PROJECT MANAGEMENT

ASSIGNMENT

Question#01:

Find someone who works as a project manager or someone who works on projects, such as a worker in your school's IT department or the president of a social club. Prepare several interview questions to learn more about projects and project management, and then ask your questions in person, through e-mail, over the phone, or using other technology. Write a summary of your findings.

ANSWER:

Introduction:

I contact my first cousin (Owais Butt) who worked in French company I tell him about my assignment. He is the assistant project manager in company for projects all over the Pakistan. His company works on different types of projects such as heavy machinery dealing and delivery of automobiles, waterplants etc. On Sunday he called us , there I asked some questions.

The questions and the answers are following.

Q#1:How did you select to work on any project?

 Most of the time don't have choice to select the work or project, it is started by the company and have to manage the project. The actual challenge is to deal with the project that was totally opposite to your wish. If I had to select any project to work I would prefer IT projects. Because I have done so much work related to IT projects.

Q#2: How did you mange it? or how you divide the tasks?

There are almost as many ways to manage a project as there are projects. From traditional methods like waterfall to hybrid methodologies, you want a project manager who understands the many ways to work. Being a manager it's my duty to manage all type of activities or problems justly among my team members. Prioritization is important .There's going to be more work in a day than can be accomplished, so any project manager is going to have to determine what is crucial and what could be left undone if necessary and A good project manager is the one who divide tasks and activities between his team equally but the best project manager is the one who divide task between the team members according to their skill and experience which means I try to manage project with respect to the policy of equity, by this a lead more wise and justly.

Q#3: On what type of task do you spend the most of time each day?

Monitoring is the activity in which I use to Spend most of the my time each day. Being a leader it's my responsibility to monitor all type of work that is done by my team with term of the project. Sometimes when our team is working on urgent project i use to work with team in accordance of my skills.

Q#4: when do you know the project is off track?

I used to monitor and keeping all the records, I strictly follow schedule for the projects. well, Off track project is not that difficult to catch if a manager takes full care of his responsibility such as monitoring, observing performance of team member, collaborating with them etc . I usually notices off track project if our team fails to achieve two three milestone consecutively that really gives me a red light signal to stop and fix up things.

Q#5: How do you deal when you are overwhelmed or underperforming?

Usually I take a break and also offer my team members some relax or off time in the situation of overwhelmed or underperforming, because it's due to the stress and tension and I don't want my team to be exhausted, they are humans not machines. But when I come back in a field I work even more and introduce bonuses, panics and parties on the completion of each milestone this type of management help in the motivation of my team members. I took care of my self so I can take care of my team members

Q#6: **How do you manage team members that are not working to their full potential?**

Yes! I have faced this situation Sometimes, no matter how much due diligence you put into assembling a skilled and experienced team for the project, someone underperforms or creates conflicts. While the project is rolling, you don't have time to stop and tweak your team. Rather, the project manager must deal with the problem and resolve it. The first thing I develop in the understanding among the team members and I try to keep my team happy. If any member is facing any serious issues I helped them out of the way. This comes up with even the best team, so any capable project manager would know how to deal with the underperformance in the bud.

Conclusion:

Being a project manager it's a huge responsibility comes on your shoulders. For this you must have to be skilled in managing the thing, and also how to deal when something went wrong. Project manager must be prepared for any situation, project managers are the back bone of the company they mush have to take care of the team with they are working. Good leadership skilled and team lead the project and company to success.

Question#02:

Search the Internet for the terms project management, project management careers, project portfolio management, and IT project management. Find at least three web sites that provide interesting information on one of the topics. Write a short note summarizing key information about these three web sites.

Answer

Project Management:

- Project management is the discipline of using established principles, procedures and policies to successfully guide a project from conception through completion
- Project management involves planning and organization of a company's resources to move a specific task, event, or duty towards completion. It can involve a one-time project

or an ongoing activity, and resources managed include personnel, finances, technology, and intellectual property.

Reference: https://searchcio.techtarget.com/definition/project-management

Project Management Careers:

Project managers require organization, communication, and problem-solving skills. Explore the job options for project managers as well as the duties and salary potential to determine if project management is the career for you.
For several reasons there's a continually growing market for project management skills:
- Organizations are looking to improve their project success rates.
- As work becomes more global and complex, this drives demand for improved project management.

