IT317 IT Project Management 1st Sem 2020-21 Q and A (30 seconds – on the spot, open video camera – with your best smile)

1. Define project management.

   -Project Management is the application of skills, tools, and techniques to project activities in order to meet project requirements. It is the act of managing all aspects of a project, from team to tasks. There are specific processes and practices that must take place in order for it to be successful.

2. What is a project? Give an example.

   -A project has a specific beginning and end. In other words, it is temporary. It also has specific scope and resources. A project is also unique in that it is not a routine business operation. The project has a unique set of operations that aim to accomplish one goal. An example of a project is like developing a new software for a tuition payment process or constructing a building, a bridge or a facility.

3. Why is project management important?

   -It is important because nothing ever gets done without first building a project plan, and no project plan ever gets executed without the proper environment or the proper processes. Project management then is the action that helps create and execute that project plan. It applies managerial and interpersonal skills to the process of successfully bringing a project from conception to completion according to stated requirements.

4. What is your advice for those who want to save on their budget? (financial management)

   - My advice for those who want to save on their budget is by keeping track of all your expenses. Then budget your money, once you have an idea of what you spend in a month, you can begin to organize your recorded expenses into a workable budget. After that find ways to cut your expenditures if your expenses are so high that can't save as much. Decide on your priorities on how you'll allocate your savings.

5. What is quality management?

   - Quality management is the process through which quality is managed and maintained throughout a project. While the context may imply that "quality" means "perfection," in this case, is usually more about ensuring quality consistency throughout a project. However, what is exactly meant by "quality" is beholden to what the customer or stakeholder needs from the project, and therefore can be different on a per-project basis.

6. How do you measure quality in a project?

- So measuring a projects quality for me is by checking if it fits the initial purpose of the project. The overall quality metric related to the product, example: usability and customer satisfaction which would also take into account the design as well as the coding. Without customer satisfaction there can be no quality. The deliverable must meet with agreed upon requirements or else the project has failed because the product of the project didn't meet with the expectations of the customer or stakeholder.

7. Why is human resource considered the most expensive of all resources?

- Human resources are considered the most expensive of all resources because of the cost to hire new or replacement workers, including training and ramp-up time, can be exorbitant for employers, especially small businesses. Paying employees monthly can be very costly especially if they do not deliver the expected quality in their work.

8. What do you consider that most challenging part in PM life cycle?

- I think the most challenging part in a project managers life cycle is disregarding the Planning Phase. Planning is one of the most important stages of any PM process. Not spending enough time in this stage and then trying to jump immediately to the solution of the problem, rather than stepping back, planning and strategizing the most effective ways to solve the problem. Better planning means you have more control over the project. So never start a project before analyzing the problem, taking a look at the possible solutions and planning all the activities and resources needed to solve it.

9. Why do you want to become a project manager?

-I want to become a project manager because I see it as a learning opportunity. Becoming a project manager will give me opportunities to learn something new each day. There is also an opportunity to nurture skills that I cannot always build in other roles such as dealing with difficult people, it may be in my team or outside.

10. How do you handle difficult people?

-Difficult people do exist and it is important to deal with them than avoid or hide from them. So, it is important to equip myself with skills to deal with difficult people. First of all, always be calm. Do not approach the situation with anger. Second, Understand the person's intentions. There is always some underlying reason to everything a person does. Lastly, talk with them nicely and with respect

to build good communication, since misunderstanding may lead to another problem.

11. What are the triple constraints in PM? Elaborate your answer.

-The triple constraints in project management are scope, time and cost. Scope means the tasks required to fulfill the project's goals, Time is the schedule for the project to reach completion, and Cost is the financial constraints of a project, also known as the project budget. Every project must operate within the boundaries of scope, time, and cost. A change in one factor will invariably affect the other two, since there's a give-and-take relationship between the three. So, for example, if you're going to ask for something to be delivered faster (time), you have to pay more (cost). If you're trying to save some money (cost), sometimes you can do this by choosing a simpler version (scope).

12. What are the different knowledge areas in PM? Why are they important?

The different knowledge areas in Project Management are

1.   Project Integration Management

2.   Project Scope Management

3.   Project Time Management

4.   Project Cost Management

5.   Project Quality Management

6.   Project Procurement Management

7.   Project Resource Management

8.   Project Communication Management

9.   Project Risk Management

10.   Project Stakeholder Management

These different knowledge areas are important because by implementing these skills into your projects will help you keep out of crisis management and move you into forward thinking and proactive decision making. And as you refine and iterate them in your projects, you'll become a master at managing projects and the people involved in them.

13. Why do you need to keep track of the lessons learned?

-Lessons learned is the knowledge gained from the process of conducting a project. Capturing and regularly updating the lessons learned can keep the project on track. And can also identify best practices for future use. Lessons learned include the positives and negatives. The idea is to repeat the positive aspects and not repeat the mistakes.

