

# Project Management Module One

## Basic Terms of Project Management



→ Project : It is a series of tasks that need to be completed to reach a desired outcome.

- Unique endeavor, and usually includes a set of unique deliverables.
- Temporary pursuit
- It has a beginning and end.

→ Project task : It is an activity that needs to be accomplished within a set period of time by you, your team and shareholders.

→ Program : It is a term for consisting more than one project

→ Portfolio : It contains all the projects and programs that have been running by company.

→ Portfolio contains Program contains Project (Portfolio > Program > Project)

→ Every project has a dedicated time frame, cost, scope and resources.

→ Project Management : Application of knowledge, skills, tools and techniques to meet project requirements and achieve the desired outcome.

→ Project Manager : Shepherds project from start to finish and serve as guides for their team, using their impeccable organizational and interpersonal skills every step of the way.

→ Project Manager Responsibilities

- Education and mentoring of the team
- Strong relations with the team
- Controlling the change
- Making team strong by trusting them, keeping them eager to learn , supporting their ideas
- Sharing their life problems

→ Project managers follows some certain processes to ake sure outcome bringing value to company;

- Planning and organizing
  - Making use if productivity tools and creating processes
  - Creating plans. timelines, schedules, other forms of documentation to track project completion
- Managing tasks
- Budgeting
  - Monitor and manage the budget
- Controlling cost and other factors
  - Manage quality
  - Remove unforeseen barriers
  - Track issues and risks



Creating plan is a key part of project management.

→ 4 core skill set to achieve to achieve successful project management

- Enabling decision making
- Communicating and escalating
- Flexibility
- Strong organizational skills

→ Key Interpersonal Skills

- Communication
- Negotiation
- Conflict Mediation : Solving any conflict between team members or shareholders
- Understanding motives
- Influencing without authority : Project manager's ability to guide teammates to complete their assigned work without acting as their direct manager.

→ Project managers add value through;

- Working in a company
  - Breaking the ice
  - Creating a strong team
  - Relation and communications management
  - Project management
  - Focusing on clients
- Working in a project
  - Prioritization
  - Delegation : Matching tasks to individuals who can best complete the work.
  - Effective Communication

→ You do not have to be an expert in field to be a project manager in that field.

- Industry knowledge of project management : Definitions, scopes, tools, templates, project management styles (Agile, waterfall, and so on)
- Internship : Short term way to get hands-on experience in the industry. It helps ut to get experience and networking in that field.
- Contract work : Rather than being an official employee of a company, contractor may be hired on project by project basics.

→ Networking : Meeting other people in a professional matter with the goal of learning, sharing knowledge and creating new business connections.

→ Cross functioned team : It includes team members that have expertise in different areas.

- Clarifying the roles of team members
- Team needs to consist of right talents for you to complete the project
- Measure improvement to show how much your team achieved
- You have to let your team mates know their efforts are appreciated

→ Client

- External Client : Outside of the organization commercial customers, contractors, suppliers
- Internal Client : All departments in of the organization such as management and other departments (Project team,)

→ Shareholders : People who are interested in and affected by the project completion and success.



Project managers get to have bird's eye view of everything in project

# Project Life Cycle

→ Project life cycle is a guide that is followed from the beginning to the end of the project.

→ There are four major phases of project management

- Initiation of project
  - Define project goals and deliverables (specific tasks or outcome)
  - Identifying budget and resource need
  - Determining skills, requirements and other details needed
  - After documenting all the mentioned details, you need to get approval from the authorities of the project.
- Making a plan
  - Risk and change management plan
  - Communication establishment
  - Responsibilities and roles
  - Schedules
  - Creating a budget breakdown
- Execution and completing task
  - Monitoring the process
  - Keeping motivation up
  - Removing any obstacles comes up
  - Communication
  - May update and manage project resources and plans
  - Informing project team about expectations and deadlines of project
- Closing project
  - Celebration
  - Evaluation of how project went (Reflect on lessons learnt)
  - Showing team's achievement to others

- Re-checking every step of the project is completed
- Confirm acceptance of the project outcome by customer
- Communicate the result with shareholders
- Formally moving on from the project

→ Retrospective : Chance to note best practices and learn how to manage a project more effectively the next time. (looking back on or dealing with past events or situations)