Project management is not just about being organised. The personality traits of a senior project manager are similar to those of a successful entrepreneur: they take responsibility, they lead and they drive a team to achieve success. Not everyone makes a good project manager. However, there are many different roles within project management that will suit most people.

Reference: https://study.com/resources/project-management-careers

It Project Management:

IT project management (ITPM) is the process of managing the plan, organization, and accountability to achieve information technology goals. Since the reach of IT spans across most of a business or enterprise, the scope of these projects can be large and complex.

The magnitude of IT project management often means that it's more than just applying knowledge, aligning skills, and using regular tools and techniques to drive a project to completion. IT project managers deal with the challenges of interdependent integrations, rapid technology upgrades, and version changes that can occur throughout the project timeline.
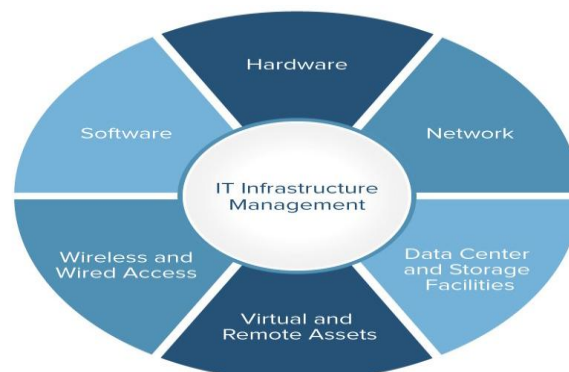
THE IT PROJECT MANAGEMENT LIFECYCLE

Reference: https://www.smartsheet.com/project-management-IT

Project Portfolio Management:

A **portfolio** is a collection of projects grouped together; an organization may have one overall portfolio or several portfolios for different areas of the business.

Project portfolio management refers to *"the centralized management of one or more project portfolios to achieve strategic objectives".* In essence, project portfolio management ensures all approved and ongoing projects meet strategic objectives, and are managed efficiently to deliver the optimal results. It's about doing the right projects at the right time.

The objective of a **project portfolio manager** is to link business strategy with project implementation. Key responsibilities include project request management; overall resource allocation and management; risk management; identifying and reducing inefficiencies; liaising with senior stakeholders; change management, and tracking the business value of projects.

When implemented effectively, project portfolio management helps to improve project management processes and methods, reducing project failures and improving customer satisfaction. The PMI reports that organizations with mature PPM processes completed 35% more of their projects successfully, wasting less time and money.

Project portfolio management gives organizations and managers the ability to see the big picture.

