

Summary and Notes

→ Strategic thinking involves analyzing documentation and talking with stakeholders to inform decisions based on the information available to you.

→ Project Charter : A formal document that clearly defines the project and outlined the necessary details to reach the project goals. It is created in project initiation phase.

- It is useful reference and helps communicate the details to necessary people
- It contains summary, goals, deliverables, and scope

→ A common cause of project failure is misalignment among stakeholders about the details of the project

- When presenting a project charter, you should collect feedback, identify the misalignments, make changes to solve those misalignments

→ As a project manager, it is your responsibility that project goals are well defined.

- Smart goals : Specific, measurable, attainable, relevant, and time bound

→ Benchmarking : Evaluating success against a standard

→ OKRs (Objective-key results) : Combine a goal and a metric to determine a measurable outcome.

→ Benefits of a project should outweigh the cost

→ Stakeholder analysis : A visual representation of all the stakeholders

- Who your stakeholder is
- What their priorities are
- How they like to communicate
- How to prioritize stakeholder needs and goals

→ When you are negotiating with the people about scope, goal, budget and so on, do not take them as your opponents.

- Goal is always to reach a solution that maximizes benefits, minimizes losses and is fair for all.

→ Triple constraint usage to decide if change request is acceptable and what impact it will have while negotiating on scope, budget and time.

→ Project Plan : It helps documenting scope, tasks, milestones, budget and overall activities in order to keep the project on track

- It stays in the center the project schedule

→ Project Schedule : It is a guide for making time estimates for project tasks, determining milestones, and monitoring the overall progress of the project.

→ Talking with stakeholders and team members may uncover missing tasks.

→ The right level of detail to include in your task list will vary from project to project and team to team.

→ Determining Task Priority

- Basic order of operations / Natural Task sequence
- Dependencies and prerequisites

→ Sequence of Task and Milestone Determining

- After creation of project charter
 - Make a list of all tasks
 - Order all the tasks with priority
 - Identify milestones

→ If stakeholder has a high interest on a given task or point in the project, label that task as a milestone.

→ Time Estimation : A prediction of the total amount of time required to complete a task

- Things for more accurate time estimates
 - Check team's understanding of the task
 - Ask estimates of sub-steps and note them down and then add all of sub-steps to calculate main task
 - Compare expert estimates with previous similar project time estimates

→ Effort estimates : Only takes into account the actual time it takes to complete a task

→ Total duration estimate : Accounts for the effort estimation and any other factors like getting approvals, prep work and testing.

→ Tree point estimating : It uses optimistic and pessimistic calculations, meaning calculations are based on the best and worst case scenarios.

- Each task receive 3 time estimates
 - (optimistic → best, most likely → average, pessimistic → worst case)

→ Confidence level rating : Indicates how confident you are in an estimate's accuracy

- High : You are sure about estimate
- Medium
- Low : You are not sure about estimate

→ A crucial part of the project planing and executing includes implementing quality management plan and holding yourself to it throughout the project.

→ Quality : Making sure that you deliver what you say you will and that you do it as efficiently as you can.

→ Quality Management Concepts

- Quality Planning : The process that the project manager or the team establishes and follows for identifying and determining exactly which standards of quality are relevant to the project as a whole and how to satisfy them.
 - Quality Management Plan
 - Quality Standards
 - Evaluation Questions
 - Feedback Surveys
- Quality Standards : Requirements and specifications that your product or service must meet in order to be considered successful by your organization and the customer
 - Standards should be objective and measurable so you can clearly identify that the standard has been met
- Quality Assurance : Consists of reviewing process to evaluate whether or not your project is delivering an acceptable level of quality
 - Beta testing
 - Internal checklists
 - Feedback surveys
- Quality Control

→ Retrospectives : It is an example of quality control.

- It is a workshop or meeting that gives project teams time to reflect on a project.

→ Good project hygiene : Compiling all links and docs into one place for historical purposes

→ Closeout report

- Confirms the project is "done"
- Summarizes deliverables, success metrics, feedback, lessons learned and next steps
- Serves as a reference document for the organizations.
- It may guide future projects

→ Parts of Project Closeout Report

- Project Summary
- Methodology
- Performance Baseline
- Outcomes
- Lessons learned
- Next Steps
- Project Documentation Archive

→ Impact report

- Analyze results to adopt and improve services
- Motivate staff and senior stakeholders through celebrating achievements

- Build trust and credibility with supporters, sponsors, funders, and anyone benefiting from the project
- Share lessons with similar organizations

→ Executive summary : Few sentences to a paragraph that describe the project's purpose and outcome

→ Don't forget to right a personal closing report

- It is a project artifact to look back on your experience throughout this program

→ Elevator pitch : A quick professional summary of yourself, project, or idea.


- Generally 60 seconds or less
- It should consist of who you are, what skills and experiences you have, what you want

→ Star methodology : Method that can be used while answering questions in job interviews that

- Situation : What was the situation, or problem?
- Task : What was your task to achieve?
- Action : What action did you take?
- Result : What os the result of your action taking?

References


Oyun ve Uygulama Akademisi

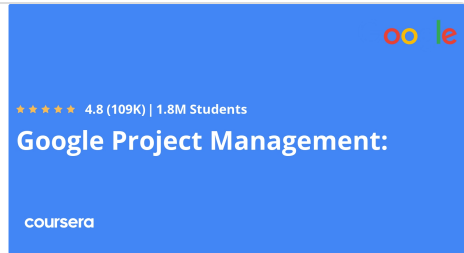
 <https://oyunveuygulamaakademisi.com/>



Google Project Management:

Offered by Google. Start your path to a career in ... Enroll for free.

 <https://www.coursera.org/professional-certificates/google-project-management>



 **Author → Serhat Kumas**

<https://www.linkedin.com/in/serhatkumas/>

SerhatKumas - Overview

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

 <https://github.com/SerhatKumas>