## Project Management Methodologies



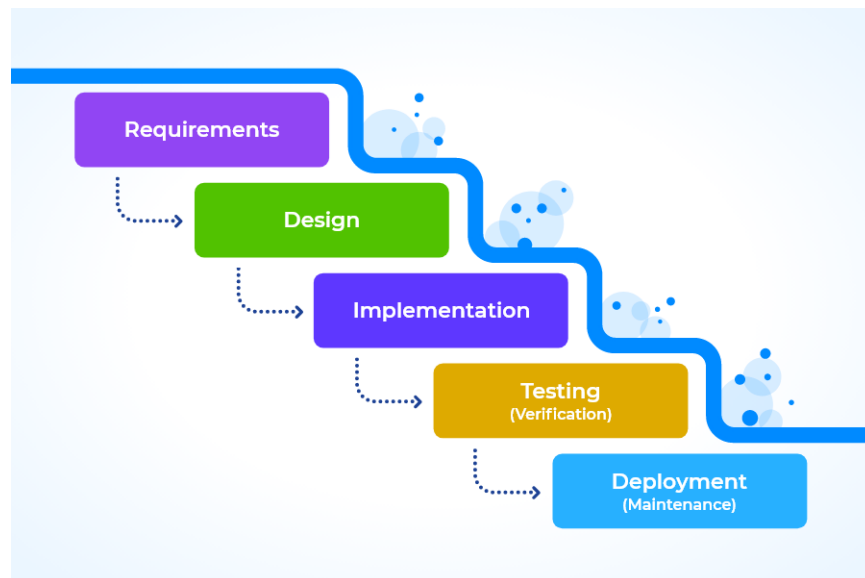
→ Project management methodology: It is a set of guiding principles and processes for owning a project through its life cycle.

- There are 2 types of approaches
  - Linear Approach : It means previous phase or task has to be completed before next step can start.
  - Iterative Approach : It means some of the phases and tasks will overlap or happen at the same time that other tasks are being worked on. ( adjustment along the road)

→ Project Management Methods

- Waterfall Methodology
  - It uses linear approach
  - Also called traditional method
  - It has four general steps
    - Initiating - Planning - Executing and completing tasks - Closing
  - This method should be used;
    - If the changes are expensive to implement after initialization

- Project steps are clearly determined
- If tasks can not be started before previous task is completed



- Agile Methodology
  - It uses iterative approach
  - Mindset of getting a lot of feedback from customer
  - Being able to move quickly and easily (willing to change and adopt)
  - Done in pieces
  - Agile project phases overlap and tasks are completed in iterations
    - Scrum is a form of agile methodology(In scrum method, they are called sprints)
      - Sprint : Short chunks of time for team to get focused on specific task completion
  - Agile methodology should be used if;
    - If there is no certainty about what customer wants (They are not %100 sure)
    - Risk is involved in projects



- Lean Six Sigma
  - It is used to solve any business problem.
  - Main purpose of usage;
    - Saving money
    - Improving quality
    - Move quickly through process
  - Five phases of Lean Six Sigma
    - Define : Tells what to measure (understanding what is the problem)
    - Measure : Tells what to analysis (getting data about problem)
    - Analyze : Tells what to improve (finding gaps, problem details)
    - Improve : Tells what to control (Final solutions and try to solve it)
    - Control : Keeping an eye on solution to not to get back to the same problem

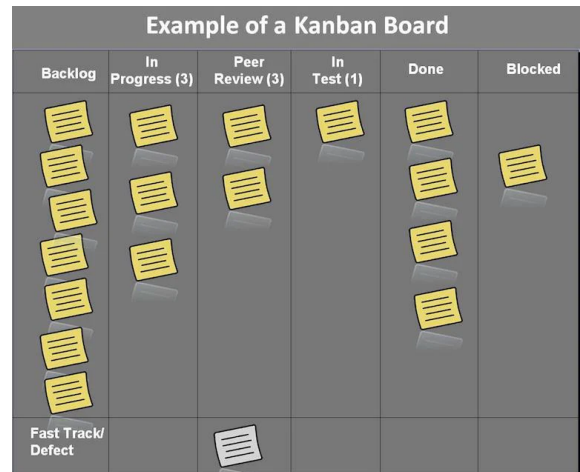
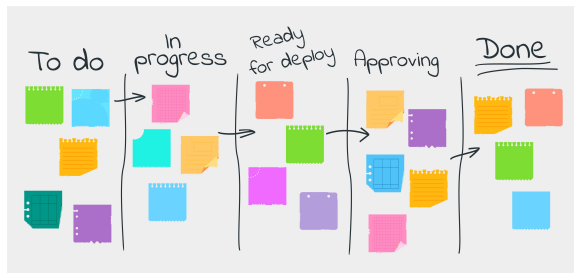
#### → 5S Quality Control Tool

- Sort : Separating of the essential from the nonessential items
- Straighten : Organizing the essential materials where everything has its place
- Shine : Cleaning the work area



- Standardize : Establishing a system to maintain and make 5S a habit
- Sustain : Establishing a safe and sanitary work environment (Safety)

→ Kanban Planning : Kanban planning is **a lean workflow that relies on visual representations of a project's tasks**. It breaks down the steps of a project into actionable, bite-sized "Kanban cards". Teams track the flow of work for continuous improvement and boosted productivity.



