Lowell Dave E. Agnir BSIT 4-1 Project Management

1. What is a Project?

* An activity which is planned carefully to make something successful or to achieve a specific goal.

1. What are the project attributes?

* - involves degree of doubt
* - has client
* - may be ab exceptional or one-time endeavor
* - has specific period frame
* - uses various bases
* - composed of series of self-governed tasks
* - well-defined goal or achievement

1. Who is the Project Sponsor?

- is always a part of the project, they keep the project in the right direction and keeping track of the organizational plan.

4. What is Project Management?

- is the exercise of making the squad or team to work better to accomplish a detailed goal and checking specific success standards at the right time. It usually goes in the pattern of initial planning, execution, controlling and closing.

5. The difference between project, program and portfolio?

- **Project** – temporary endeavor to create a unique product, service, or result.

- **Program** – group of related projects, subprograms, and program activities managed with coordination to obtain benefits.

- **Portfolio** – collection of project, program and sub portfolios, and operations managed as a group to achieve strategic objectives.

6. What are the project management tools and techniques?

* **Risk Management.** Retaining, avoiding, reducing, transferring, and containing the risk.
* **Budgeting Process.** May aid authorization of expenditure, communicating objectives and plans, control of operations, coordination of activities, evaluating performance, planning and rewarding performance.
* **Cost breakdown structure.** Lists every item classified and its expenditure for the project, to get a more detailed estimate.
* **Work breakdown structure.** Breaking key tasks or activities down to create effective plans.
* **Gantt Charts.** Horizontal bar chart for scheduling.
* **Critical Path Analysis (CPA) or Network Analysis.** Displays clearly interdependent relationships that exist between activities.
* **Resource Histograms**
* **Gates and Milestones**
* **Reports**
* **Project Management Software**
* **Project Management System**
* **Earned Value Management**

7. What is the role of the project manager?

* **Planning and Defining Scope**
* **Activity Planning and Sequencing**
* **Resource Planning**
* **Developing Schedules**
* **Time Estimating**
* **Cost Estimating**
* **Developing a Budget**
* **Documentation**
* **Creating Charts and Schedules**
* **Risk Analysis**
* **Managing Risks and Issues**
* **Monitoring and Reporting Progress**
* **Team Leadership**
* **Strategic Influencing**
* **Business Partnering**
* **Working with Vendors**
* **Scalability, Interoperability and Portability Analysis**
* **Controlling Quality**
* **Benefits Realization**

8. What are the 10 important skills and competencies for a project manager?

* **People skills**
* **Leadership**
* **Listening**
* **Integrity, ethical behavior, consistent**
* **Strong at building trust**
* **Verbal communication**
* **Strong at building teams**
* **Conflict resolution, conflict management**
* **Critical thinking, problem solving**
* **Understands, balances priorities**

9. How do you define project success?

- Project is considered success when it is when the project produces a good and in the targeted outcome or output.

10. 3 Constraints of a PM

* Cost. Project Budget.
* Scope. Project’s goals.
* Time. The schedule in which the project should reach completion.