**Project management** is the process and activity of planning, organizing, motivating, and controlling resources, procedures and protocols to achieve specific goals in scientific or daily problems

[**http://corpslakes.usace.army.mil/employees/career/pdfs/ProjectManagementInterview.pdf**](http://corpslakes.usace.army.mil/employees/career/pdfs/ProjectManagementInterview.pdf)

1. [**Realistic schedules**](#realisticschedules)
2. [**Resource allocation**](#Resourceallocation)
3. [**Stakeholder communication**](#stakeholdercommunication)
4. [**Monitor risks and mitigation**](#Monitorrisks)
5. [**Monitor project tools**](#monitoring)
6. [**Methodologies –Proj Mgmt**](#methodologies)
7. [**Changement process**](#_Change_management_process)
8. **How do you determine realistic schedules for the project?**

For any type of projects it can be different. But there is some main factors that if you follow them you can achieve realistic schedule.

I usually use these steps:

1. At first Identify the scope and project product. then identify the products that need to create during a project as a product breakdown structure (or WBS) to achieve project product.
2. after that Identify all management activities and their internal and external dependencies require to produce product(s).
3. Prepare the estimation for all management activities by attention to availability and skills require and also assumptions and constraints of the environment of project and resources and finally develop schedule.
4. Almost these steps are usual to create realistic schedule. Just we should careful about identify risks that may occur during a project and also constraint of using resources that will have influence on time of project.  
   Lack of identifying scope, risk and also lack of attention to constraints will cause to determine unrealistic schedule.  
   And the other thing that is very critical is creating schedule by collaboration with the project team.
5. Explain your methods for resource allocation.

Two types:

Issues because of

1. over commitment(If an individual is assigned a task and the work on that task turns out to be twice the effort originally estimated—and the project duration isn’t moved out)
2. and over allocation (multiple projects)

Resolution:

1. maintain resource pools
2. priorization in the project (for multiple project allocation)
3. Building a culture of decision making
4. How do you inform all the stakeholders of the progress of the project on a regular

basis?

Agreed communication plan which defines:   
  
**Distribute Information:** is a process which take place in project execution phase, where required project information is distributed to stakeholders according to their needs   
  
**Performance report:** is a part of monitor and control process group which talks about sharing project related information with stakeholders like status reports, progress reports, Earned value management reports, trend analysis, variance analysis.

1. How do you monitor risks to the project and mitigate them?

Risks in a project are inevitable(unavoidable). However, carefully collecting, evaluating, prioritizing, and controlling risks can increase the chances of success for your next project.

1. **Inventory :**The first step to managing the risk of a project is to inventory the situation. That is, identify all of the risks that you think are possible in the project.
2. **Evaluate :** Once you have a complete list of potential risks, it’s time to evaluate them. Each risk should be evaluated based both on its probability and on the impact that it would cause if it happens. The other factor to evaluate when looking at a risk is its duration.
3. **Prioritize**  Now that you have a single risk quotient for the various risks, it's possible to prioritize the risks for the project. It can give you a clear vision of what the risks are and which ones you'll ultimately need to be concerned about
4. **Control and mitigate :** Once the risks are prioritized you can go through the list and identify which risks are controllable, which risks are things that can be mitigated, and which risks must be accepted.
5. What tools do you use to monitor and control projects?

Issue Tracker,  
Risk Traker  
Status Reporting  
Budget Monitoring

1. What project management methodologies are you most familiar with?

## Project Methodologies

Following are the most frequently used project management methodologies in the project management practice:

## 1 - Adaptive Project Framework:

In this methodology, the project scope is a variable. Additionally, the time and the cost are constants for the project. Therefore, during the project execution, the project scope is adjusted in order to get the maximum business value from the project.

## 2 - Agile Software Development:

Agile software development methodology is for a project that needs extreme agility in requirements. The key features of agile are its short-termed delivery cycles (sprints), agile requirements, dynamic team culture, less restrictive project control and emphasis on real-time communication.

## 3 - Crystal Methods:

In crystal method, the project processes are given a low priority. Instead of the processes, this method focuses more on team communication, team member skills, people and interaction. Crystal methods come under agile category.

