

Business Tools for Career Readiness



Project Management: The Basics for Success

Module 4



with Rob Stone, M.Ed., PMP

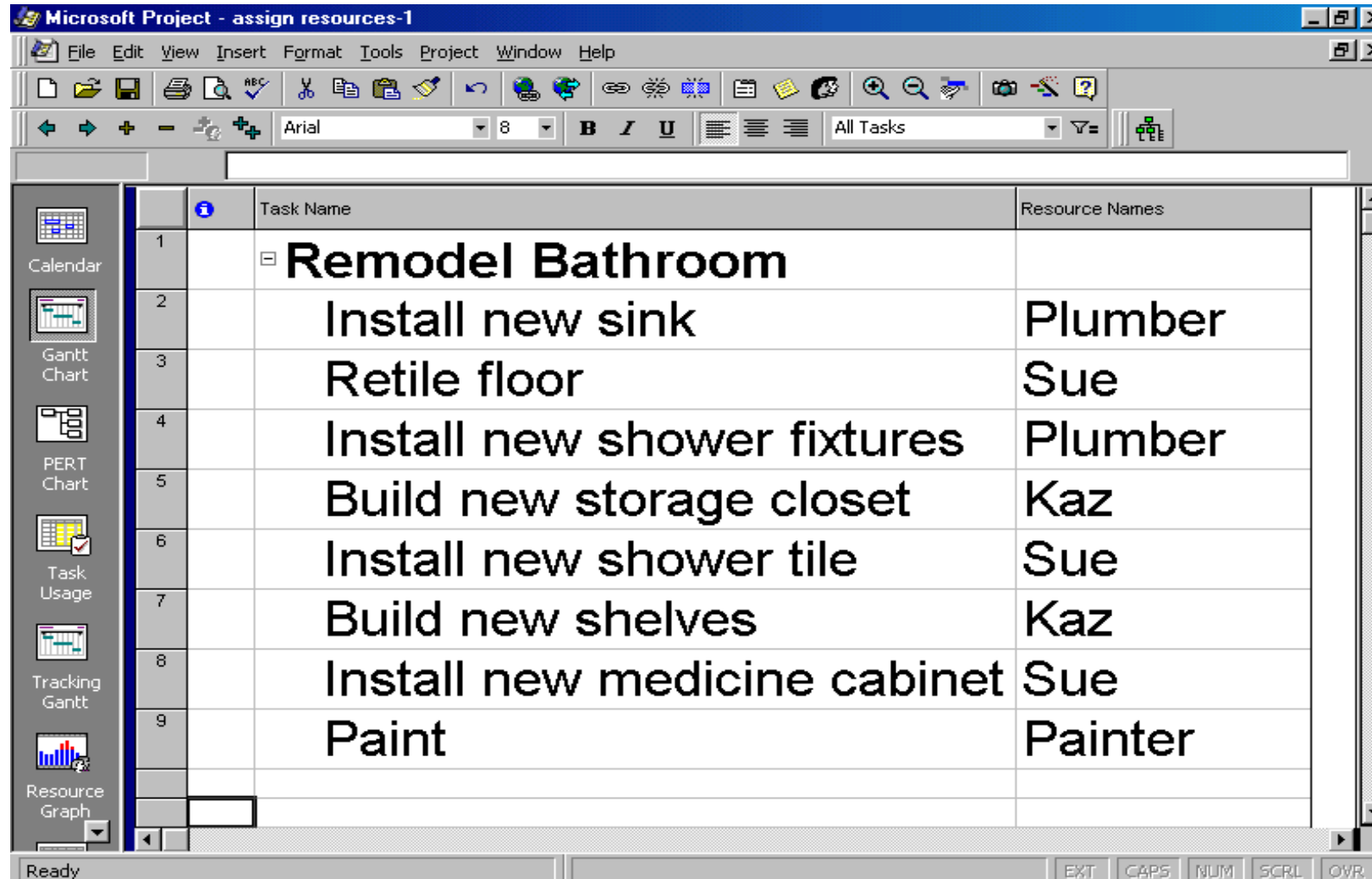
Putting the Full Team Together

- Recruiting/assigning team members
- Working with the functional managers

Team Kick-off Meeting

- Introduce team members
- Clarify the project mission, definition, deliverables
- Answer questions
- Clarify or start developing the project plan

