MANAJEMEN PROYEK
(NF025103)

Proses Proses Manajemen Proyek

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AGENDA PERKULIAHAN

- Proses Proses Manajemen Proyek

- Interaksi Proses Manajemen Proyek

- Project Management Process Groups

- Project Information

- Peranan / Role dari Knowledge Area

- The Standard for Project Management of a Project

Manajemen Proyek

DEFINISI:

Project management is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements. (PMBOK 5th Edition)

- Membutuhkan pengelolaan yang **efektif** pada proses –proses pengelolaan proyek.

Apa Definisi dari Proses ?

Serangkaian tindakan yang saling terkait dan kegiatan yang dilakukan untuk menciptakan produk, layanan, atau hasil yang diinginkan / ditentukan sebelumnya

What needs to do by Project Team?

Apa yang harus dilakukan Project Team agar proyek yang dikerjakan berhasil?

- o Memilih proses-proses yang sesuai
- o Membangun dan Memelihara komunikasi yang tepat dengan Stakeholder yang terlibat
- o Memenuhi persyaratan untuk memenuhi kebutuhan dan harapan stakeholders
- o Mampu menyeimbangkan kendala yang dihadapi (scope, schedule, cost, quality, customer satisfaction, risks, resources, etc) dalam menghasilkan produk ataupun layanan.

Kategori Proses pada Proyek

Pada Umumnya terbagi menjadi 2 Kategori:

- **Project Management Processes.**

  Proses – proses yang ada memastikan alur kerja yang efektif dalam mengelola proyek sepanjang siklus hidpu proyek. Mencakup tools dan tehnik yang dibutuhkan untuk menerapkan kemampuan dalam mengelola proyek.

- **Product-Oriented Processes**.

  Proses – proses yang ada untuk menciptakan produk /deliverables dari sebuah proyek. Berbeda pada tiap industri / application area.

Proses – Proses Manajemen Proyek

- Berlaku Secara Global
- Dapat diterapkan di seluruh kelompok industri
- Berisikan Good Practices / Best Practices.
- Meningkatkan peluang keberhasilan proyek
- Good Practice tidak berarti bahwa pengetahuan, keterampilan, dan proses yang dijelaskan harus selalu diterapkan secara seragam pada semua proyek.
- Manajer proyek dan tim mereka harus hati-hati menangani setiap proses dan input dan output dan menentukan mana yang berlaku untuk proyek yang mereka kerjakan.

Proses – Proses Manajemen Proyek

- Tindakan yang diambil selama satu proses biasanya mempengaruhi proses dan proses terkait lainnya.

  Misalnya, perubahan lingkup biasanya mempengaruhi biaya proyek, tetapi tidak dapat mempengaruhi rencana pengelolaan komunikasi atau tingkat risiko.
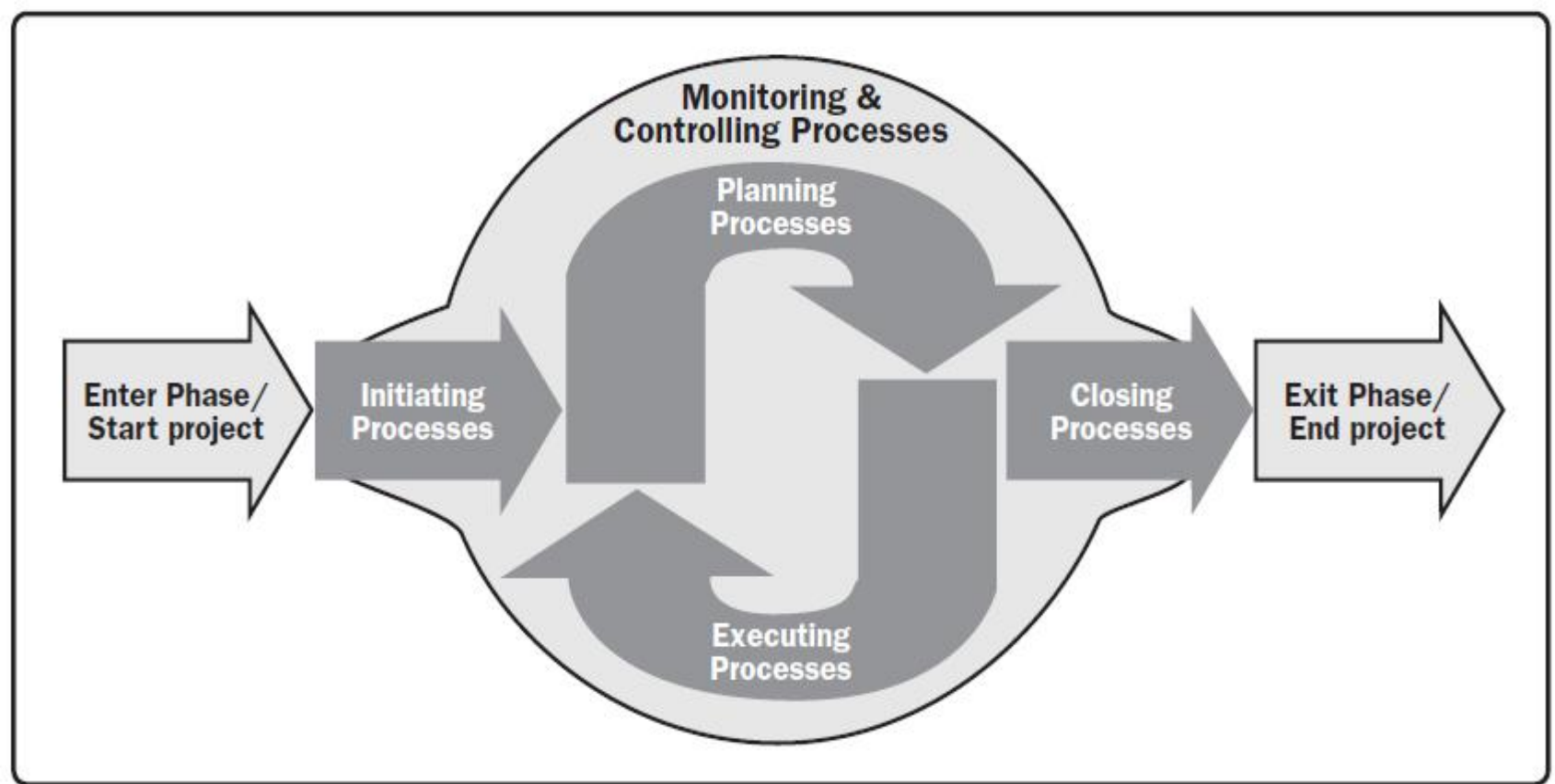
- Proyek-proyek ada dalam suatu organisasi dan tidak beroperasi sebagai sistem tertutup.

