

4. PROJECT INITIAL AND PRE-STUDY

PROJECT MANAGEMENT

COMMUNICATION



HUMAN
RESOURCES



QUALITY

SCOPE

TIME

COST

RISK

PROCUREMENT

Visiting lecture: Le Nguyen Da Hien
Email : hienlend269@gmail.com
Tel : 0905 119 066

- 1. PROJECT MANAGEMENT LIFE CYCLE/ PROCESS**
- 2. INITIAL PROCESS ACTIVITIES**
- 3. HOMEWORK**



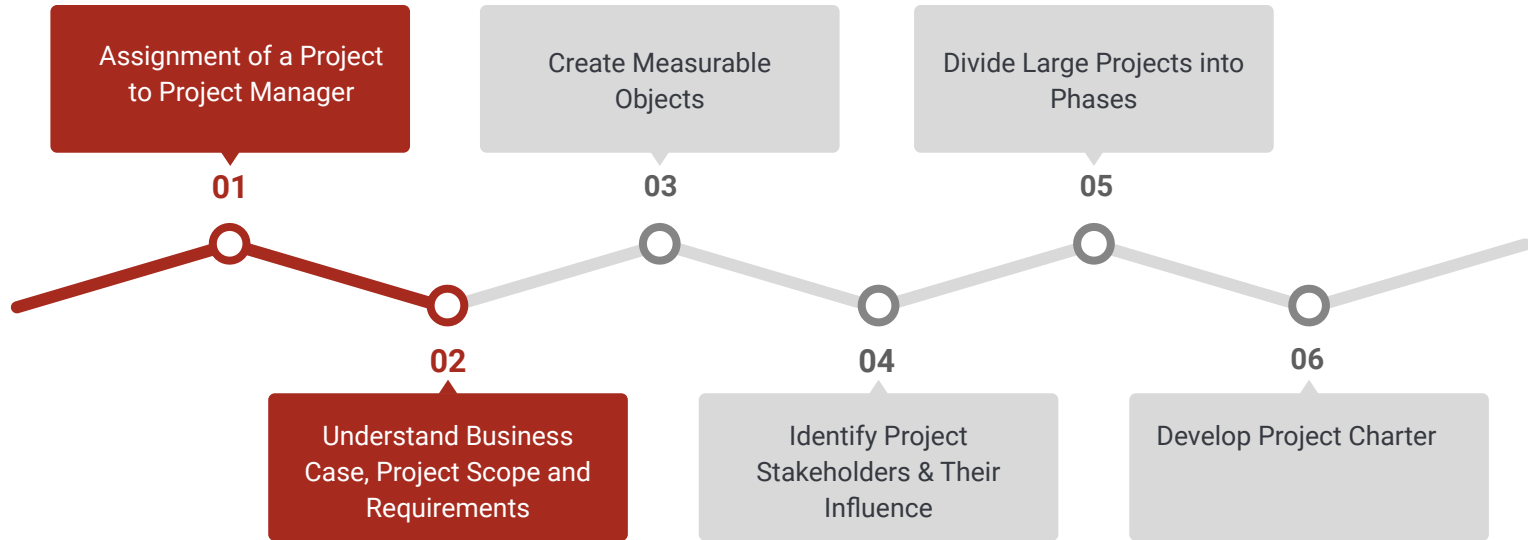
This process is finalized through the creation of the project charter, which outlines the purpose and requirements of the project.

Its scope covers:

- Project objectives
- Project Scope (In scope/ out of scope)
- Deliverables (source code, servers, documentations)
- Constraints
- Assumptions
- Exclusions
- Schedule
- Budget

PROJECT INITIAL ACTIVITIES

The project initial process consists of 6 key activities as follows



01. ASSIGNMENT OF A PROJECT TO PM

To authorize the involvement of the project manager from the beginning to the end of the project in order to

- ① Have an in-depth understanding of a project
- ② Identify imminent risks and constraints in the project



The structure of a business case should follow as such:

- **Preface**
- **Table of Contents**
- **Executive briefing** (explain what the project is about, why the company really needs it, and what results you expect to deliver)
- **Projected costs** (talk about the resources and investments required to make the project happen)
- **Expected benefit** (show what the company can get out of it, but don't forget to mention the risks involved, no one likes unpleasant surprises)
- **Conclusion and a brief overview of the next steps**
- **Appendix**

03. CREATE MEASURABLE OBJECTS

This activity aims at establishing project goals to be achieved by the project. The project manager will

- Come up with targets that can be measured at some point during the project lifecycle or after project completion.
- Aim at attaining those objectives to guarantee project success.

