**ASSIGNMENT # 1**

**Question # 1:**

Find someone who works as a project manager or someone who works on projects, such as a worker in the 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 them your questions in person, through e-mail, or over the phone. Write a minimum two-page summary of your findings. Guidelines for your interview and sample questions are available below.

**Answer:**

Interviews can make even the most confident of us nervous. Especially, if it for a responsible position as project manager, then they are bound to make our heart rate speed up. But, don’t worry. You can help yourself and bring down your nerves by anticipating the questions and preparing for them beforehand.

Below are the top 30 project management interview questions and sample answers to help you with this preparation:

* **Tell us about yourself**
* **What, according to you, is an important skill for a project manager to succeed?**
* **How do you begin a newly assigned project?**
* **Where do you see yourself in five years’ time?**
* **How important is it for a project manager to be ‘proactive’?**
* **Can you describe some of the projects that you handled in your previous job?**
* **What are the knowledge areas relevant to doing a project?**
* **Describe all the steps involved from the time of project initiation to project completion.**
* **What qualities are required to be an effective project manager?**
* **Did your colleagues or your manager ever challenge your decisions?**
* **How do you ensure your team stays on track to meet project deadlines?**
* **Do you know anything about Pareto principle/analysis?**
* **Do you think integrity is an essential quality of a project manager?**
* **If the customer is not happy with the result and does not accept the product. What would you as a project manager do?**
* **How should a project manager communicate a failure to his team?**
* **What was the biggest challenge that you faced while working on a project?**
* **What kinds of projects interest you the most? Why?**
* **What are different kinds of project management tools you worked with?**
* **What kind of people do you find difficult to work with?**
* **Are there any projects that you do not want to work on?**
* **How do you keep your team members motivated?**
* **How do you monitor and review the delegated responsibilities?**
* **What motivates you to give your best to your projects?**
* **How do you deal with changes to your project?**
* **How good are your communication skills?**
* **What is your work style?**
* **How do you improve your knowledge regarding project management?**
* **Why do you want to work with this company?**
* **Did you face any problems with your co-workers in your previous company?**
* **Do you have any questions?**

**Question # 2:**

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 websites.

**Answer:**

**Project Management:**

**Website-1:**

<https://www.pmi.org/about/learn-about-pmi/what-is-project-management>/

**Project management**, then, is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements.

**Website-2:**

<https://www.apm.org.uk/resources/what-is-project-management/>

Project management is the application of processes, methods, skills, knowledge and experience to achieve specific project objectives according to the project acceptance criteria within agreed parameters. Project management has final deliverables that are constrained to a finite timescale and budget.

**Website-3:**

<https://searchcio.techtarget.com/definition/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 Careers:**

**Website-1:**

<https://study.com/resources/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.

**Website-2:**

<https://www.apm.org.uk/jobs-and-careers/career-path/>

Choosing project management as your career is the first step on an exciting career path. 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.

**Website-3:**

<https://www.simplilearn.com/why-should-you-choose-project-management-as-a-career-ccr40-article>

Simply, learn offers[multiple project management training courses and learning paths](https://www.simplilearn.com/project-management/) that can help aspiring project managers get the education they need—not only to pass certification exams, but also real-world knowledge useful for any project management career.3

**Project Portfolio Management:**

**Website-1:**

<https://www.planview.com/resources/articles/what-is-project-portfolio-management/>

PPM is the centralized management of processes, methods, and technologies used by teams to oversee and evaluate current or proposed projects based on several criteria. The aim of PPM is to find the best possible combination of resources to help an organization achieve its goals, taking into account factors such as external market conditions, customer demands, and regulatory restraints.

