CSE5PM
Workshop 1

Semester 1, 2024

We learn best when we feel comfortable enough to share our ideas and thoughts with each other

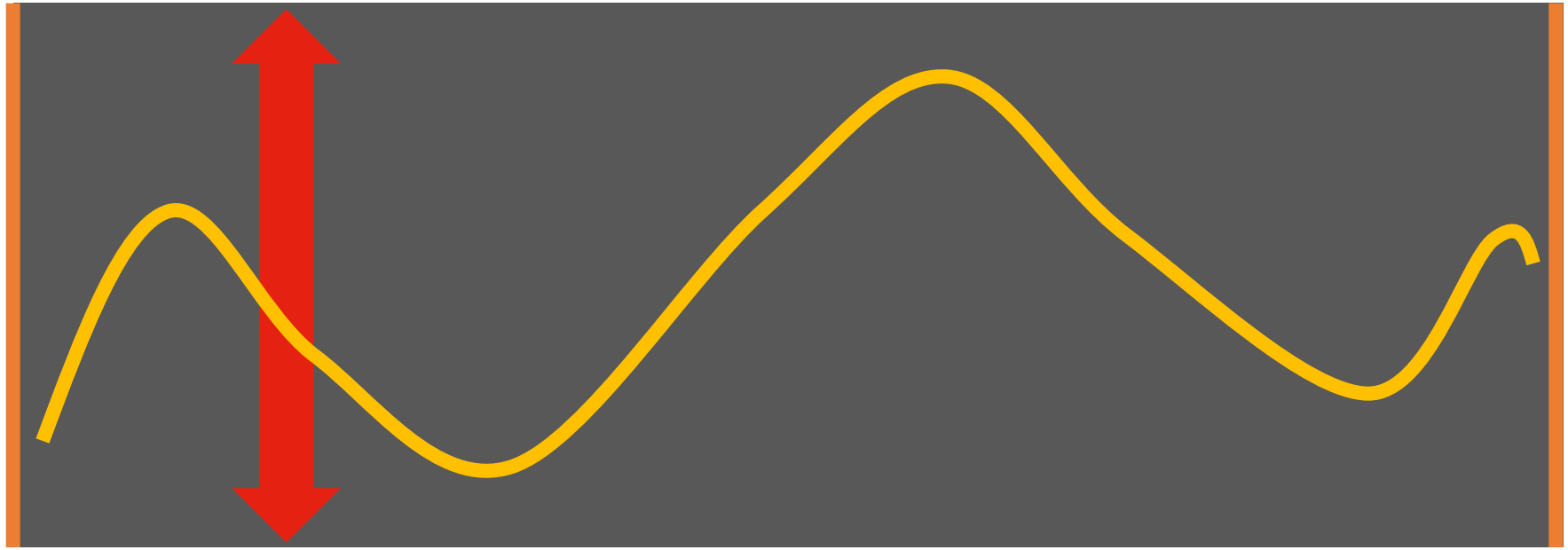
Tell us about yourself:

- Who are you? What is your preferred name?
- What is your education background/pathway to CSE5PM
- Tell us your biggest frustration with project management.

The essence of Project Management

Scope, budget, risks, constraints

Project methodology, variables, minor changes, etc



Project aims and objectives

Project outcomes

Time

Project Management concepts

- Project scope
- Scope creep
- Types of project risks:
  - Key person risk
  - Operational risk
  - Strategy risk

Project Scope

- Project scope is the part of project planning that involves determining and documenting a list of specific project goals, deliverables, tasks, costs and deadlines.
- The documentation of a project's scope, which is called as a **scope statement**, explains the boundaries of the project, establishes responsibilities for each team member and sets up procedures for how completed work will be verified and approved.
- To define a project scope, you must first identify the following things:

    1. Project objectives
    2. Goals
    3. Sub-phases
    4. Tasks
    5. Resources
    6. Budget
    7. Schedule

- The scope statement also provides the project team with guidelines for making decisions about change requests during the project.

Scope Creep

- Changes happen to projects all the time. It is that very rare project that ends up delivering exactly what was asked for during its initiation.

- Scope creep is what happens when changes are made to the scope of a project without any control. Generally, scope creep is when new requirements are added after the project has started. Often these changes are not properly reviewed. The project team is expected to deliver them with the same resources and in the same time as the original scope.

Scope Creep cont'd

- Some of the common reasons of scope creep –
    1. Lack of clarity and depth to the original specification document.
    2. Allowing direct contact between client and team participants.
    3. Beginning design and development of something before a thorough requirements analysis and cost-benefit analysis has been done.
    4. Poorly defined initial requirements.
    5. Un-achievable time frames for feature delivery

- Strategies to avoid scope creep:
    1. Document the requirements
    2. Set up Change Control Processes
    3. Create a Clear Project Schedule
    4. Verify the Scope with the Stakeholders
    5. Engage the Project Team

Project Risks

1. Key person risk -

- A key person is an Individual whose knowledge, creativity, inspiration, reputation, and/or skills are critical to the viability or growth of an organisation, and whose loss may cripple it.
- It is usually seen in small project teams and caused due to over-reliance on one team member.
- To minimise the potential disruption of project schedule, a project manager must consider the implications, and have a key person risk management plan in place.

Project Risks

2. Operational risk -

- Operational risk focuses on how things are accomplished within an organization and not necessarily what is produced or inherent within an industry.
- These risks are often associated with active decisions relating to how the organization functions and what it prioritizes.
- While the risks are not guaranteed to result in failure, lower production, or higher overall costs, they are seen as higher or lower depending on various internal management decisions.

Project Risks

3. Strategy risk -

- Strategic risk might arise from making poor business decisions, from the substandard execution of decisions, from inadequate resource allocation, or from a failure to respond well to changes in the business environment.
- Some types of strategy risks include – innovation risk, program risk, marketing risk, project risk, etc.

Time-Quality-Cost Triangle

- In Project Management, it is widely believed that Time, Quality and Cost are conflicting constraints that it is not possible to agree and lock in these elements individually without compromising each of them.
- The Time–Quality–Cost triangle can be used to assist with understanding the interdependencies of each element. In the Time-Quality-Cost triangle, fixing one of the constraints requires and re-adjusting the other two to match and complete the triangle.