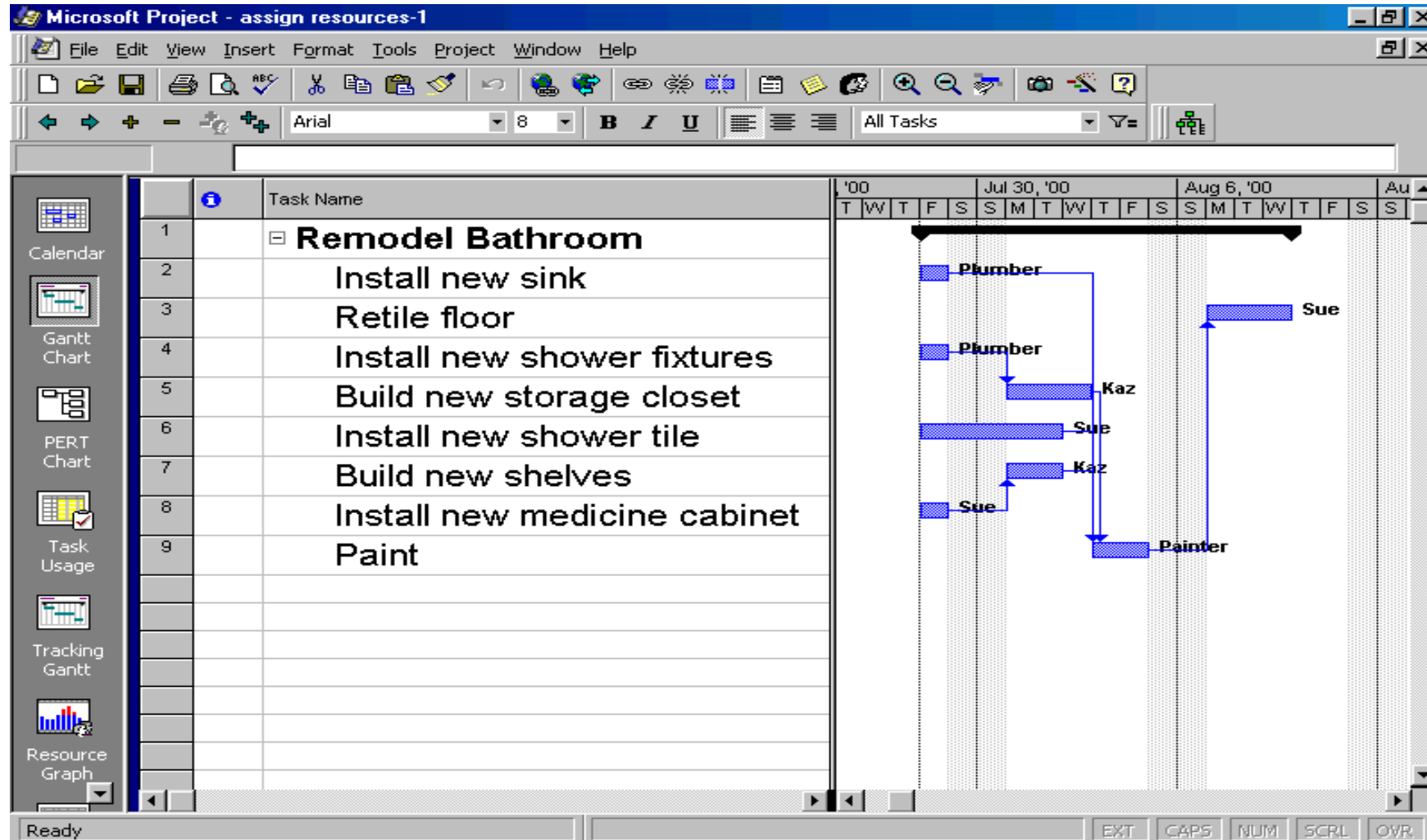
Adding the Resources



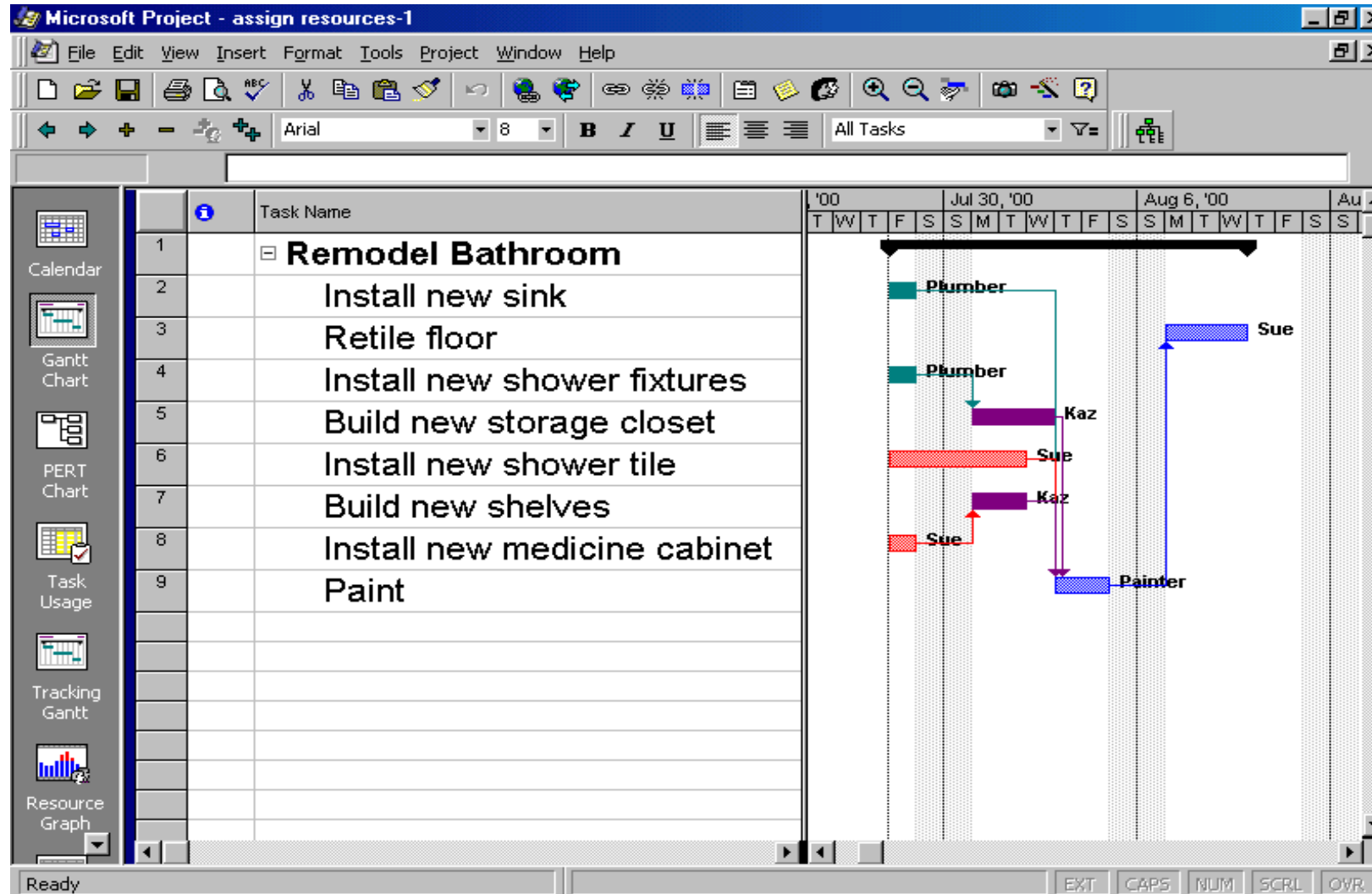
The screenshot shows the Microsoft Project application window titled "Microsoft Project - assign resources-1". The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Project, Window, Help), a toolbar with various icons, and a status bar at the bottom. The main workspace displays a task list in a table format. The left sidebar contains icons for different views: Calendar, Gantt Chart, PERT Chart, Task Usage, Tracking Gantt, and Resource Graph. The task list table has two columns: "Task Name" and "Resource Names". The tasks are numbered 1 through 9. Task 1 is "Remodel Bathroom", and tasks 2 through 9 are sub-tasks of the remodel, each assigned a resource.

