

Project Management Very Quick Notes

Project Proposal

A project proposal is a document where the goals and the methods of solution (expertise, equipment and methodologies) are agreed by relevant stakeholders.

Components of Project Proposal (examples)

- Problem statement
- Project plan/schedule
- Aim of the project
- Project summary
- Scope of project

Gantt Charts vs. PERT Charts

Benefits of Gantt Charts

- They allow for quick and easy indication of whether a project is on or off schedule.
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Limitations of Gantt Charts

- Does not show as clearly dependent stages as PERT charts;
- Estimates must be completed before the chart can be drawn.
- Changes to the project schedule require a redrawing of the Gantt chart. (However, applications can make this process much easier, making it a non-problem.)

Major terms

Concurrent/parallel activities

They are activities that can take place **at the same time**.

Dependent/sequential activities

They are activities where one activity **cannot be started** until **another activity has been completed**.

Dummy activities

Dummy activities are **artificial activities** with **no duration** and **no resources** utilised. It is typically used to **demonstrate network dependencies** that would otherwise be difficult or impossible to illustrate using simple arrow linkages.

Critical path

It is the sequence of project network activities which add up to the **longest overall duration**. It represents the **shortest time possible to complete the project**.

Float/slack

Float time is the length of time an activity can be **delayed or overrun** without the whole project being affected. All activities on the critical path have a float of zero.

Database Management Very Quick Notes

Flat-file database

A flat file database is one with a single table or multiple tables that are **not related to each other**.

Database Management

Advantages

1. Data independence
Data in a relational database is held in such a way that changes to the structure of the database do not affect any of the programs that access the data. In non-database approaches, a minor change in the program or file structure may require a considerable reprogramming effort.
2. Consistency of data
3. Control over redundancy
4. Greater security and integrity of data
Access to data can be controlled very easily, unlike a decentralised flat file database.
5. Increased productivity and more information available to users
It allows data from other departments of the company to

Disadvantages