14. What is your greatest lesson learned in PM and why?

-I learned how to work with other people. As an introvert, it is always a challenge whenever I work in a group. But through Project Management, I have overcome this problem. I can now communicate my thoughts well within my group. I also learned how to manage my time properly, and I also learned how to make decisions, and stick with them.

15. What is your advice to all PM wannabees?

-My advice to all PM wannabes is do not stop learning. There are a lot of things to learn and practice, just like, communication skills since it is very important. Learn how to make decisions and learn how to stick with it, in this way, you'll be building trust within your team.

16. What is risk? Why do we need to mitigate them?

-Risk is any unexpected event that can affect your project, and there is a need to mitigate these risks to reduce the extent of exposure to a risk and/or the likelihood of its occurrence. Risk mitigation are the necessary actions to be taken in order to protect the project from hidden and identified risks.

17. What is risk management?

-Risk management refers to the process of identifying, analyzing, and taking precautionary steps to reduce possible problems that may occur. By implementing a risk management plan and considering the various potential risks or events before they occur, an organization can save money and protect their future. This is because a robust risk management plan will help a company establish procedures to avoid potential threats, minimize their impact should they occur and cope with the results.

18. What is communication management?

-Communication Management is vital for any organization, regardless of its size. It helps to accomplish the overall goals of the organization and promotes an optimistic and friendly atmosphere. The process of developing an appropriate approach and plan for project communications based on stakeholder's information needs and requirements, and available organizational assets.

19. What is time for you?

-Time It is the calculated or measurable period during which there is an action or procedure that exists or continues.

20. Why do you need a project charter?

-In an organization, a project charter officially defines a project. It covers the scope of what the project is going to accomplish, as well as the people involved, milestones, budget, and potential risks.

21. What are the various tools in project management?
-Gantt Chart
    A Gantt chart is a common bar chart for project management which tracks tasks over time.

-Project Network Diagram
    The series of activities in a project over time is shown in this chart. It illustrates which activity precedes or follows another activity logically.

-Work Breakdown Structure (WBS)
    A Work Breakdown Structure is a hierarchical decomposition of the outcomes required for a project to be completed.

22. Why do project fail?

-Projects can fail due to varied reasons. It can be a poorly defined project scope, insufficient management of risk, managers of the project who lack expertise and training, no use of formal methodologies, or failure to track progress.

23. Give a type of organization and the best PM style to use.

-For me, it will be Matrix and Agile Method because having a matrix type of organization will be good for the employees to work with different coworkers in each project. Also, this kind of organization has a clear objective and can only be dissolved once it's done. The agile method will be perfect for this to make the production of the project much faster by breaking up several stages for the project and having continuous improvement every stage.

24. What is the primary role of a PM?

-A project manager is an individual who has the general responsibility for a project's effective initiation, preparation, design, execution, monitoring, control and closure. A project manager is a person who is responsible for making decisions, both large and small. The project manager should make sure they control risk and minimize uncertainty. Every decision the project manager makes must directly benefit their project.

25. How do you compute for risk rating?

-To compute for risk rating, you must first identify the impact of that risk and the probability of it happening then multiply the impact to the probability.

Therefore, other possible considerations should be taken into account.
Occurrence – when is the risk likely to occur
Urgency – how much mitigation time is there
Manageability – how easily can the risk be handled
Dependencies – does it follow or trigger other events
Proximities – how close is the risk to the personnel well-being of employees.

26. Why is writing minutes of meeting important?

- **Meeting minutes** provide a **written** record of what was discussed and agreed at a **meeting**, so you and your colleagues will have the same recollections from the **meeting** and the same ideas about what was agreed. It also offers insights of the **meeting** to those who failed to attend as well as provide the agenda of what should be discussed and achieved in the meeting.

27. What are the content of a minutes of meeting?

- Minutes of the meeting involves the date of the meeting, the place where the meeting is held, the participants, the possible date of the next meeting, the agenda to be discussed in the meeting, what was discussed and agreed upon the meeting, the next steps necessary to achieve the goals after a **meeting, and a review of the previous meeting.**

28. How do you craft a memo?

-A memo should include the name/s of who will receive the memo, the name of the sender, the date of when the memo is created, a brief and specific description of what it is about. It also contains an introduction which explains the purpose, a body that addresses the information required and a concluding sentence which could be a summary or possible recommendations or actions. A paragraph could be one sentence long and contains one main idea that should be arranged in a logical sequence.

29. What is a memo? Why is it important?

-A **memo** is a short official note that is sent by one person to another within the same company or organization in order to inform the reader about new information like policy changes or persuade the reader to take an action. It is important because they bring attention to problems and they solve problems that require immediate action.