**Website-2:**

<https://www.wrike.com/project-management-guide/faq/what-is-project-portfolio-management-ppm/>

Project portfolio management (PPM) is the centralized management of an organization’s projects. While these projects may or may not be related to one another, they are ﻿managed under one umbrella, called a portfolio, in order to provide oversight and manage any competing resources. Portfolio management in project management also involves the intake process of projects. This includes identifying potential projects, authorizing them, assigning project managers to them, and including them into the overall portfolio. It also includes high-level controls and monitoring of projects to ensure the ongoing projects are directly related to the overall goals and strategies of the business.

**Website-3:**

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

Project Portfolio Management is about more than running multiple projects. Each portfolio of projects needs to be assessed on its business value and adherence to business strategy.

**IT Project Management:**

**Website-1:**

<https://searchcio.techtarget.com/definition/IT-project-management>

IT [project management](https://searchcio.techtarget.com/definition/project-management) is the process of planning, organizing and delineating responsibility for the completion of an organizations' specific information technology ([IT](https://searchdatacenter.techtarget.com/definition/IT)) goals.

**Website-2:**

<https://www.manageengine.com/products/service-desk/it-project-management.html?network=g&device=c&keyword=it%20project%20management&campaignid=835360292&creative=196625546873&matchtype=p&adposition=1t1&placement=&adgroup=42605344037&targetid=kwd-299268226255&location=1011081&gclid=CjwKCAjwr8zoBRA0EiwANmvpYEI50H9P4h-_mFbweVJLzFAGqRT7iKWaoi37ffmmN7gr4UnW0uYlNxoCaCIQAvD_BwE>

IT project management involves a structured approach to planning, organizing, leading, and controlling information technology projects.

**Website-3:**

<https://www.workfront.com/blog/it-project-management-for-beginners>

the simple answer is that it includes those efforts involved with managing the processes and activities associated with ensuring the success of IT projects or systems management related responsibilities.

**Question # 3:**

Find an example of a real project with a real project manager. Feel free to use projects on media (such as the Olympics, television shows or movies) or a project from your work, if applicable. Write a paper describing the project in term 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:**

**Description:**

The project we will use to answer this question is Shop at Tip.

**Shop at Tip details**:

This is a web application which connects entrepreneurs in IT and freelance software developers. The goal being to make software development process easy. It’s a ecommerce app.

**Time:**

4+ Months. ( First release at the end of 4 months. Then fixing bugs until most of the issues are taken care of. Final release happened on the 6 months.)

**Cost goals:**

Total investment $100.00. Target ROI (Return on Investment ) within two quarters after release: $8000. Actual ROI within first two quarter after final release: $6700.

**Scope:**

**1) Goal:**

Deliver a tailored social media platform for budding as well as established entrepreneurs.

**2) Deliverables:** A complete wasp to achieve the goal step by step. First deliverable was the mock-ups or wire-frames for the UI/UX. Then each subsequent deliverable happened by adding 5 functionalities at a time.

**3) Features:** Very similar to what LinkedIn (Trademark Microsoft) has done but tailored to fit the needs of the client.

**4) Deadlines:** 6 months deadline.

**Attributes:** Given in the description.

During the process adopting established SDLC and a pragmatic coding approach avoided many known issues such as buggy code, spaghetti design patterns, etc.

**Issues faced:** Miscommunication with client members and sometimes among team members and PM was a major obstacle. It was overcome by the good leadership of HR and PM. Second thing was choosing database platform for back end. Initially we thought traditional SQL was enough. But later on, we realized using a mix of SQL and NoSQL DB's the performance and architecture of the project improved.

**Role of project manager:** Coordinating between developers, e-board of the company, clients and HR.

**Sponsor:** We had sleeping partner kind of sponsor for this project. Periodically sponsor would come and check the progress. We adopted SCRUM methodology. So, most of the times sponsor or their reps would attend the periodic meetings.

This was a huge success. So far ROI is $370,00 and still counting. Team members have moved on with new skill-sets and added experience to other companies and creating other tailored SM platforms. They often report this project experience was rewarding in many ways, especially in terms of creativity and work-life balance