****IT Project****

****Project****  
A temporary endeavour undertaken to create a unique product, service, or result.

****Operations****: Work done in org to sustain & biz (eg production, procurement, quality assurance, customer services).

****A project diff from operations****

1. Proj are diff from opr in dat dey end when task & obj have been reached or

Proj has been terminated

1. Proj has a fixed period but opr is continuous

****IT projects involve using****

* Hardware
* Software
* Networks
* Capital
* Time
* Human resource

****Project resources**** → to create a product, service, or result

****Proj attr****

* A project has a unique purpose
* A project is temporary
* A project is developed using progressive elaboration
* A project requires resources, often from various areas
* A project should have a primary customer or sponsor
* A project involves uncertainty

****Proj sponsor****: provides direction & funding. Eg: proj sponsor = senior manager.

****Uncertainty in proj****  
Because every proj is unique, it involves diff people → it is very difficult to estimate how long, it will take or determine how much it will cost.

External factors also cause uncertainty such as suppliers going out of biz or a proj member resigning, one-time effort.  
This is why proj mgmt is challenging, especially on proj involving new technologies.

****Proj constraints****

* Scope (obj, goals)
* Time
* Cost

For a successful proj, a proj mgr must balance these 3 often-competing goals:

****Scope****: what work will be done, what unique product/service is expected, how will it be verified?

SCOPE: Refers to what the Project is expected to deliver

****Time****: how long will it take, what is the schedule, who can approve changes to the schedule?

TIME: It inlcudes, milestone, deadlines and task duration.

****Cost****: what the total cost to complete a proj, what is the budget, who can authorize changes to the budget?

COST: The budget allocated to the project.

SLIDES 2

****Proj Mgmt****  
The application of proj methods, skills, knowledge & experience to achieve a specific project obj criteria with agreed parameters.

****IT Proj Mgmt****  
The process of managing, planning & developing an IT tech proj.

****Stakeholder****  
People involved in or affected by project activities.  
Eg: influence the usage and result of a biz.  
Include: **proj sponsor, proj staff, support staff, opp management team, users, suppliers.**

****Proj Mgmt Knowledge Areas****  
Describe key competencies dat proj mgr must develop.  
10 Knowledge Areas:

* Scope Mgmt
* Cost
* Time
* Quality
* Human resource
* Risk
* Procurement
* Stakeholder
* Communication
* Proj Integration

****Proj Mgmt Tools & Techniques****  
Assist proj mgr & their team in carrying out work in all knowledge areas. ****Tools****:

* Gantt chart
* PERT (Network diagram)
* Critical Path Analysis

****Success or Failure of a Proj****

The proj met scope, time, and cost goals:

= scope

<= time

<= cost

* Proj satisfied customer/sponsor
* Results of proj meet its main obj

****What helps proj succeed?****

Executive support

Clear biz obj

User involvement

Proj Mgmt expertise

Emotional maturity

Optimizing scope

Agile process

Execution

Skilled resources

Tools & Infrastructure

### **SLIDES 3**

**PROJECT PORTFOLIO MGMT**

**Program:** Is a collection of related projects

**Porfolio:** Is a collection related of progrms, others and other works grouped together to achieve strategic business

**Organization group and management project** as a portfolio of investments that contribute to the entire enterprise.

**Project Portfolio management**

* Portfolio management help organization make wise investment decisions
* Portfolio management may or may not previous experiences project or project management
* Must likely (eg have strong financial & analytical skill.

**PROJECT MGMT & PROJECT PORTFOLIO MGMT**

**#PM:** generally more specific short term goal Address tactical goal

#PPM: long term goals Address strategic goals.

**PPM Portfolio Mgmt**

continual process of selecting & reviewing & optimizing set of initiatives that deliver maximum biz value

**Proj Portfolio Categories**

* Venture: Transform the business (Discretionary Cost)
* Growth: Grow the business (Discretionary Cost)
* Core: Run the business (Non Discretionary Cost)

**(This helps achieve the project portfolio)**

**SKILLS FOR PROJ MGRS**

**•** Communication skills

• Leadership skills

• Technical skills (understanding of project lifecycle)

• Conflict resolution

• Negotiation skills

• Soft skills & human relation skills

**IMPORTANCE SKILLS & COMPETENCIES FOR PROJ MGRS**

• People skills, leadership skills

• Communication, team building, listening

• Conflict resolution, commitment

• Planning, goal setting, decision making

• Political & cultural awareness

• Understanding & interdependency of projects

**ETHICS PROJECT MANAGEMENT**

A short of principles that guides decision making based on personal likes of what is considered right or wrong

Its important because it generates trust and respect with other people.

**SLIDES 5**

**PROJECT INTEGRATION MANAGEMENT**

**PIM: Involves coordinating all of the project elements.**

**•**  It includes:

• Developing project charter

• Project mgmt plan

• Directing & managing project work

• Monitoring & controlling project work

• Performing integrated change control

• Closing phase or project

**Strategic Planning & Project Selection**

**• Strategic Planning:**

Determining long term objectives by analyzing strengths & weaknesses of an organization, studying opportunities & threats in environment, predicting future trends.

**• SWOT** Analysis is one useful tool in Strategic Planning**.**

**# Methods of Selecting Projects**

**•** Focusing around organiz

* Categorizing IT projects

• Performing Net Present Value analysis

• Using a weighted scoring model

• Implementing a balanced scorecard

SLIDES 6

### needs

As a determine whether agreed & a important  
article - need, funding and will  
be safeguarding IT Pijt.

**Categorizing IT prjt**: Empathy in a pij is often to respond to a  
position on opportunity or a directive.

**Performing financial analysis:**

primary methods for projecting & from value of  
prjts.

* NPV Analysis
* Payback Analysis.
* ROI

**NPV ANALYSIS**

### 2. Time value of money principle:

a dollar earned today is worth more than a  
dollar earned five years from now.

In order to evaluate potential projects  
equally you need to complete their **NPV**.

[ Cross Salary – deductions = Net Salary ]

**NPV analysis** is a method of calculating a  
expected net monetary gain or loss from a pijt  
by car. E value of all expected future  
cuts inflows $ outflows @ € present time.

**A positive NPV** means E return from a  
pijt exceeds € cost of capital.

**Cost of capital** : E role of return date  
could have been earned by putting E same  
money into a drift investment with equal risk.

The greater uncertainty of future  
expiration, E higher & discount rate.  
It is also called a **capitalization**, etc. as a  
opportunity cost of capital.

# R0I

a result of subtracting a pij costs from  
a benefits $ dividing by € cost