30. Differentiate a leader from a manager.

-A leader is a person who influences his team to achieve a specific goal while a manager is a person who manages and is responsible for planning, direction, coordination and control. A leader facilitates decision and sets direction while a manager makes the decision and plan details. Lastly, a leader strives for effectiveness while a manager strives for efficiency.

31. Why is RACI important?

-A **RACI** matrix helps to understand how each person in a project role is involved with each project activity. It eliminates confusion and answers the question, who's doing what? By clearly mapping out the roles of each member and what task they are responsible or accountable for.

32. Why is teamwork important?

- Teamwork is important because it makes the work more efficient and fast. It brings new ideas to the team to easily solve a problem and reduce stress for the team members as they share workloads. It also helps build unity and bond between the team.

33. What are the stages in team formation?
   The stages in team formation are:
   - Forming
     -involves a period of orientation and getting acquainted.

   - Storming
     -The storming stage is the most difficult and critical stage to pass through. It is a period marked by conflict and competition as individual personalities emerge. Team performance may actually decrease in this stage because energy is put into unproductive activities. Members may disagree on team goals, and subgroups and cliques may form around strong personalities or areas of agreement.

   - Norming Stage
     -consensus develops around who the leader or leaders are, and individual member's roles.

   - Performing Stage
     -In the performing stage, consensus and cooperation have been well-established and the team is mature, organized, and well-functioning. There is a clear and stable structure, and members are committed to the team's mission.

   - Adjourning Stage
     -In the adjourning stage, most of the team's goals have been accomplished. The emphasis is on wrapping up final tasks and documenting the effort and results. As the work load is diminished, individual members may be reassigned to other teams, and the team disbands.

34. What are the habits of highly effective PM?
   The 7 habits Successful Project Manager:
   - Be Prepared
     -plan for risk

- **Always Listen**
  -communication is fostered by listening, be it your tema or stakeholders.

- **Be in Control**
  -Know you can't control everything, so choose wisely.

- **Delegate**
  -Don't do all of the work yourself. Balance the workload and give yourself time to do your job.

- **Be of Service**
  -Lead by serving your team and giving them what they need to succeed.

- **Question**
  -Don't assume but ask questions to know for certain.

- **Never Stop Learning**
  -Complacency is a killer of innovation. Push yourself to excel.

35. What are some motivation factors?

The motivation factors are:

- **leadership style**

  -This is a key factor in determining how people feel about the company and how motivated they are. When a company undergoes leadership changes the psychological climate of the company is altered and in turn, the whole employee performance improves.

- **the reward system**

  -If you want more of something in a company, simply offer greater rewards for that behavior. If you want less of an activity in the workplace, simply pull back on the rewards or increase the punishment or disapproval for that behavior. People respond to incentives.

- **the organizational climate**

-The organizational climate is deliberately created and maintained by management. It largely consists of the way that people treat each other up and down the line. It starts at the top, with leaders who inspire and set the tone for the rest of the organization. These leaders have a significant influence in the overall company culture.

- the structure of the work.

    -Good organizations are always trying to structure the work so as to match the nature of the work with the nature of the employee and to make the work as interesting and enjoyable as possible.

36. Give a motivation theory and explain it.

-Herzberg's Motivation Theory , argues that there are two factors that an organization can adjust to influence motivation in the workplace This theory. tries to get to the root of motivation in the workplace. You can leverage this theory to help you get the best performance from your team.
These factors are:
Motivators: Which can encourage employees to work harder.
Hygiene factors: These won't encourage employees to work harder but they will cause them to become unmotivated if they are not present.

37. What is WBS?

-is the tool that utilizes this technique and is one of the most important project management documents. It demonstrates the relationship between the project deliverables and the scope.

38. What is a Gantt chart?

-Gantt chart is a visual view of tasks scheduled over time. Gantt charts are used for planning projects of all sizes and they are a useful way of showing what work is scheduled to be done on a specific day.

39. What is the lifecycle of a project?
    - Initiation Phase
      -the initiation phase, the project objective or need is identified; this can be a business problem or opportunity.
    - Planning Phase

-is where the project solution is further developed in as much detail as possible and the steps necessary to meet the project's objective are planned.

- Implementation (Execution) Phase
  -The project plan is put into motion and the work of the project is performed. It is important to maintain control and communicate as needed during implementation.
- Closing Phase
  -the emphasis is on releasing the final deliverables to the customer, handing over project documentation to the business, terminating supplier contracts, releasing project resources, and communicating the closure of the project to all stakeholders.

40. Why do you deserve to win this Mr. and Ms. PM?

-(e repeat ang question then state the answer) I honestly I don't know if I deserve to win or not but I know it should be someone who is capable and willing to learn every day because as you are learning you are able to ask questions frequently and listen often which some of the traits of an effective project manager. And I am willing to learn every day.

Source:

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