	Task Name	Resource Names
1	Remodel Bathroom	
2	Install new sink	Plumber
3	Retile floor	Sue
4	Install new shower fixtures	Plumber
5	Build new storage closet	Kaz
6	Install new shower tile	Sue
7	Build new shelves	Kaz
8	Install new medicine cabinet	Sue
9	Paint	Painter

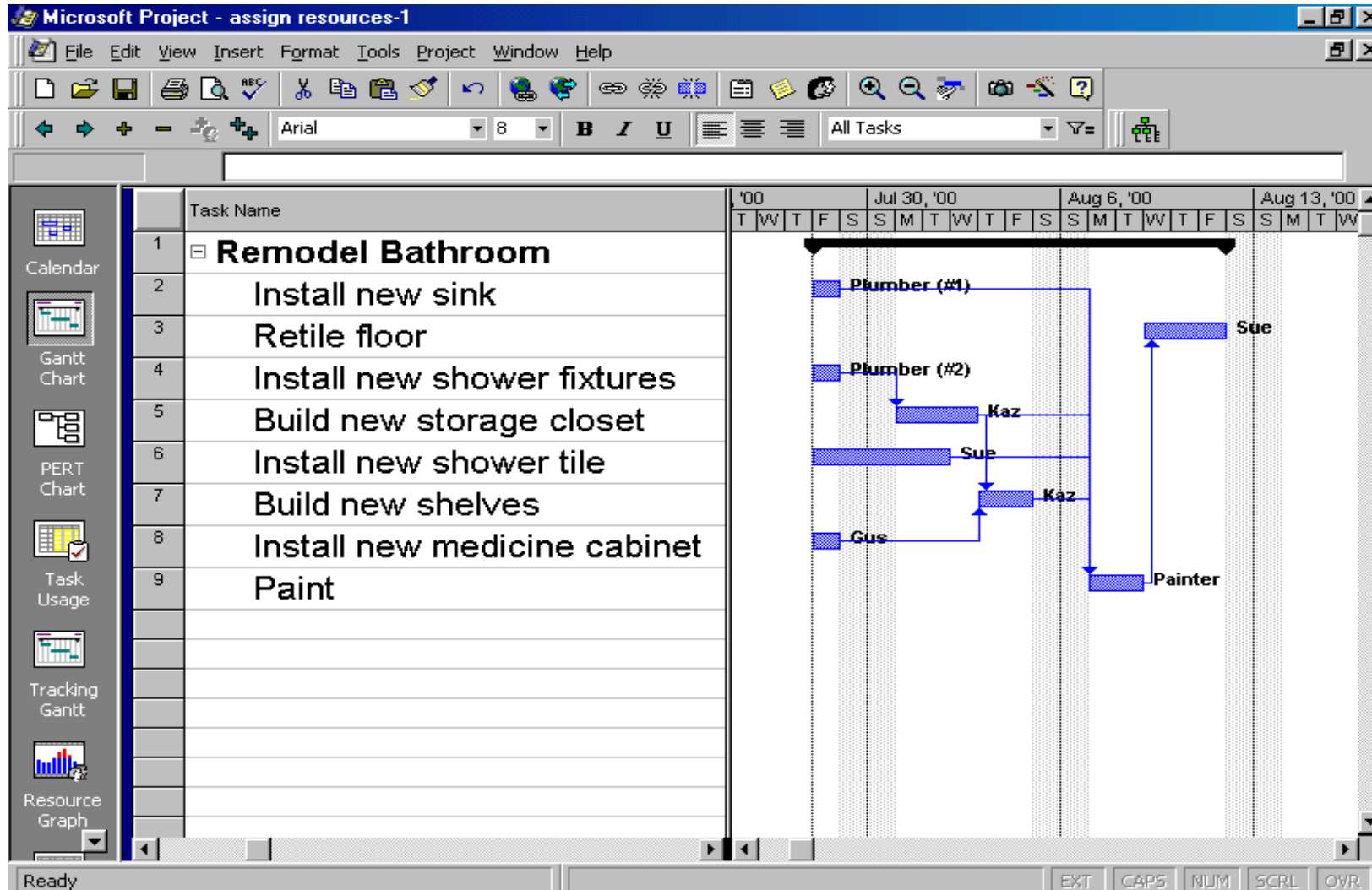
How does it look?



