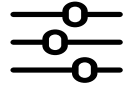# Planning a computing Project

Day 2
Presented by
Dr.Myo Myint Oo

Key Terms in Project Management
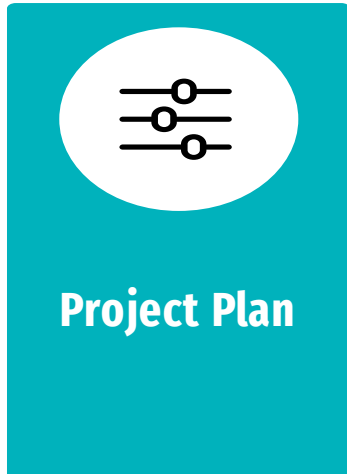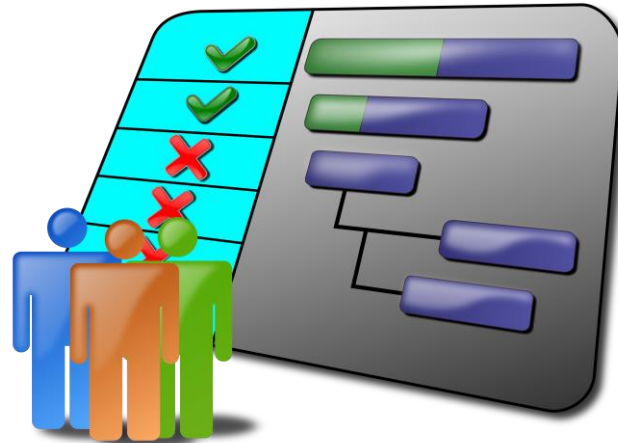
Project Scope

Project scope: defines the goals, objectives, tasks, deliverables, and resources required to complete a project.
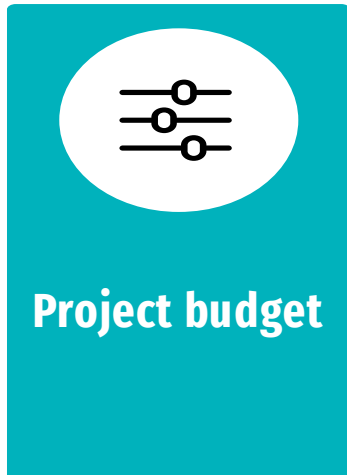
Key Terms in Project Management (Cont'd)

Project Plan

Project plan: outlines the approach, schedule, budget, and resources required to achieve the project scope.

Key Terms in Project Management (Cont'd)

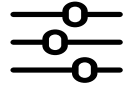**Project budget**

Project budget: estimates and tracks the costs of the project, including personnel, equipment, and materials.
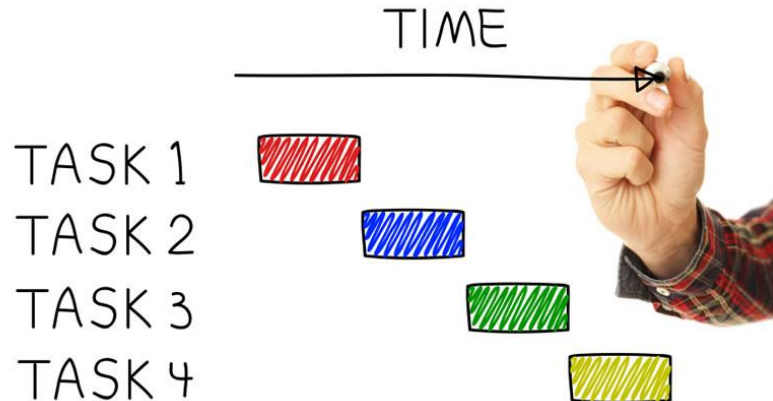
Key Terms in Project Management (Cont'd)

Project
Schedule

Project schedule: outlines the timelines, milestones, and dependencies required to complete the project.

Key Terms in Project Management (Cont'd)

Risk
Management

Risk management: identifies, assesses, and mitigates potential risks to the project's success.

Key Terms in Project Management (Cont'd)

Stakeholder management

Stakeholder management: identifies and engages with individuals or groups that have a vested interest in the project's outcome.
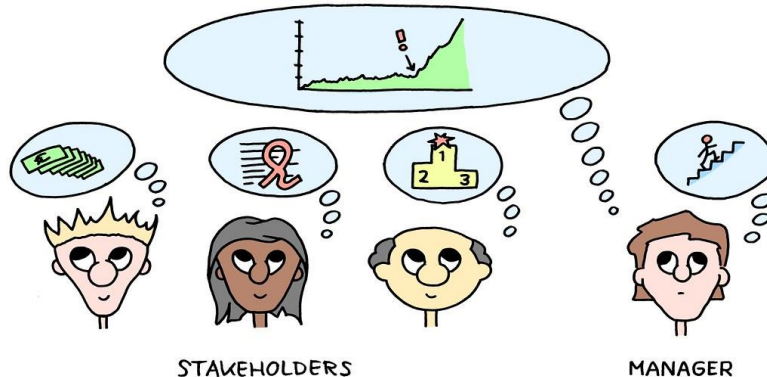
Key Terms in Project Management (Cont'd)
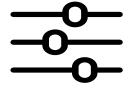
Change management: defines the processes and procedures for managing changes to the project scope, schedule, and budget.

