

	M	T	W	T	F	S	S
A		1	2	3	4	5	
U	6	7	8	9	10	11	12
G	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
18	27	28	29	30	31		

JULY '18

FRIDAY

06

WK 27 DAY 187/178

WORKS TO DO

Lecture 1. pdf

PM Implementation Slide 15

Consequences of not using PM slide 16

Attributes that characterise projects 18

- ↳ Importance
- ↳ Performance
- ↳ Life Cycle with a Finite Due Date
- ↳ Interdependencies
- ↳ Uniqueness

Project (4)

PM (5)

PM Consists of (6)

Importance (11)

Advantage (12)

Better PM (13)

Resources 23

Conflict 24

Stakeholders

SATURDAY

WK 27 DAY 188-177

07

Non-projects and quasi-projects
(25) (27)

Project Manager Role (32)

Stakeholders (24, 31, 36)

Stakeholder Engagement (37)

Key points in Project setup and definition (39)

SUN 08

M	T	W	T	F	S	S
30	31					
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

WORKS TO DO

Phases of PM

Intro (PMP, PMS) (Pg 2)

Concept (Pg 3)

Phases (Pg 4, 5)

↳ Project Initiation (Pg 6)

↳ Project Planning (Pg 7)

SMART goals (Pg 8)

CLEAR goals (Pg 9)

Pg 11 → Documents (Scope statement, WBS, Milestones, Gantt Chart, Communication plan, Risk Mgmt Plan)

↳ Project Execution (Pg 12)

Kick off (Pg 12)

↳ Project Monitoring (Pg 13)

Key Performance Indicators (Pg 13)

↳ Project Closure (Pg 14)

Project planning (15)

Seven keys to successful project planning (Pg 16)

	M	T	W	T	F	S	S
A			1	2	3	4	5
U	6	7	8	9	10	11	12
G	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
18	27	28	29	30	31		

WEDNESDAY

WK 28 DAY 192-173

11

WORKS TO DO

- Think of plan as a ~~real~~ roadmap for stakeholders (16)
- Break the project into a list of deliverables (17)
- Talk to team (18)
- Identify risks (19)
- Create a budget (20)
- Add milestones (21)
- Set Progress reporting guidelines (22)

PM Lecture 4 ~~ppt~~ ppt

Work Content (2)

Calculate work content (3)

Time estimation (4)

Time estimation matters (5)

↳ Planning fallacy (6) → Undermining amount of time

↳ Historical data importance (7)

↳ Knowledge of the task in hand (8)

↳ Speaking to experts (9)

↳ Bottom-up, Top-down estimating (10)

↳ PERT (11)

↳ Time Estimation formula (12)

↳ WBS (13)

↳ WBS applications (14)

THURSDAY

WK 28 DAY 193-172

12

JULY '18

13

FRIDAY

WK 28 DAY 194-171

M	T	W	T	F	S	S	J
30	31					1	U
2	3	4	5	6	7	8	L
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	'18

WORKS TO DO

Cost Estimates, Budgets, Financial Mgmt (13)

↳ Cost Estimates (16)

↳ Budgets (17)

↳ Financial mgmt (18)

Risk Analysis and Contingency plan (19)

Risk Identification (20)

Risk Analysis (21)

Risk Minimisation (22)

Contingency plan (23)