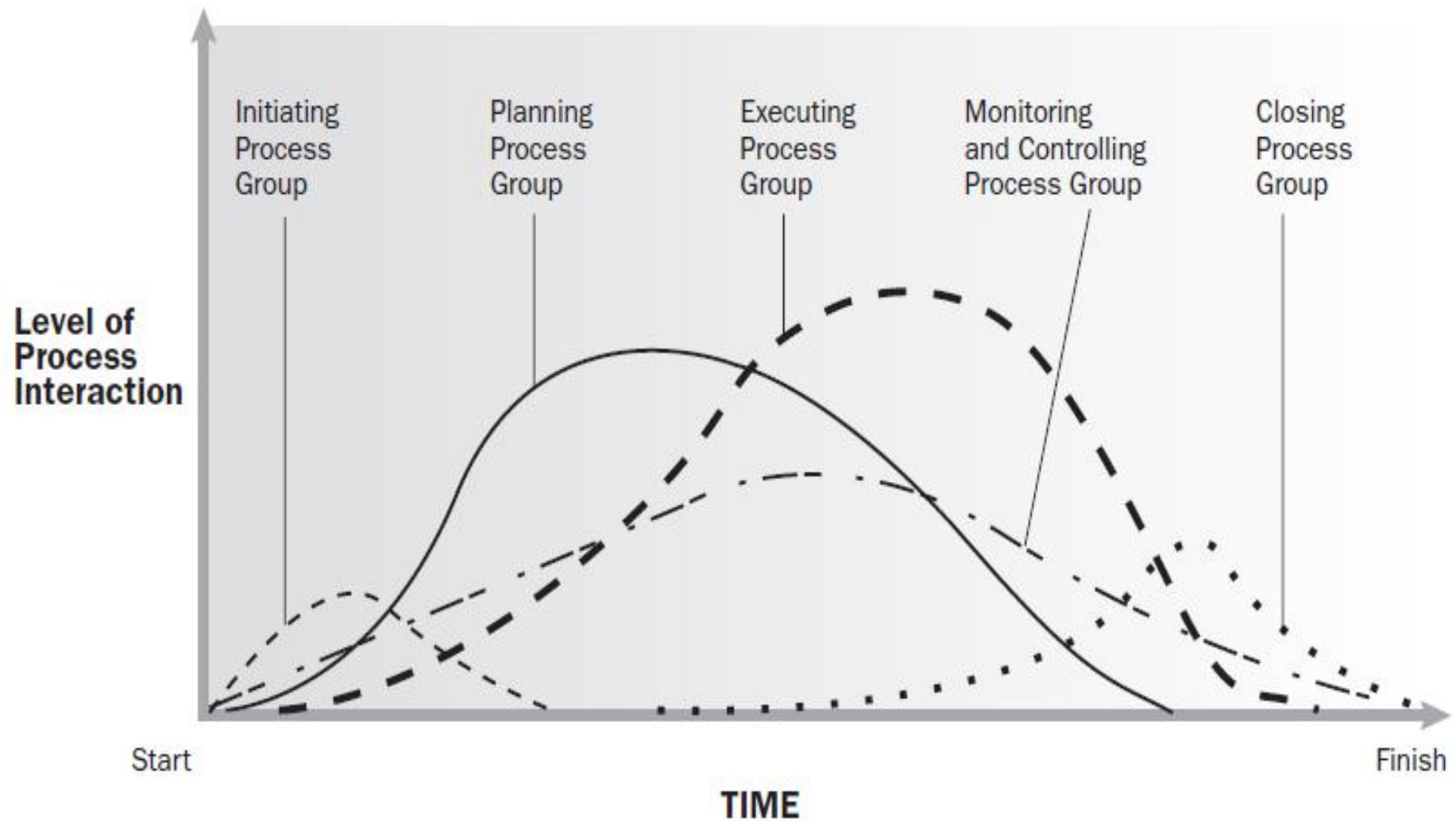# Project Management Process Groups

- **Initiating Process Group**

- **Planning Process Group**

- **Executing Process Group**

- **Monitoring & Controlling Process Group**

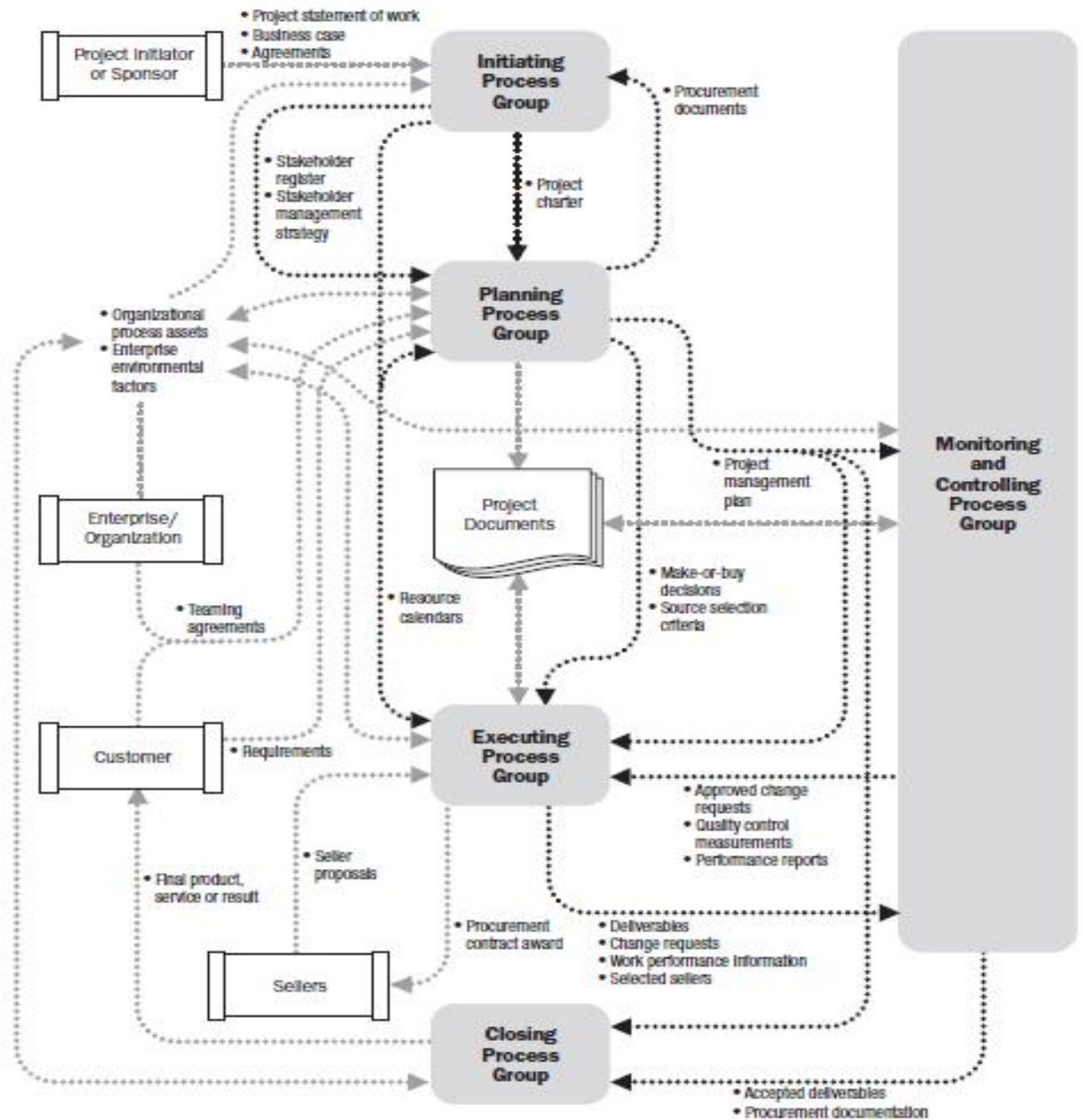- **Closing Process Group**

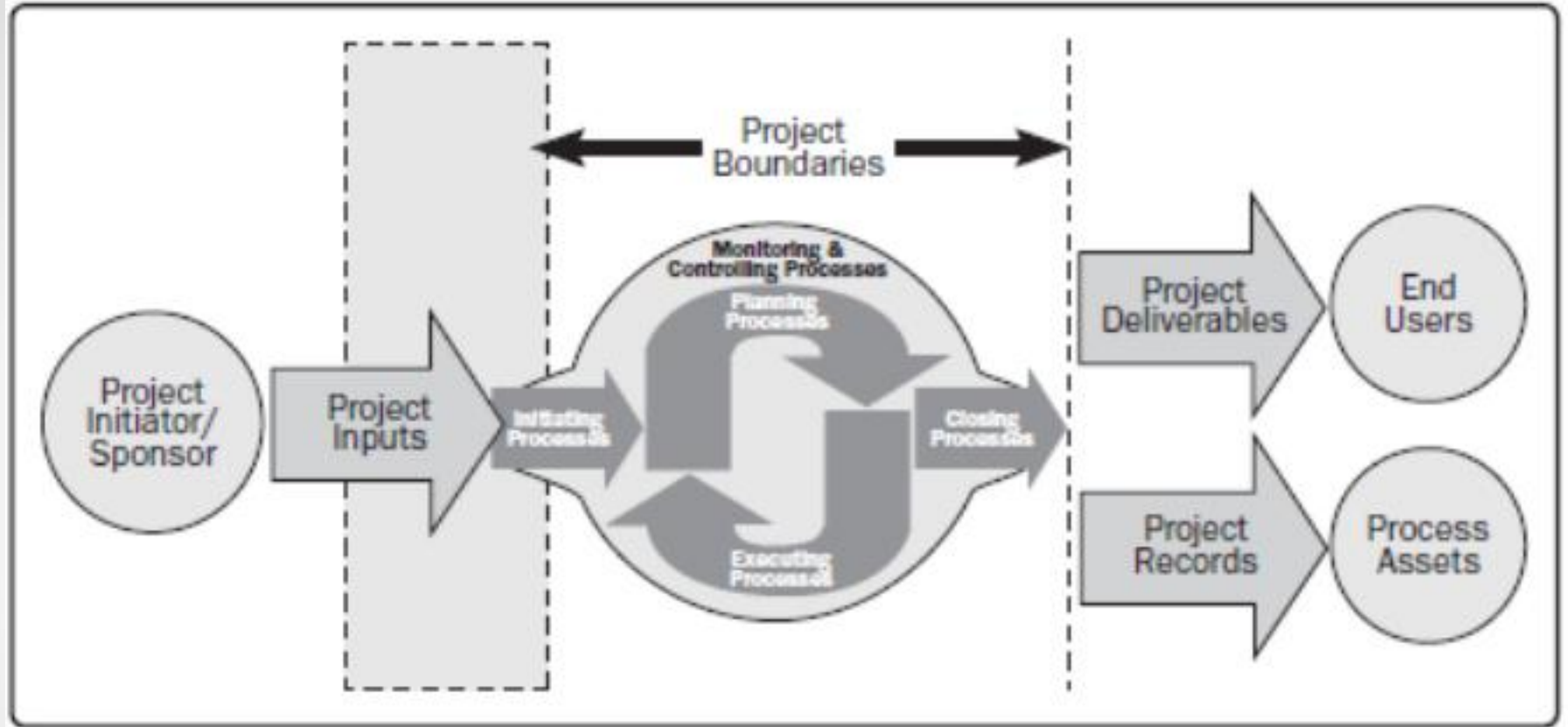# Interaksi Proses Manajemen Proyek

Interaksi Proses Manajemen Proyek

Project Management Process Groups

Initiating Process Group

Consists of those processes performed to define a new project or a new phase of an existing project by obtaining authorization to start the project or phase.

Planning Process Group

- Consists of those processes performed to establish the total scope of the effort, define and refine the objectives, and develop the course of action required to attain those objectives

- Activities: Develop the **project management plan** and the **project documents** that will be used to carry out the project

- Manfaat utama dari Proses Group ini adalah untuk menggambarkan strategi dan taktik serta tindakan dengan tujuan berhasil menyelesaikan proyek atau fase

Executing Process Group

- Consists of those processes performed to complete the work defined in the project management plan to satisfy the project specifications.