Change management
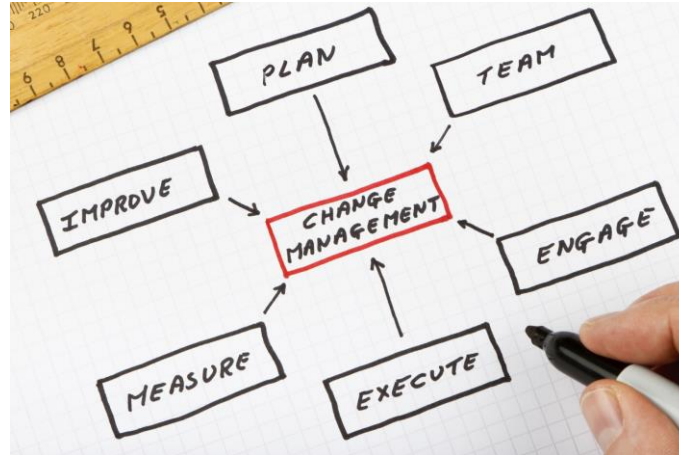
Key Terms in Project Management (Cont'd)
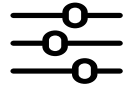
Project Team

Project team: the group of individuals responsible for executing the project plan.

Key Terms in Project Management (Cont'd)

Project manager: the person responsible for overall project management, including planning, budgeting, executing, and monitoring the project.
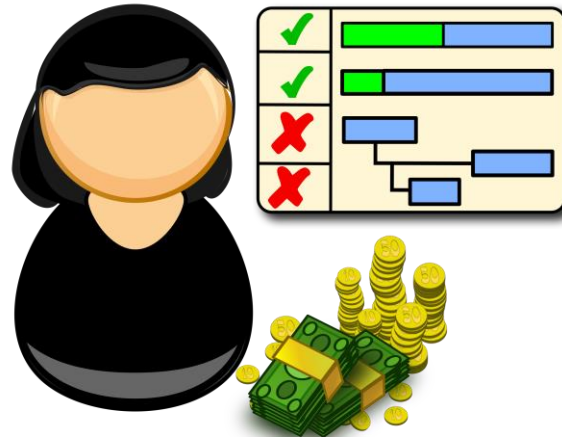
Project manager

Key Terms in Project Management (Cont'd)

Quality Management

Quality management: defines the processes and procedures for ensuring the project meets the required quality standards.

Key stages of Project Management
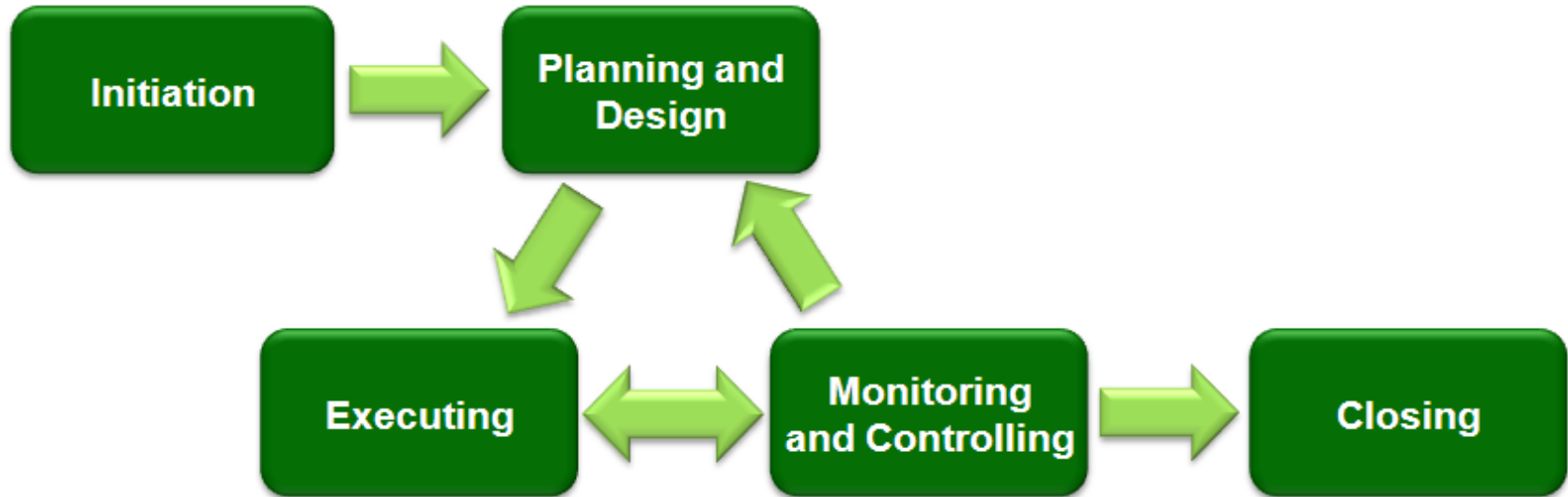
Key stages of project management (Cont'd)

Project Initiation

- Project initiation is the first stage of project management.