- **Executives** - know what project managers to reach

- **Project Managers** - easy access to team members

- **Team Members** - improved communication with leadership and other teammates

- **Stakeholders** - kept in the loop with reliable and consistent feedback

Why project portfolio management is important

According to the Project Management Institute, "Our research has shown that portfolio management is a way to bridge the gap between strategy and implementation."In other words, it is the job of the portfolio manager to ensure the right projects are being done at the right time, to maximize the company's investment. This is particularly important in an organization with a lot of internal projects. Ideas for projects can come from anywhere, at any time, and it's common for a business to have a long list of potential projects to complete. However, there usually is not enough time, money, or resources to do them all right away. Portfolio management is necessary to understand which ones will have the largest beneficial impact on the company and prioritize the projects accordingly.
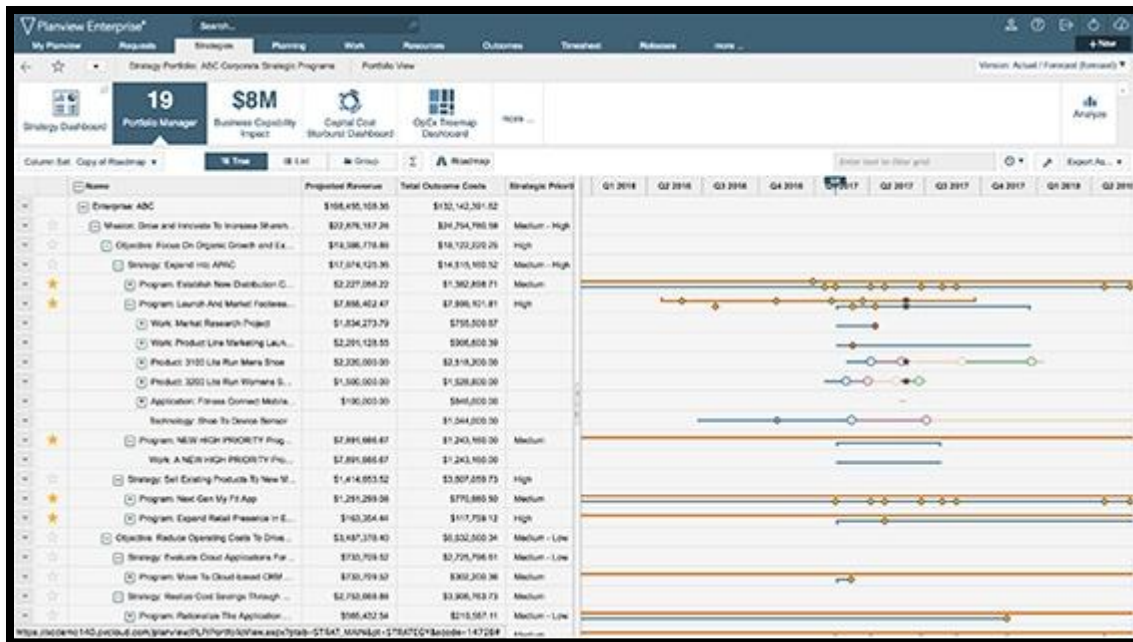
Project portfolio management allows organizations to drive a strategic plan while balancing against day-to-day realities.

Benefits of project portfolio management

1. Support project request management
2. Improve visibility
3. Enhance collaboration
4. Introduce mature risk management processes
5. Engage stakeholders
6. Enable transparency, governance, and accountability
7. Ensure benefits realization
8. Resource Management
9. Deliver a competitive advantage
10. Improve decision-making and problem solving
11. Align senior management
12. Maintain continuous improvement and evolution of project management processes
13. Attract, recruit, retain, and develop the right talent.

Poorly implemented PPM, or even a lack of PPM processes, severely hampers organizational ability to deliver desired outcomes. In fact, research indicates that only 21% of projects are consistently delivering business value. Amongst the consequences of poor or absent PPM are:

- Weak IT governance structures, which mean that business executives are not sure what to approve and why
- Organizations attempting to complete more projects than they have the capacity to do
- Bad projects taking precedence over good projects
- Poor visibility

- Excessive project delays due to insufficient resources
- High turnover due to burnout and stress as key project contributors are working on too many projects
- Frequent change of project status (i.e., moving from "active" to "on hold" to "top priority" and back)
- Completion of projects that don't really meet a strategic need
- Intense internal competition for resources, reducing collaboration and cooperation.

Project portfolio management involves managing costs against the budget and across the portfolio

3 Key Elements of Project Portfolio Management

PPM covers a number of areas and practices. In this section, I will summarize three essential considerations: strategy, software, and asking the right questions.

1. Strategy

Business strategy underpins successful project portfolio management. Strategy refers to the long-term direction and scope of an organization, working towards the goals of growth and competitive advantage.

A strategy must be supported by implementation plans, which take organization capabilities and resources, and external threats into consideration, and also by metrics of success. Projects are increasingly core to the delivery of agreed strategy, but only when a strategy is clearly defined and communicated.

2. Software

Choosing the right software solution for your organization is essential to PPM success. Quite often, an absence of integrated software which combines data from various sources in a single view prevents organizations from fully realizing the benefits of PPM.

Portfolio managers and stakeholders who are forced to rely on spreadsheets spend too much time locating information or worrying about low-value initiatives, instead of focusing on strategy development and implementation.

When evaluating solutions, look for a system that is easy to deploy and use to ensure end-user adoption.

Depending on your requirements, a solution should encompass scalable project request management; dashboards and automated reports, and resource management.