- Involves coordinating people and resources, managing stakeholder expectations, as well as integrating and performing the activities of the project in accordance with the project management plan.

- May require planning updates and rebaselining

- May include changes to expected activity durations, changes in resource productivity and availability, and unanticipated risks

- Can trigger **Change Request**

Monitoring and Controlling Process Group

- Consists of those processes required to track, review, and orchestrate the progress and performance of the project; identify any areas in which changes to the plan are required; and initiate the corresponding changes.

- Provides the project team insight into the health of the project and identifies any areas requiring additional attention.

- **Key Benefit:**
  - Project performance is measured and analyzed at regular intervals, appropriate events, or exception conditions to identify variances from the project management plan

Closing Process Group

- Processes performed to conclude all activities across all Project Management Process Groups to formally complete the project, phase, or contractual obligations.

- Also formally establishes the premature closure of the project. Prematurely closed projects may include, for example: aborted projects, cancelled projects, and projects having a critical situation.

Project Information
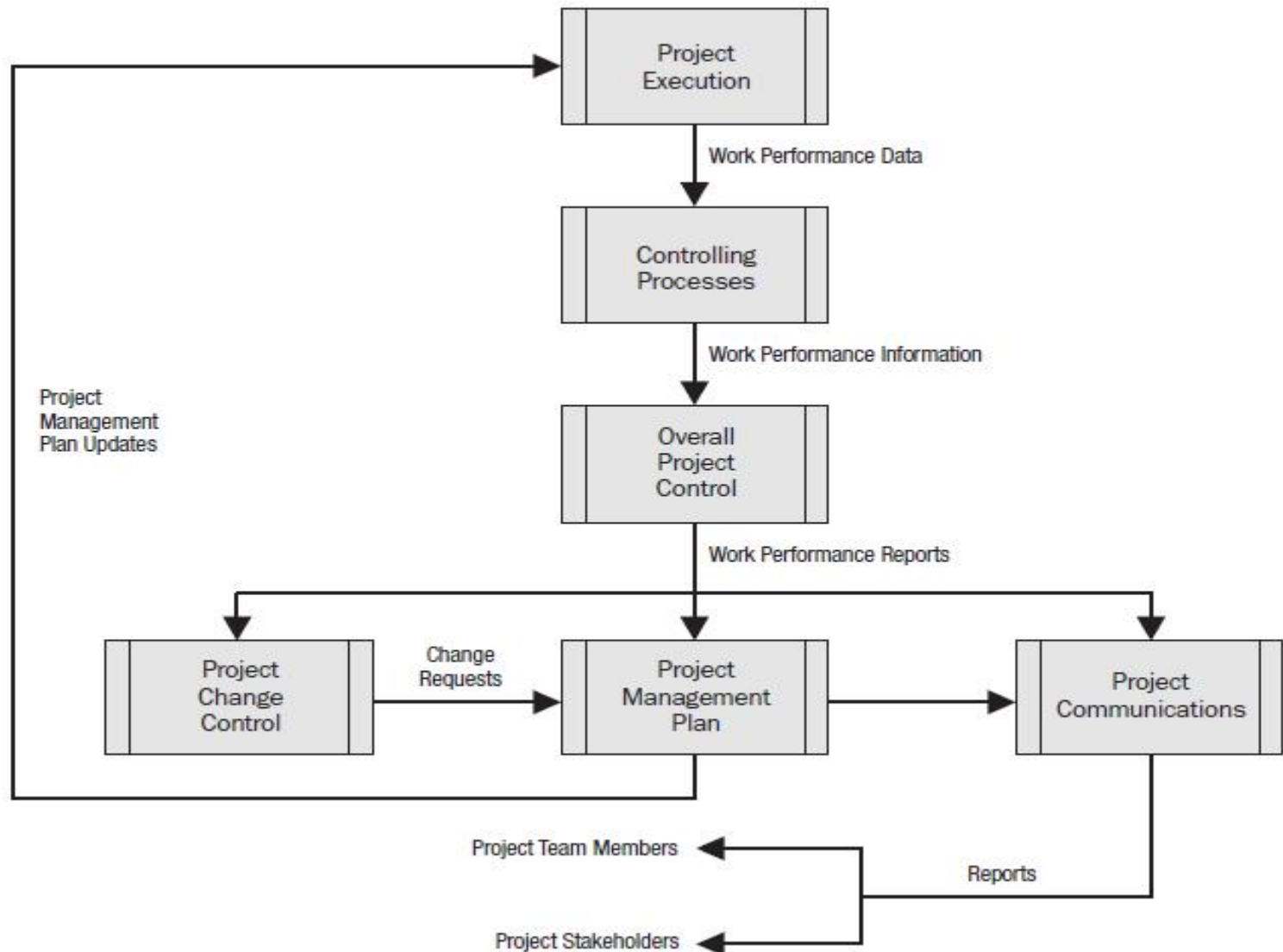
Role of Knowledge Area

- A Knowledge Area represents a complete set of concepts, terms, and activities that make up a professional field, project management field, or area of specialization.

