

The IT Project Management

Lesson 7

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An Exercise

Communication/2

The Project Manager should (must) communicate:

- At the **beginning** of the project, through a single, comprehensive and official document, the

Project Management Plan

- When the project is ready to start, through a formal

Kick off Meeting

- During the development of the project, through a regular issue of officials

Reports

Reporting

A **project status report** is a critical part of an effective project communications and management **strategy** to update your project team, sponsors and stakeholders.

The target of reporting is to pass *the right information to the right people*, about the project status, the required actions, the involved responsibilities.

It's a ***vital communication tool***, and it can provide a documented *history* of the project, which makes planning for next projects easier.

Remember: **the Report is an official and formal document**

Reporting/2

The reporting «users» should be:

- The project Sponsors (the Company Executives), interested in:
 - The general status of the project, and the planned deliverables
 - How the project team is working to achieve the project requirements
 - Which are the risks/problems occurred and how they have been mitigated/solved
 - The economic/financial status
- The Team Project, interested in:
 - Which are the inefficacy and inefficiency areas of the project
 - Who must indentify and implement the corrective actions
 - Which will be the possible modifications to the project plan

Reporting/3

To be **effective** the Project Report must :

- Have a **fixed frequency**: weekly, monthly ? It depends on the duration of the project
- Have a standard **format** (for the project or the Company)
- Define the **metrics** used to communicate the project data
- Identify the **responsibilities**, at all levels

Reporting/4

An example of **format** (Table of Contents)

1. Current status of the project
 1. Progress
 2. Situation
2. Semaphores
 1. Red lights
 2. Yellow lights
3. Milestones
 1. Achieved in the period
 2. Planned in the next period

Reporting/5

Format (Table of Contents) continued:

4. Main Problems (Risks and more)

1. Occurred in the period, how fixed
2. Forecasted in the next period (and how to fix them)

5. Invoices and revenues

1. Invoices, in the period and planned in the next one
2. Revenues, in the period and planned in the next one

6. Costs

1. Period balance
2. Extra-costs and minor costs

Reporting: a real TOC

Programma ELTA

Report Mensile :

- Stato corrente del Programma

- 1.Avanzamento*

- 2.Situazione*

- 3.Semafori rossi*

- Milestones

- 1.Raggiunte nel periodo*

- 2.Pianificate nel periodo successivo*

- Problemi principali

- 1.Incontrati nel periodo*

- 2.Previsti nel periodo successivo*

- Fatturazioni e incassi

- 1.Fatturazioni*

- 2.Incassi*

- Costi

- 1.Consuntivi*

- 2.Extracosti e minori costi*

Project Management Tools

The market offers a huge amount of tools to support the Program Manager in her/his (difficult) job.

All of them propose the standard PM activities: Plan, Control, Report.

Most of them are quite cheap: few hundreds Euros to buy.
Names:

Wrike, Favro, Teamwork, Productboard, Celoxis, Resource Guru, Twproject, Soro, Asana, and many, many others

Project Management Tools/2

The most widely used, as far as I know:

MS – Project: a Microsoft product, introduced in the early '90. Complete, usable at different levels, expensive. A standard tool for MS based organizations: good to share information. Expensive: 950 € for the Standard product

SAP ERP/PS (Project System): a part of the SAP platform. Less flexible than MS Project, but if your Company uses SAP, best choice (unique DataBase !). Difficulties to share information. Expensive

Primavera P6 EPPM (Enterprise Project Portfolio Management): a part of the Oracle offer. Complete, cloud based, web based. Expensive: annual fee

Prince 2 (Projects **I**n Controlled **E**nvironments) : a standard tool in UK, particularly near the Government Organizations (must be certified)