**Question1:** 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.

**Answer1:** Before we do that we need to understand first what is project management right. There are two ways the first thing is that you higher in the company as an normal employee worker with the group of the project. There are many skills required, and they are as important as each other, however I recommend you state that both planning and execution as the main ones. A competent project manager will need to have numerous and attributes to be successful. However, the most important ones in my opinion are planning and execution. As a project manager you are ultimately responsible for delivering the project on time and to budget. The only way you can successfully achieve these goals is to plan thoroughly and execute the delivery of your plan. You also need to communicate effectively (both in writing and verbally) have outstanding motivational skills. One particular project immediately springs to mind. I was managing a project for a client who had specific requirements that continually changed. Every week they would change their mind on what they required, but I focused on completing the project successfully, on budget and on time whilst motivating my team. The project was particularly challenging I motivated my team continually but the end result was that the project was delivered on time and to the satisfaction of the client. My style of communication is always open, honest and encouraging. I believe that by having an open and encouraging style of communication my team will discuss with me issues and potential problems which will turn allow us to deliver the project on time and to specification.

**Question2**: 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.

**Answer2**: There are several terms of **project management** the first one is you may hear **WBS (Work Breakdown Structure)** and some people call them WebOS. A solid WBS is the key tool for the entire project plan. It is the cornerstone for the overall project management. A WBS at the right level of detail can help you negotiate scope trade-offs. It’s the one thing that no good project should be without. WBS is it’s hierarchical and it breaks down the work and its deliverables oriented and it really define the scope of the project so the work breakdown structure keeps breaking different components down to show all the work again the produces deliverables in an essence is the total of the project number.

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| WBS |

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| Deliverables |

**Examples WBS:**

* Planning/Project Definition
* High-level plan
* Assign a PM
* Stakeholder Analysis
* Project Scope Statement

Reference: <https://successfulprojects.com/wbs/>

**2. Stakeholder Management:**

Stakeholders are those with any interest in your project's outcome. They are typically the members of a project team, project managers, executives, project sponsors, customers, and users. The stakeholder include people or organizations it could be your customers it be your clients it could be your vendor partner and also it could be your different organizations and they are actively involved so it’s important that they are interact may be positive or negatively affected by the execution of the project so they have vested interest so these people who are deemed the stakeholder and they are also engaged and something that’s being done on the project.

**Typical Key Stakeholders in a Project:**

The typical key project stakeholders you'll find in any project will include some of the following:

* Customers: the direct user of a product or service, often both internal and external to the company executing the project
* Project manager: the project's leader
* Project team members: the group executing the project under the project manager's leadership
* Project sponsor: the project's financier
* Steering committee: advisory group providing guidance on key decisions. Includes the sponsor, executives, and key stakeholders from the organization
* Executives: the top management in the company executing the project, those who direct the organization's strategy
* Resource managers: other managers who control resources needed for executing the project

There are many more depending on the project, some which may include: sellers/suppliers, contractors, owners, government agencies, media outlets, even society at large.

Reference: <https://www.wrike.com/project-management-guide/faq/what-is-a-stakeholder-in-project-management/>

**3. Change Management:**

Change management is an umbrella term that covers all types of processes implemented to prepare and support organizational change. These range from methodologies applied to resources, business processes, budget allocations and other operational aspects of a project. Change management in the context of project management often refers to a change control process when working on a project. That is, the process of changes in scope to a project are formally introduced and approved as a change management system. Change management isn’t solely about projects and organizations. You’re preparing, equipping and supporting team members, real people, to adopt change. This drives the organizational success of the project. Yes, while change can happen anywhere and at any time, and people’s responses can vary, change management offers a structured method that can reign in the chaos and control your project. But it takes a strong leader to manage that change.

**Different Types of Change Management:**

* **Individual Change Management:** People are the root of all change. You can change systems and procedures, but if you don’t address the human in the room, then you’re not changing anything. To get people to change, you must know your subject. What do they need to hear to become open to change? How and when should training be offered to help them with the transition? The tools of this trade are psychological; even neuroscience can help with finding the right angle to steer a person from one behavior to another more productive one.
* **Organizational Change Management:** While the people on your team are the core target to effect change, there are also larger, more organizational issues you must address if you want to create real change in a project. To do so requires first identifying the groups that require change and how they must change. Then, create a plan that addresses these components of the project, which includes making everyone aware of the change, leading that change through coaching or some other method like training, and then driving that change in congress with the management of the whole project.
* **Enterprise Change Management:** Taking a step up from the organizational change is to address the entire enterprise. It’s basically taking change management writ large to encompass all aspects of an organization, meaning roles, structure, process, projects, leadership, etc. By approaching change on the macro-level you’re more likely to implement change on the micro-level, as a strategic engagement with change has been applied to the very workings of the organization. It creates a nimbler organization, able to stay flexible and adapt quickly to changes as they occur.

Reference: <https://www.projectmanager.com/software/use-cases/change-management>

**Question3:** 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.

**Answer3:** The project will about a Beijing Capital Airport Terminal Area Expansion Project. This is a project aims to upgrade the loading ability of Beijing airport terminal both of domestic and international.

The project scope includes mainly 9 items.

1. Construction of a passenger terminal building for both domestic and international services, which is almost 240 thousand square meters and annual handling capacity of 36 million people.
2. A cargo terminal building, which is 120,000 square meters.
3. A 41 spots and 464,000 square meters aprons.
4. An airport office building.
5. Staff quarters.
6. Infield road.
7. Parking area, which is 170,000 square meters.
8. The procurement of special vehicles.
9. The installation of fuel supply, telephone facilities, water supply and sewage and waste treatment facilities, etc.

The project cost

The total cost of this project is 7.93 million Chinese Yuan, the portion for local currency is around 6.33 million Chinese Yuan, and for the foreign currency portion is 1.6 million Chinese Yuan.

The project time schedule

The estimate development length is 81 months. From January 1994 to October 1999.

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. The expect cost is 7.93 million Chinese Yuan, and actually cost is 113.357 million Chinese Yuan. And expect finish date is October 1999, but actually finish date is September 1999. The manager played a vital part in this project; the manager tracked all processes of development and responded to all changes during development. The only thing went wrong is underestimate the number of passengers that this airport will support in the following years.

Reference: From link: <http://chenitc493.blogspot.com/2007/09/itc493-assignment-1-exerices-1.html>