- These ten Knowledge Areas are used on most projects most of the time.

- Project teams should utilize these ten Knowledge Areas and other Knowledge Areas, as appropriate, for their specific project.

- KA provide a detailed description of the process inputs and outputs along with a descriptive explanation of tools and techniques most frequently used within the project management processes to produce each outcome.

Knowledge Areas	Project Management Process Groups				
	Initiating Process Group	Planning Process Group	Executing Process Group	Monitoring and Controlling Process Group	Closing Process Group
4. Project Integration Management	4.1 Develop Project Charter	4.2 Develop Project Management Plan	4.3 Direct and Manage Project Work	4.4 Monitor and Control Project Work 4.5 Perform Integrated Change Control	4.6 Close Project or Phase
5. Project Scope Management		5.1 Plan Scope Management 5.2 Collect Requirements 5.3 Define Scope 5.4 Create WBS		5.5 Validate Scope 5.6 Control Scope	
6. Project Time Management		6.1 Plan Schedule Management 6.2 Define Activities 6.3 Sequence Activities 6.4 Estimate Activity Resources 6.5 Estimate Activity Durations 6.6 Develop Schedule		6.7 Control Schedule	
7. Project Cost Management		7.1 Plan Cost Management 7.2 Estimate Costs 7.3 Determine Budget		7.4 Control Costs	
8. Project Quality Management		8.1 Plan Quality Management	8.2 Perform Quality Assurance	8.3 Control Quality	

Knowledge Areas	Project Management Process Groups				
	Initiating Process Group	Planning Process Group	Executing Process Group	Monitoring and Controlling Process Group	Closing Process Group
9. Project Human Resource Management		9.1 Plan Human Resource Management	9.2 Acquire Project Team 9.3 Develop Project Team 9.4 Manage Project Team		
10. Project Communications Management		10.1 Plan Communications Management	10.2 Manage Communications	10.3 Control Communications	
11. Project Risk Management		11.1 Plan Risk Management 11.2 Identify Risks 11.3 Perform Qualitative Risk Analysis 11.4 Perform Quantitative Risk Analysis 11.5 Plan Risk Responses		11.6 Control Risks	
12. Project Procurement Management		12.1 Plan Procurement Management	12.2 Conduct Procurements	12.3 Control Procurements	12.4 Close Procurements
13. Project Stakeholder Management	13.1 Identify Stakeholders	13.2 Plan Stakeholder Management	13.3 Manage Stakeholder Engagement	13.4 Control Stakeholder Engagement	

PROJECT INTEGRATION MANAGEMENT OVERVIEW

Project Integration Management Overview

4.1 Develop Project Charter

.1 Inputs
- .1 Project statement of work
- .2 Business case
- .3 Agreements
- .4 Enterprise environmental factors
- .5 Organizational process assets

.2 Tools & Techniques
- .1 Expert judgment
- .2 Facilitation techniques

.3 Outputs
- .1 Project charter

4.2 Develop Project Management Plan

.1 Inputs
- .1 Project charter
- .2 Outputs from other processes
- .3 Enterprise environmental factors
- .4 Organizational process assets

.2 Tools & Techniques
- .1 Expert judgment
- .2 Facilitation techniques

.3 Outputs
- .1 Project management plan

4.3 Direct and Manage Project Work

.1 Inputs
- .1 Project management plan
- .2 Approved change requests
- .3 Enterprise environmental factors
- .4 Organizational process assets

.2 Tools & Techniques
- .1 Expert judgment
- .2 Project management information system
- .3 Meetings

.3 Outputs
- .1 Deliverables
- .2 Work performance data
- .3 Change requests
- .4 Project management plan updates
- .5 Project documents updates

4.4 Monitor and Control Project Work

.1 Inputs
- .1 Project management plan
- .2 Schedule forecasts
- .3 Cost forecasts
- .4 Validated changes
- .5 Work performance information
- .6 Enterprise environmental factors
- .7 Organizational process assets

.2 Tools & Techniques
- .1 Expert judgment
- .2 Analytical techniques
- .3 Project management information system
- .4 Meetings

.3 Outputs
- .1 Change requests
- .2 Work performance reports
- .3 Project management plan updates
- .4 Project documents updates

4.5 Perform Integrated Change Control

.1 Inputs
- .1 Project management plan
- .2 Work performance reports
- .3 Change requests
- .4 Enterprise environmental factors
- .5 Organizational process assets

.2 Tools & Techniques
- .1 Expert judgment
- .2 Meetings
- .3 Change control tools