- It involves defining the project's purpose, scope, objectives, and stakeholders, and determining whether the project is feasible and should be undertaken.

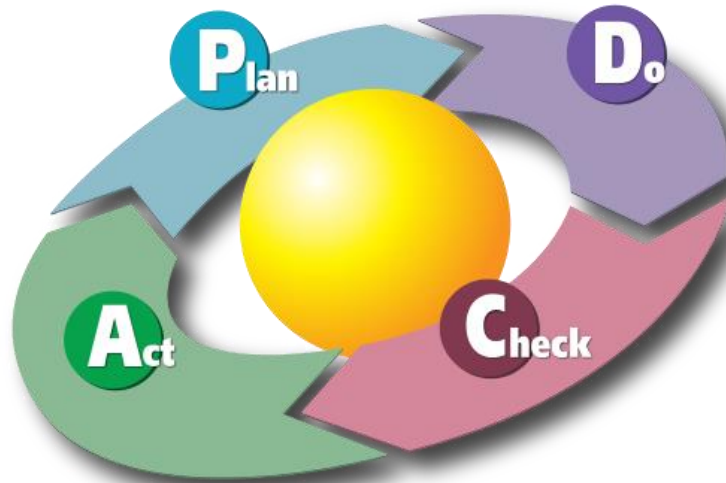- During this stage, project managers typically conduct a feasibility study to evaluate whether the project is viable and aligns with the organization's goals and strategy.

- This may involve analyzing factors such as market demand, technical feasibility, resource availability, and financial viability.

- Once the project's feasibility is established, the project charter or a similar document is created to outline the project's high-level scope, objectives, deliverables, and stakeholders, among other important details.

Key stages of project management (Cont'd)

Project Planning and Design

- Project planning and design is the second stage of project management, which involves creating a detailed plan for how the project will be executed.

- During this stage, the project team works to identify the project's requirements, scope, schedule, budget, and quality standards.

- The team also develops a project management plan that outlines the approach to be used for managing the project, including roles and responsibilities, communication plans, risk management plans, and change management plans.

- The project planning and design stage also includes defining the project's technical specifications, such as product or service design, architecture, and engineering plans.

Key stages of project management (Cont'd)

Project Execution

● Project execution is the third stage of project management, which involves carrying out the project plan to deliver the project's final product or service.

● During this stage, the project team is responsible for performing the tasks and activities outlined in the project plan and completing them within the scheduled timeline and budget.

● The project manager plays a critical role in ensuring that the team is working efficiently and effectively, and that any issues or changes are promptly addressed.

● Throughout the execution stage, the project manager must remain vigilant to ensure the project stays on track and that any issues or risks are addressed promptly.

● At the end of this stage, the project should be completed, and the final product or service should be delivered.

Key stages of project management (Cont'd)

Project Monitoring and Control

- Project monitoring and control is the fourth stage of project management, which involves tracking project progress, identifying issues and risks, and taking corrective actions to keep the project on track.

- This stage is critical for ensuring the project stays within the scheduled timeline, budget, and quality standards.

- During this stage, the project manager and team regularly monitor the project's performance against the project plan and schedule, and analyze project performance data.

- The team should also continuously identify and assess risks and issues that could impact the project's success.

- If any deviations from the project plan occur, the project manager should take corrective actions to bring the project back on track, which could include revising the project plan, adjusting resources, or making changes to the project scope.

Key stages of project management (Cont'd)

Project Closure

- Project closure is the final stage of project management, which involves completing all project activities, delivering the final product or service, and closing out the project.
- This stage is critical for ensuring that the project is properly closed, and all stakeholders are satisfied with the project outcomes.
- During the project closure stage, the project manager and team should:
  - Confirm that all project deliverables have been completed and are accepted by the stakeholders.
  - Document any lessons learned during the project and identify best practices that can be applied to future projects.

Key stages of project management (Cont'd)

- ○ Conduct a final project review to evaluate project performance and identify areas for improvement.

- ○ Close out all project contracts and agreements.

- ○ Transfer project knowledge to stakeholders, including user manuals, training materials, and any other project-related documentation.

- ○ Archive all project documents and deliverables.