→ Kanban and 5S are tools to help for project management. They are not any kind of methodologies.

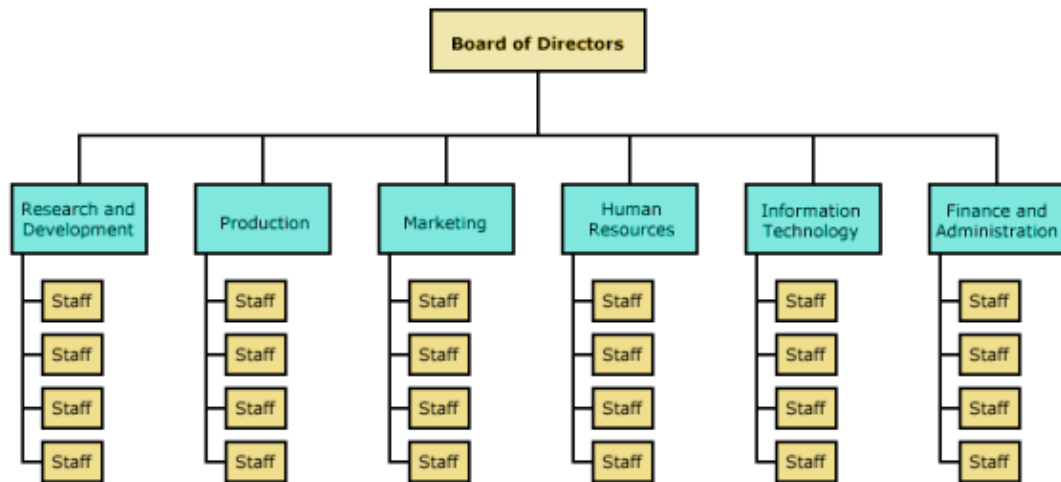
## Organization Structures

→ Impact of knowing organizational structure

- You know who you report to
- You know who project team member reports to
- Knowing where and how to get resources
- Knowing how much authority you have
- Knowing how to access the people, equipment and budget needed for a project

→ Classical Organization Structure

- It s traditional top down reporting structure



→ Matrix organization Structure

- Direct higher ups and other department or program higher ups have authority over employee. In short you may have more than one manager.



→ PMO

- Project management office
- It is a team of project managers

→ Organizational Culture : Values employees share, as well as the organization's values, mission and history.

- Knowing culture of company can help avoid conflicts
- Need to know what managements values, communication, how decisions made, how projects run, what kind of values reflected by employees, what ritual are made for new comers.
- To understand a culture of company, you need to ask questions about company, make observations, understand you impact and your role.

→ Change Management : The process of delivering your completed project and getting people to get used to it. (Such as integrating new system and making everyone familiarize with the new system)

- Change and change management are also project, and it should be treated as one.
- Change management needs to be documented in the beginning of the project.
- Change does not need to be larger. It may be a small thing such as change of screen design, logo change, and so on.
- In change management, effected end user may be clients or employees of the company
- Change Management Core Concepts
  - Create a sense of ownership and urgency
  - Figure out the right combination of skills and personalities
  - Effective Communication
    - Being transparent, up-front with your plans, ideas and making information available.


→ Change Agent : Person from an organization who helps the organization transform by focusing on improving organizational effectiveness and development. (One who leads the change)

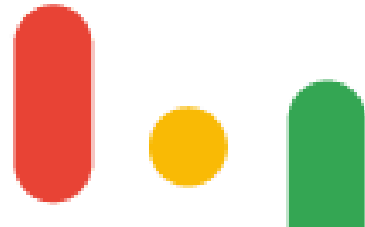
→ To adapt any kind of changes easily;

- Create a change management plan
- Let shareholders know about oncoming changes
- Plain and simple process needs to be managed.
- Use some kind of tools to make change easier (Feedback mechanism, flow diagrams ...)

## References


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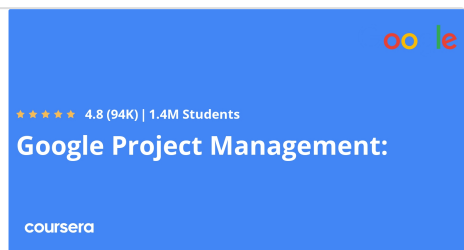
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SerhatKumas - Overview

Computer engineering student who loves coding in different fields instead of focusing on a one specific area. -

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