.3 Outputs
- .1 Approved change requests
- .2 Change log
- .3 Project management plan updates
- .4 Project documents updates

4.6 Close Project or Phase

.1 Inputs
- .1 Project management plan
- .2 Accepted deliverables
- .3 Organizational process assets

.2 Tools & Techniques
- .1 Expert judgment
- .2 Analytical techniques
- .3 Meetings

.3 Outputs
- .1 Final product, service, or result transition
- .2 Organizational process assets updates

INITIATING PROCESS GROUP

DEVELOP PROJECT CHARTER

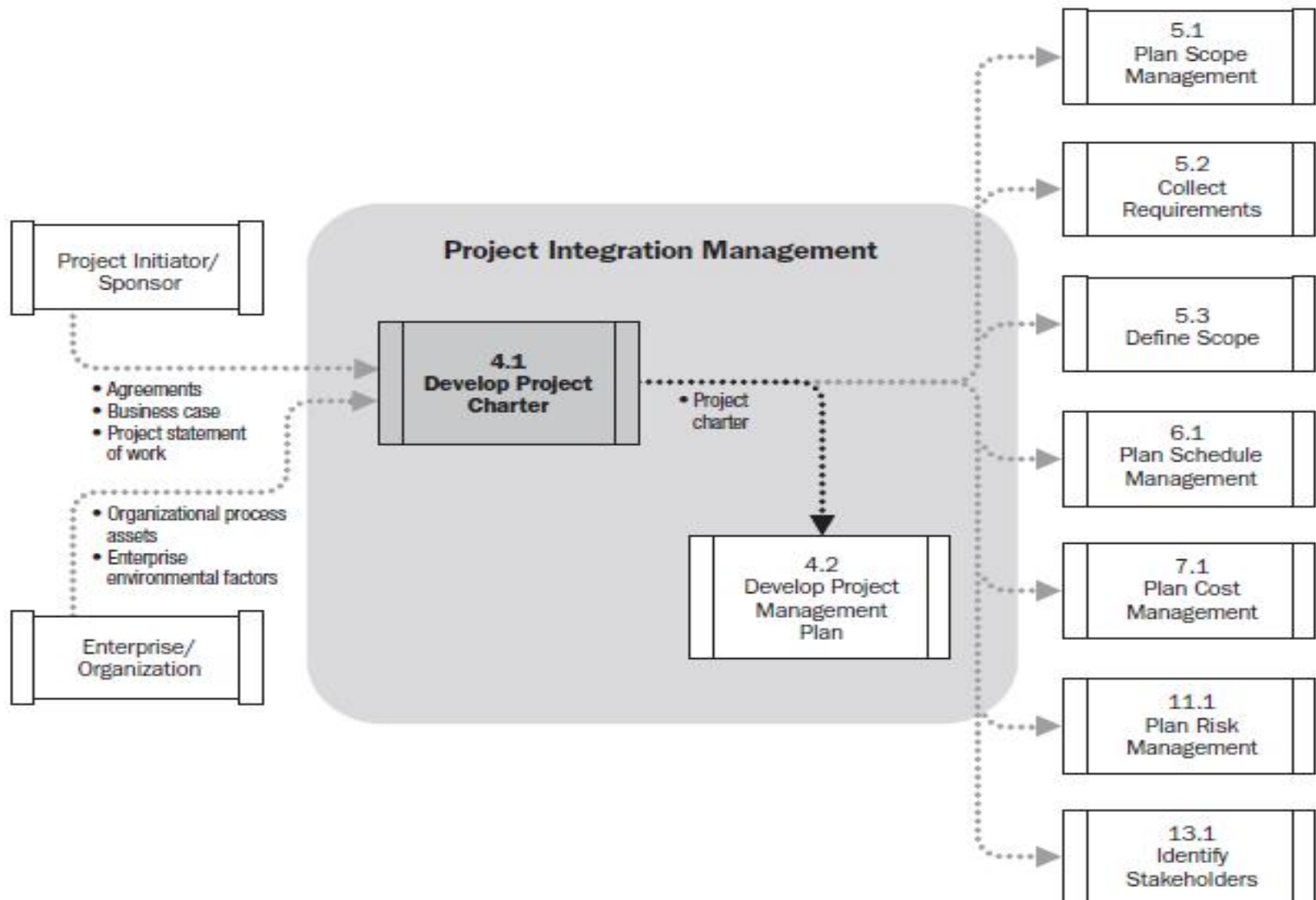| INPUTS	TOOLS& TECHNIQUES	OUTPUTS
• Project Statement of Work • Business Case • Agreements • Enterprise Environmental Factors • Organizational Process Assets	• Expert Judgements • Facilitation Techniques	• **Project Charter**

DEVELOP PROJECT CHARTER

KEY BENEFITS

- Well-defined Project Start & Boundaries
- Formal record of the project
- Direct commitment from senior management