An effective PPM solution also acts as a single source of project truth, aiding collaboration and task tracking. This is particularly important for team members and managers working on several projects simultaneously or working remotely. Teams need optimal levels of visibility to meet their obligations and take corrective action where needed.

3. Asking the Right Questions

The link between business strategy and project portfolio management has been mentioned several times but how is this relationship managed? Project portfolio managers need to ask certain questions about all projects in an organization, including:

- Does each project contribute to the overall achievement of the portfolio?
- How well is each project performing?
- Are any projects dependent on each other?
- Will any project negatively impact on other projects in the pipeline?
- Will the successful delivery of all projects produce the desired objective or benefit?
- Are resources/budgets available to start a new project?
- Is there a similar project in the portfolio to use as a template?
- Are the stakeholder's expectations realistic?
- Is everyone in the organization familiar with our strategic goals?
- Are available resources used effectively?
- Is it easy to get the right project information to inform decision making?

Tools for Project Portfolio Management

Though there are many types of project portfolio management tools, the best ones:

- Accommodate project portfolio management at the enterprise level
- Offer user-friendly interfaces and functionality
- Deliver enhanced online features for remote collaboration and communication
- Provide robust reporting and analytics

Robust reporting in a PPM tool increases efficiency and ensures results.

Conclusion

In an increasingly competitive and challenging operating environment, businesses must do more with less. Projects are critical to delivering the solutions and innovations organizations require to move forward. Unfortunately, without an overarching structure, projects tend to run over time and budget, consuming limited resources. By placing an emphasis on long-term strategic goals, organizational requirements, and governance, project portfolio management ensures project success.

Reference:

https://www.brightwork.com/blog/project-portfolio-management

https://www.projectsmart.co.uk/what-is-project-portfolio-management.php

https://www.planview.com/resources/articles/project-portfolio-management-defined/

Question#03:

Find any example of a real project with a real project manager. Feel free to use projects in the media (such as the Olympics, television shows, or movies) or a project from your work, if applicable. Write a paper describing the project in terms of its scope, time, and cost goals. Also describe other impacts on a project, such as quality, resources, and risks. Discuss what went right and wrong on the project and the role of the project manager and sponsor. Also describe whether the project was a success, and why. Include at least one reference and cite it on the last page.

Answer:

The example used here is about the RO plant use to provide clean and drinkable water by treating non drinkable water

ABOUT MINERAL WATER & THIRE QUALITY

Mineral water can be safely defined as potable water, containing the necessary Mineral nutrients required by the body and beneficial to human metabolism.

Potable spring water containing, sulphur, iron, magnesium and other mineral Salts occurring in certain regions are claimed to be beneficial to human metabolism. The Therapeutic value of such waters is questionable carbonated mineral water also contain Lithium salts.

Natural fresh water supplies are derived indirectly from his oceans. The water Flows over the surface or percolates in to the ground excess water flows back to the oceans completing the hydrological cycle.

WATER SUPPLIES ARE CLASSIFIED AS:

1. Surface supplies

2. Underground water

Surface water is rivers, lakes, ponds and reservoirs.

Wells and spring are the sources of underground water.

Water vapor in clouds is generally pure but gathers dust and gases when it reached the earth suspended organic matter and soil turbidity are picked up. We it waters usually are free from suspended materials and organic matters due to filtrations through the earth. Surface water is generally low in mineral content but relatively high in suspended and organic materials.

USES & APPLICAITION

Mineral water is pouch & bottle under very hygienic conditions under strict Quality control before being marketed its major use is in hotels, tourist place , function & People houses where good quality pure water is required for potable purposes. It is marketed at place and regions where hygienic drinking water is not

