



# What is a PROJECT?



- A temporary endeavor undertaken to create a unique product, service or result.
- Has a beginning and end.
- A successful project is one that meets the expectations of your stakeholders.

# What is a **STAKEHOLDER**?

- Someone with a vested interest in the project



# What is PROJECT MANAGEMENT?

- the application of knowledge, skills, tools and techniques to project activities to meet project requirements.
- brings together a set of tools and techniques, performed by people— to describe, organize, and monitor the work of project activities.
- carefully planned and organized effort to achieve a specific goal.

# The PROJECT MANAGER

- Focuses on specified project objectives
- Controls the assigned project resources to best meet project objectives
- Manages the constraints (scope, schedule, cost, quality) of the individual projects



# Roles of a Project Manager

- responsible for achieving the project objectives.
- the link between the strategy and the team.
- must have the following competencies:
  - ❖ Knowledge: what he knows about project management
  - ❖ Performance: what he is able to accomplish while applying his PM knowledge
  - ❖ Personal: how he behaves when performing the project

# INTERPERSONAL SKILLS of a Project Manager

- Leadership
- Team building
- Motivation
- Communication
- Influencing
- Decision Making
- Political and cultural awareness
- Negotiation
- Trust building
- Conflict Management
- Coaching



# What are the 4 BASIC ELEMENTS OF PROJECT MANAGEMENT?

1. Resources – people, equipment, material
2. Time – task durations, dependencies, schedule, milestones
3. Money – costs, contingencies, profit
4. Scope – project size, goals, requirements



# I. SCOPE

- It is the definition of what the project is supposed to accomplish and the budget (of time and money) that has been created to achieve these objectives.



## II. RESOURCES

- Managing the people resources means having the right people, with the right skills and the proper tools, in the right quantity at the right time.
- It also means ensuring that they know what needs to be done, when, and how. And it means motivating them to take ownership in the project too.



# III. TIME

- Any project can be broken down into a number of tasks that have to be performed.
- Project manager has to figure out what the tasks are, how long they will take, what resources they require, and in what order they should be done.



# IV. MONEY

- a project budget is composed of the estimated cost, plus the contingency and design allowance, plus any profit.
- The project manager's job is to keep the actual cost at or below the estimated cost, to use as little of the design allowance and contingency as possible, and to maximize the profit the company earns on the project.
- To maximize your chances of meeting your project budget, meet your project schedule.



# 5 BASIC PHASES OF PROJECT MANAGEMENT

The process of directing and controlling a project from start to finish may be further divided into 5 basic phases:

## **1. Project conception and initiation**

- ❖ if the project can realistically be completed

## **2. Project definition and planning**

- ❖ prioritize the project, calculate a budget and schedule, and determine what resources are needed.

# 5 BASIC PHASES OF PROJECT MANAGEMENT

## 3. Project launch or execution

- ❖ Resources' tasks are distributed and teams are informed of responsibilities

## 4. Project performance and control

- ❖ compare project status and progress to the actual plan

## 5. Project close

- ❖ project tasks are completed and the client has approved the outcome

# IMPORTANCE OF PROJECT MANAGEMENT

- Delivery of the project while balancing the following constraints:
  - ❖ Scope
  - ❖ Schedule
  - ❖ Quality
  - ❖ Resources
  - ❖ Customer Satisfaction
  - ❖ Risk
- Management of these scenarios:
  - ❖ If time is extended, the cost of the project will increase.
  - ❖ If time extended with the same cost then quality of the product will reduce.
  - ❖ If scope is extended then cost and time will also extend.

# Why do we need **PROJECT MANAGEMENT**?

- Team is required to meet the demand with quality and standard.
- Improved control over the project
- Improved performance
- Improved budget and quality