DEVELOP PROJECT CHARTER

IDENTIFY STAKEHOLDERS

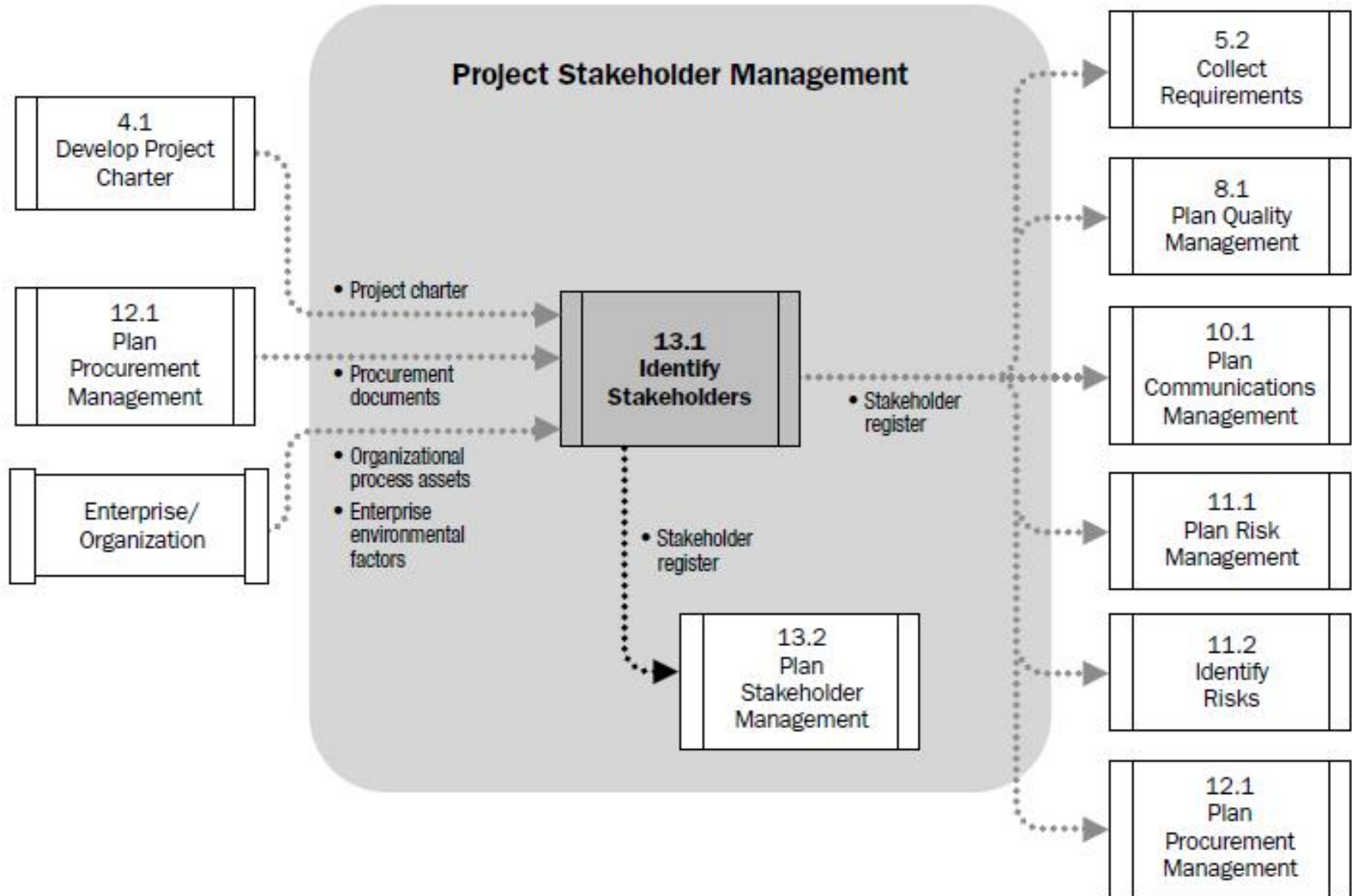| INPUTS	TOOLS& TECHNIQUES	OUTPUTS
• Project Charter • Procurement Documents • Environmental Factors • Organizational Process Assets	• Stakaholder Analysis • Expert Judgements • Meetings	• **Stakeholder Register**

IDENTIFY STAKEHOLDERS

KEY BENEFITS

Identify the appropriate focus of each Stakeholder or Group of Stakeholders

IDENTIFY STAKEHOLDERS

DAFTAR PUSTAKA

- Project Management Institute. A Guide to the Project Management Body of Knowledge (PMBOK Guide) 5th Edition. 2013.

Next Assignment

- Mulai kerjakan tugas kelompoknya ☺
  - Business model
  - Project Charter
  - Stakeholder Register

TERIMA KASIH