

Introduction to Project

1. What is project

- A project is a temporary endeavor undertaken to create a unique product, service, or result. It involves a set of interrelated tasks, activities, and deliverables that are carefully planned and executed to achieve specific objectives within defined constraints like time, cost, and quality.
- Projects are distinct from ongoing operational work because they have a defined start and end date and are not repetitive.

2. Project overview

- A project overview is a concise summary that outlines the key aspects of a project, including its purpose, goals, scope, and expected outcomes.
- It serves as a high-level introduction to the project, providing essential information for stakeholders and team members.

3. Project objective

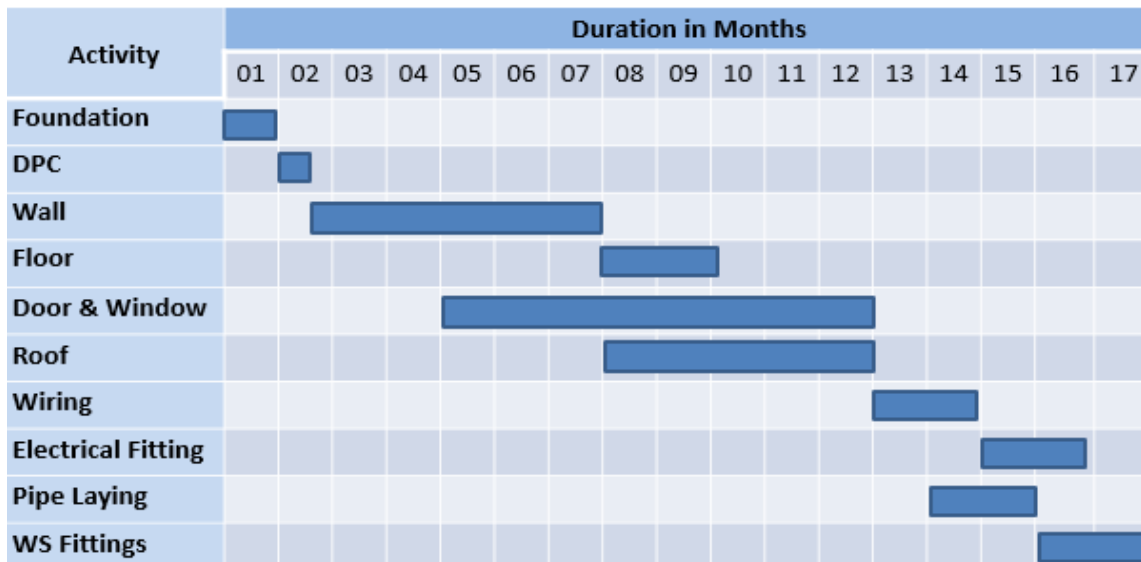
- A project objective is a specific, measurable outcome that a project aims to achieve within a defined timeframe.
- It clarifies the project's purpose and guides the team toward successful completion.
- Objectives are crucial for decision-making, resource allocation, and evaluating project success. They are often written using the SMART criteria: Specific, Measurable, Achievable, Relevant, and Time-bound, according to project management resources.

4. Project scope

- Project scope defines the boundaries and objectives of a project, outlining what work will be included and excluded.
- It clarifies the project's goals, deliverables, tasks, costs, and deadlines, ensuring all stakeholders understand what is to be achieved.
- A well-defined project scope helps manage expectations, prevent scope creep (uncontrolled changes), and keeps the project aligned with its objectives.

5. Project schedule

- A project schedule outlines the timeline for completing a project, including tasks, milestones, deadlines, dependencies, and resource allocations.
- It's a crucial part of project planning, ensuring work stays aligned with goals, improves visibility, and helps teams deliver on time and within scope.
- A project schedule organizes tasks, resources, and due dates in a logical sequence to ensure timely completion.



6. Project Risk

- Project risks are uncertain events that could positively or negatively impact a project's objectives.
- They can be categorized into various types, including cost, schedule, performance, operational, and external risks. Effective project risk management involves identifying potential risks, analyzing their impact, and developing strategies to mitigate or avoid.

7. Project budget

- A project budget outlines the financial resources allocated to a project, encompassing all estimated costs for tasks and phases. It's a crucial component of project planning, enabling cost control, risk assessment, and a realistic evaluation of project viability.

8. Project stakeholders

- Project stakeholders are individuals, groups, or organizations who have an interest in a project and can affect or be affected by its outcome.
- They can be internal or external to the organization undertaking the project.
- Identifying and managing stakeholders is crucial for project success, as their needs and expectations can significantly impact the project's trajectory.

9. Project Sponsor

- This person oversees the project from a high level.
- They are usually a member of senior management and are responsible for steering the overall vision.
- He is responsible for creation of overall project vision, making key decisions within the project, approving budget and changes and taking inventory of project resources.
- The project sponsor will create S.M.A.R.T. goals, resolve conflicts, remove obstacles, and sign off on any major project components.

Elements of a Project Charter



PROJECT CHARTER

Overview –

Objective –

Scope –



within defined constraints,

Schedule –

Risk –

Budget –

Project Stakeholders

Project Sponsor –