



BITI 3553 ARTIFICIAL INTELLIGENCE PROJECT MANAGEMENT

SEMESTER 1 2020/2021

3 BITI S1G1

Lab 3 : Project Management Best Practice

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Company Reviewed: (OpenAI)

Initiating processes

- OpenAI helps meet other company or organization business needs and requirements.
- They initiated their projects by identifying the problem that can be solved in society.
- They also seize the opportunity to help generate and get the ideas on the problems that need solutions.
- They identify the goals and objectives that need to be achieved for the problems.

Planning processes

- Identification of the project timeline

In the identification of the project timeline, OpenAI project statement must be clear in order to schedule the task which are to be performed.

- Creation of workflow documents

Workflow documents are to visualize the project timeline. Smaller goals are created within the larger project so that each goal is achievable within the time frame.

- Estimation of budgets

Before receiving a new project, OpenAI estimates the budgets so that the project is still within their capability.

- Gathering resources

OpenAI builds a team that has the tools to complete the task in each project they are assigned to.

Executing processes and monitoring and controlling processes

- OpenAI has multiple projects ongoing simultaneously while some already finished projects are still receiving continuous updates.

- The way they execute all of their projects properly is by dividing and distributing their manpowers accordingly.
- Each individual project has their own project members that are enthusiastic and expert in that particular project.
- This ensures that the teams are easier to communicate with one another as everyone in that particular team shares the same interest and expertise.
- Each project has their own project manager that ensures the productivity of the project by monitoring the project's progress.
- The company as a whole also distribute their budget properly according to each project's need to ensure every project can progress smoothly.

Closing processes

- Determining the goals
 - OpenAi evaluates their project whether it achieves the goals or not.
- Evaluation of the team's performance
 - OpenAi also evaluates the overall team's performance and maintains the timeliness and the quality of the work, throughout the project development.
- Making sure that all aspects of the project are completed and providing reports to key stakeholders
 - OpenAi always makes sure that all aspects of the project are completed and provides reports to key stakeholders so that they can have references of the project done in the company hand and the stakeholders hand.
- Conducting a final analysis of the project
 - OpenAi also conducts a final analysis of the project and takes into account the lesson learned in the project so that they can apply it to future projects.