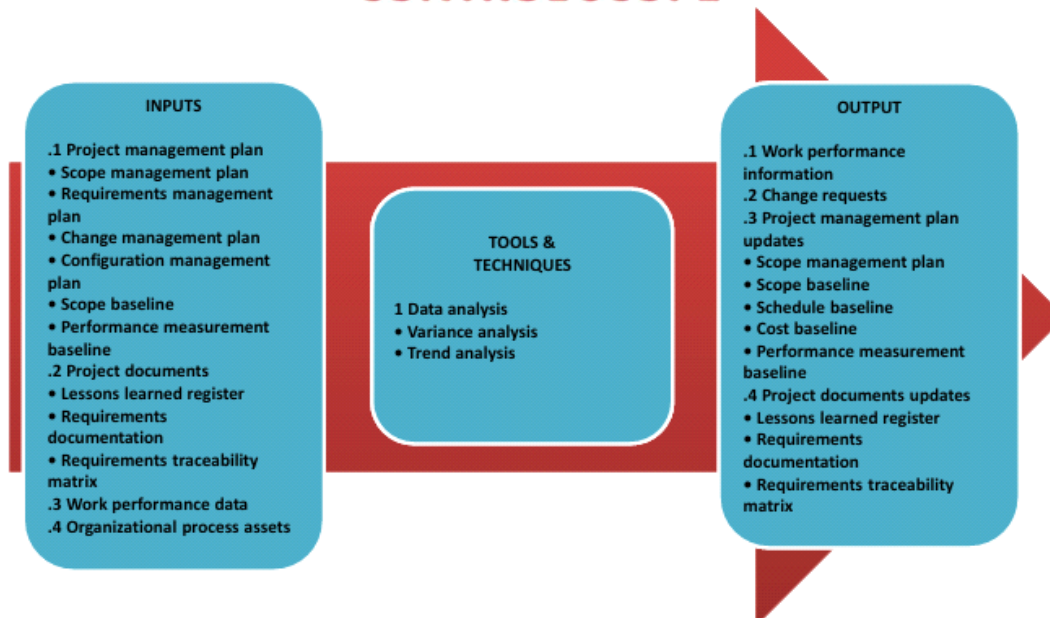
- **Deliverables:** Tangible or intangible outcomes of the project.
- **Milestones:** Significant points or events in the project timeline.
- **Risk:** Uncertain event or condition that may impact project objectives.
- **Baseline:** Original project plan used for comparison with actual progress.
- **Change Request:** Formal proposal to modify project scope, schedule, or budget.



## VALIDATE SCOPE



## CONTROL SCOPE



3:09 PM