

- Schedule :-  
total cost to determine on all elements of project
- Budget :- total cost to determine on all elements of project
- Risk management plan :- budget might exceed target

→ \* time estimation techniques to determine those late  
project kick-off meeting:-

- come together to ground everyone in a shared vision
- gain a shared understanding of the projects goals
- to understand each persons individual roles within the team

### Project kick-off meeting agenda

- \* intro
- \* Background (how the project came to be) why the project matters
- \* goals of scope
  - ↳ initial scope
  - initial scope
  - target launch date
  - milestones
- \* Roles (everyone's responsibility through the project)
- \* Collaboration
- \* what comes next
- \* questions

It is an important point to note that milestones are schedule that indicates progress & usually signifies the completion of a deliverable or phase of the project. <sup>slightless progress</sup> Setting milestones gives you a clear understanding of the amount of work your project will require.

- Project task :-
- help your project on track
  - uncover areas where you might need to adjust scope, timelines, or resources to meet your goals
- an activity that needs to be accomplished within a set period of time
- once you've determined your milestones, the next step is to assign each one a deadline.

### work breakdown structure (WBS)

→ a tool that sets the milestones & tasks of a project in a hierarchy, in the order they need to be completed

Assign → assigning the particular task to each team members

### Building a project plan:-

- tasks
- milestones
- people
- documentation

time estimation  
cost estimation

## Project Buffer

Capacity planning :- having <sup>the</sup> necessary resources ~~are~~ to complete the work on time.

Utilizing tools to build a project plan.

- Spreadsheets & gantt chart
- Asana

Project plan best practices:

- Carefully review deliverables, milestones & tasks
- Give yourself time to plan
- Recognize & Plan for the inevitable things will go wrong
- Stay curious
- champion your plan

Project Budgeting:- It is the estimated monetary resources needed to achieve a project goal

o Structure

- \* Utilise your team, mentor or manager
- \* Time-share your budget
- \* Check, check & double check

many challenges to face when planning & managing a budget. Budget pre-allocation, understanding the TCO of project resources, & scope creep are some of the most common

## Procurement Process:

means obtaining all of the materials, services & supplies required to complete the project.

Process :- Initiation :- Planning

Sourcing :- dealing with Suppliers / vendors

Contract writing :- developing, reviewing & signing contracts

Controlling : making payments & review quality

Completing ; success measure