## 4 - Dynamic Systems Development Model (DSDM):

This is the successor of Rapid Application Development (RAD) methodology. This is also a subset of agile software development methodology and boasts about the training and documents support this methodology has. This method emphasizes more on the active user involvement during the project life cycle.

## 5 - Extreme Programming (XP):

Lowering the cost of requirement changes is the main objective of extreme programming. XP emphasizes on fine scale feedback, continuous process, shared understanding and programmer welfare. In XP, there is no detailed requirements specification or software architecture built.

## 6 - Feature Driven Development (FDD):

This methodology is more focused on simple and well-defined processes, short iterative and feature driven delivery cycles. All the planning and execution in this project type take place based on the features.

## 7 - Information Technology Infrastructure Library (ITIL):

This methodology is a collection of best practices in project management. ITIL covers a broad aspect of project management which starts from the organizational management level.

## 8 - Joint Application Development (JAD):

Involving the client from the early stages with the project tasks is emphasized by this methodology. The project team and the client hold JAD sessions collaboratively in order to get the contribution from the client. These JAD sessions take place during the entire project life cycle.

## 9 - Lean Development (LD):

Lean development focuses on developing change-tolerance software. In this method, satisfying the customer comes as the highest priority. The team is motivated to provide the highest value for the money paid by the customer.

## 10 - PRINCE2:

PRINCE2 takes a process-based approach to project management. This methodology is based on eight high-level processes.

## 11 - Rapid Application Development (RAD):

This methodology focuses on developing products faster with higher quality. When it comes to gathering requirements, it uses the workshop method. Prototyping is used for getting clear requirements and re-use the software components to accelerate the development timelines.

In this method, all types of internal communications are considered informal.

## 12 - Rational Unified Process (RUP):

RUP tries to capture all the positive aspects of modern software development methodologies and offer them in one package. This is one of the first project management methodologies that suggested an iterative approach to software development.

## 13 - Scrum:

This is an agile methodology. The main goal of this methodology is to improve team productivity dramatically by removing every possible burden. Scrum projects are managed by a Scrum master.

## 14 - Spiral:

Spiral methodology is the extended waterfall model with prototyping. This method is used instead of using the waterfall model for large projects.

## 15 - Systems Development Life Cycle (SDLC):

This is a conceptual model used in software development projects. In this method, there is a possibility of combining two or more project management methodologies for the best outcome. SDLC also heavily emphasizes on the use of documentation and has strict guidelines on it.

## 16 - Waterfall (Traditional):

This is the legacy model for software development projects. This methodology has been in practice for decades before the new methodologies were introduced. In this model, development lifecycle has fixed phases and linear timelines. This model is not capable of addressing the challenges in the modern software development domain.

1. What change management processes have you used to ensure that change is introduced properly?

## *Change management process*

The change management process is the sequence of steps or activities that a change management team or project leader would follow to apply change management to a project or change. Based on [Prosci's research](http://www.change-management.com/best-practices-report.htm) of the most effective and commonly applied change, they have created a change management process that contains the following three phases:

**Phase 1 - Preparing for change** (Preparation, assessment and strategy development)

**Phase 2 - Managing change** (Detailed planning and change management implementation)

**Phase 3 - Reinforcing change™** (Data gathering, corrective action and recognition)

* Define who is impacted by the change and prioritize them (most affected to least affected).

- Understand the threats perceived by the affected parties.

- Discuss the identified threats with the stakeholders and plan how to eliminate (or minimize) them.

- Effectively communicate the approved plans

- Implement your approved plans and measure performance

8. What are the practices you follow for closing a project and meeting the condition required to establish closure*?*

Ans:-

1. **Formal Sign-off from the customer:**
2. **Final analysis of the product scope:**  
   You should always analyze your product scope as planned during planning stage – whether it is up to the mark or not. Note: The features of the product scope should meet 100%. Only after clarifying the same, the project should be considered as complete.
3. **Release the resources:**  
   After delivering the deliverables and receiving formal sign-off from the customer you must hand over the resources to the concerned department so that they can be used for other projects. You must follow the correct policies of your performing organization while releasing the resources.
4. **Procurement or other contract closure:**
5. **Indexing of the project files:**  
   Once the project is over and the deliverables has been handed over to the customer and the customer agreed upon it; you should compile the project files and convey the same to your entire key stakeholders. The archived files could be used in future.
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7. **Celebration of a party:**