The project scope

The consumption of mineral water is linked with public health as the concept has virtually been imported form he western media. The necessity and hygienic nature of the product has led to an increase in its consumption in mainly the high income grade people and tourist. India's potential for tourism is virtually limitless.
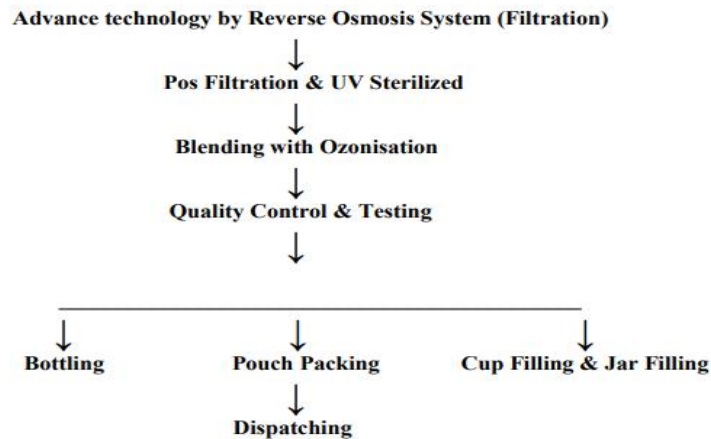
The mineral water is one of the important items which are directly consumed by people all over the world. Due to consideration of health view point the consumption of ordinary water is gradually decreasing. The ordinary water contains is many toxic elements, impurities which

some time causes fatal. People are generally being aware to consume clean pure water where is available. Some time people have to suffer from different diseases.

The mineral water consumption is well advised. So major consumption of mineral water is generally assessed by the number of people & tourist. They generally consume mineral water sealed in pouch & bottle.

MANUFACTURING PROCESS

THE BASIC MANUFACTURING PROCESS CONSISTS THE FOLLOWING STEPS

Advance technology by Reverse Osmosis System (Filtration)
↓
Pos Filtration & UV Sterilized
↓
Blending with Ozonisation
↓
Quality Control & Testing
↓

| Bottling | Pouch Packing | Cup Filling & Jar Filling |

↓
Dispatching

The project cost

FOR BOTTLE:

1 LTR COST INCURRED FOR BOTTLE OF 1 LTR.

A.	COST OF BOTTLE + CAP	Rs. 2.20
B.	COST OF LABLE SHRING	Rs. 0.15
C.	COST OF CAP SHRING	Rs. 0.05
D.	COST OF WATER	Rs. 0.03
E.	COST OF MISC	Rs. 0.05
F.	COST OF INTEREST PER LITER ON CAPITAL INVESTMENT	Rs. 0.03
G.	PACKING (CARTOON) COST PER BAG	Rs. 0.30

TOTAL COSTING OF 1 LTR. BOTTLE   Rs. 2.81

FOR POUCHES: 250ml.

COST INCURRED IN MFG.1 POUCH OF 250ml WATER

A. COST OF EMPTY POUCH WITH PRINTING   Rs. 00.05
B. COST OF WATER 250ML.   Rs. 00.0075
C. COST OF MISLENIOUS   Rs. 00. 001
D. COST OF INTEREST PER LITER ON
CAPITAL INVESTMENT OF 250ML.   Rs. 00.0042

TOTAL COSTING OF 1 POUCH OF 250ML.   Rs. 00.0627

PROFITABLITY CHART

PROFIT ABILITY CHART	BOTTLE	POUCH	ZAR
SELLING COST	6.50	0.55	20.00
OPRATING COST	2.80	0.10	2.20
PROFIT PER ITEM	3.70	0.45	17.80

TOTAL PROFIT FOR WATER QTY. 72,000 LTRS:			
ITEM WISE PACKING	LITRS/Nose	ITEM	PROFIT Rs.
BOTTLE PACKING	8,000 let.	8,000 BOTTLES (3.70 X 8000)	29,600/-
POUCH PACKING	2500ltr/.250 10,000Nos.	0.45 X 10,000	4,500/-
JAR PACKING (20 LTRS)	30,000 let.	17.80 X 1500	26,700/-
TOTAL PROFIT PER DAY			60,800/-
TOTAL PROFIT PER MONTH			18,24,500/-
TOTAL PROFIT PER YEAR (gross profit)			2,18,88,000/-
-- 33 % Total handling, conveying &transportation cost on GP.			-- 76,23,000/-
TOTAL NET PROFIT APROXIMATLY			1, 46,65,000/-

The project time schedule

The estimate development length is 81 months. Based on a detail and long term inspissation, the scope, the cost and also the development length of this project are well defined. The project was successfully finalized in an acceptable status.

Reference: https://2.imimg.com/data2/TL/AV/MY-4594206/trunky-project-minral-water-plant.pdf