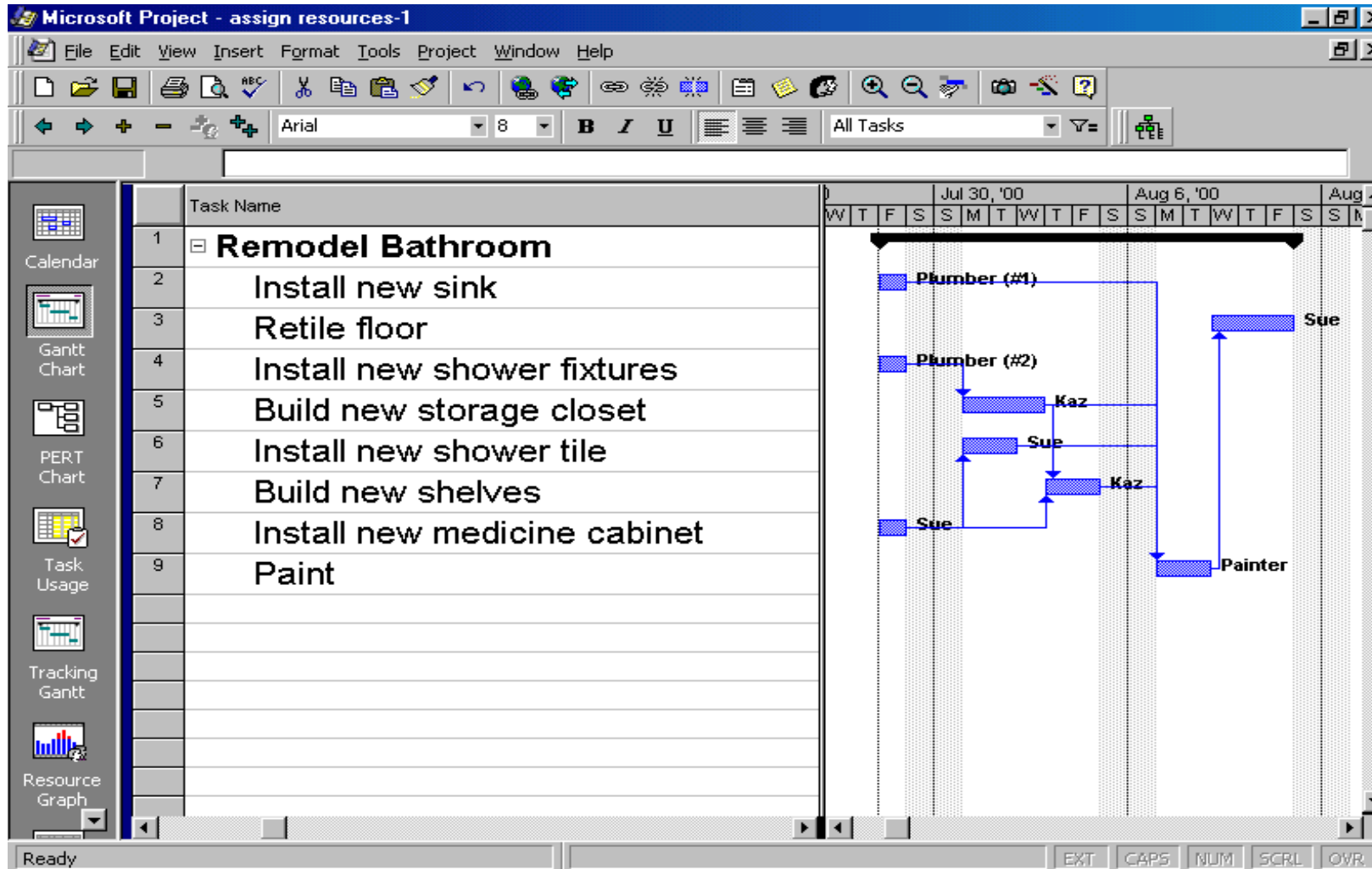
Double Scheduling



Resolving It



Another Way to Resolve It



Responsibility Assignment Matrix (RAM or RACI Chart)

	Person				
Activity					

Responsibility Assignment Matrix EXAMPLE

R = Responsible A = Accountable C = Consult I = Inform

	Person				
Activity	Sandra	Todd	Ramiro	Sue	Ed
Create Charter	A	R	I	I	I
Collect Requirements	I	A	R	C	C
Submit Change Request	I	A	R	R	C
Conduct Test	A	C	I	I	R

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A Guide to the Project Management Body of Knowledge®, (PMBOK® Guide) – Fifth Edition

RACI Chart Figure 9-5, pg 262

Scheduling Yourself as a Resource

- Changing roles
- Personal time management

UCI Extension

Continuing Education