⇒ **Guide the planning process and activities that will help to make the project a success**

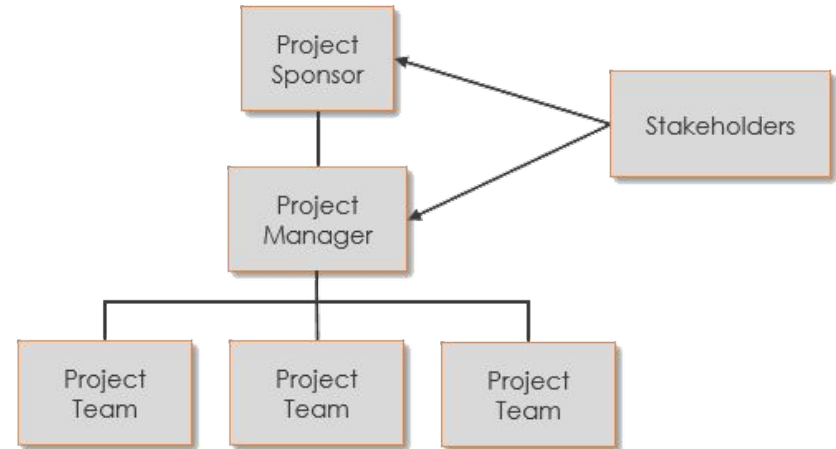


04. IDENTIFY PROJECT STAKEHOLDERS

The purpose of this activity is to **establish the stakeholders**, both internal and external, that will be affected by the project implementation, either directly or indirectly.

The project manager will need to

- Create **strong relationships** with the project stakeholders
- Analyze the stakeholders by assessing their interests, characteristics and motivations in order to **determine their roles and levels of involvement** in the project.
- **Measure the level on influence** the stakeholders have to the project, and also what they want in return.



The purpose of this activity is to subdivide the project into phases to ensure a timely completion of the project. The project manager needs to

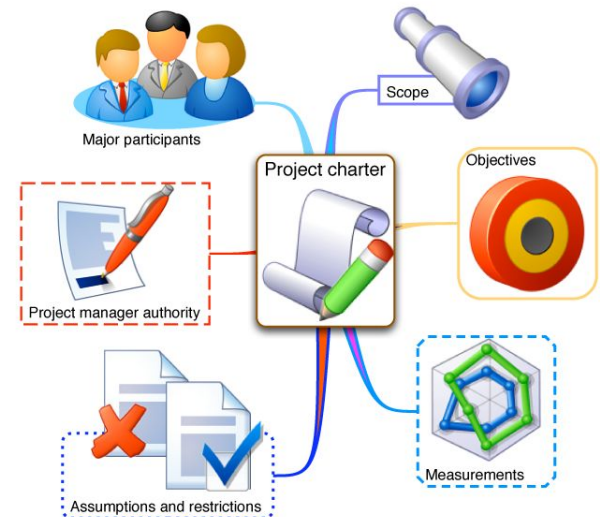
- Identify the various tasks of the project on the basis of their time of completion, importance and their execution criteria

EXAMPLE

PHASE 1	PHASE 2	PHASE 3	PHASE 4
<div>Vestibulum congue tempus</div> <div>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor.</div>	<div>Vestibulum congue tempus</div> <div>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor.</div>	<div>Vestibulum congue tempus</div> <div>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor.</div>	<div>Vestibulum congue tempus</div> <div>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor.</div>

The project manager therefore needs to establish the contents of the project charter. These may include:

- The goals or deliverables
- The scope
- Impact of the project on other business units and systems
- The project's key stakeholders
- Milestones
- The budget estimation of the project
- The constraints, assumptions, dependencies and risks
- The success measurements of the project and the ROI
- Project approval



THANK YOU!