

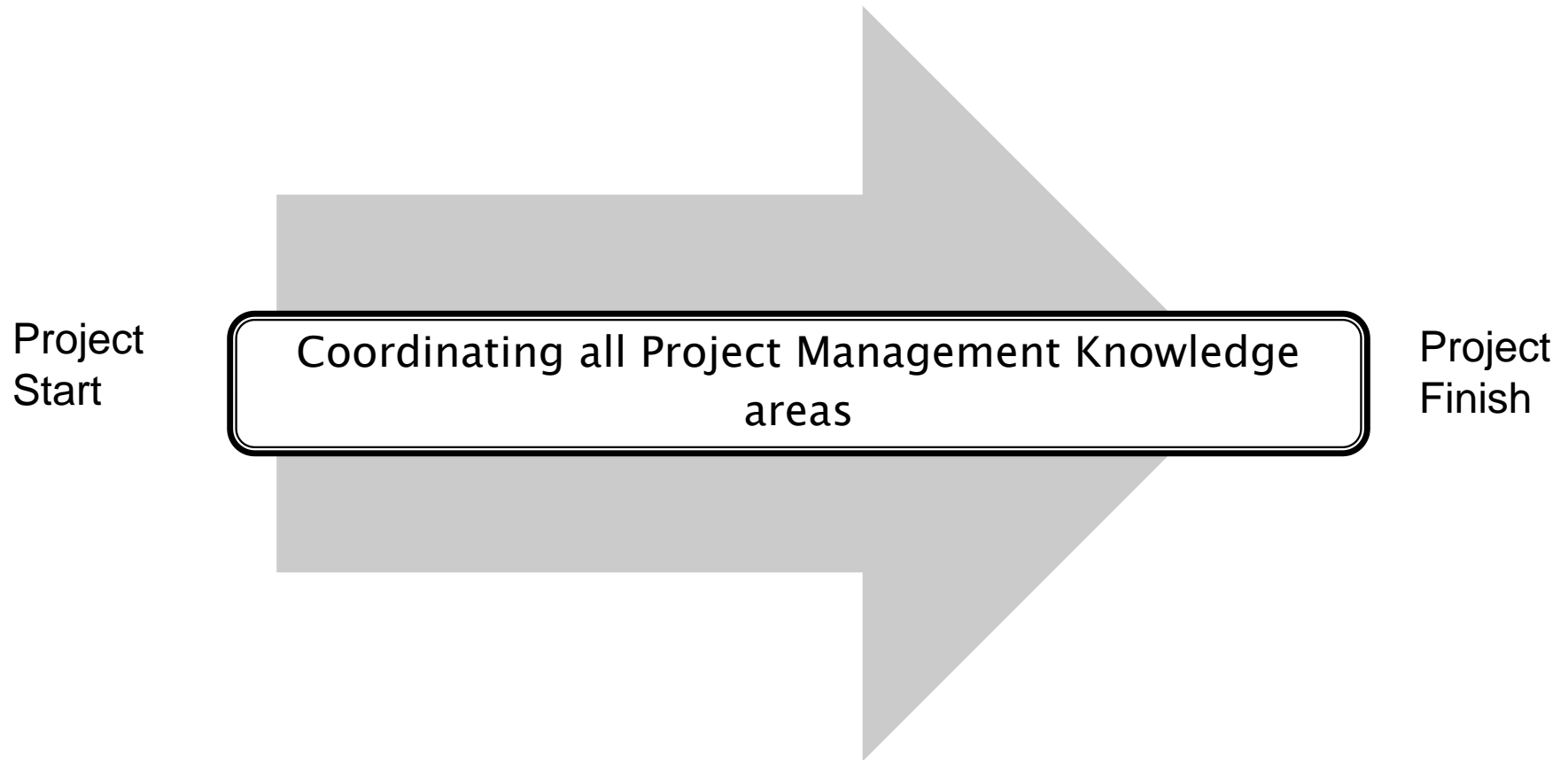
Introduction to IT Project Management

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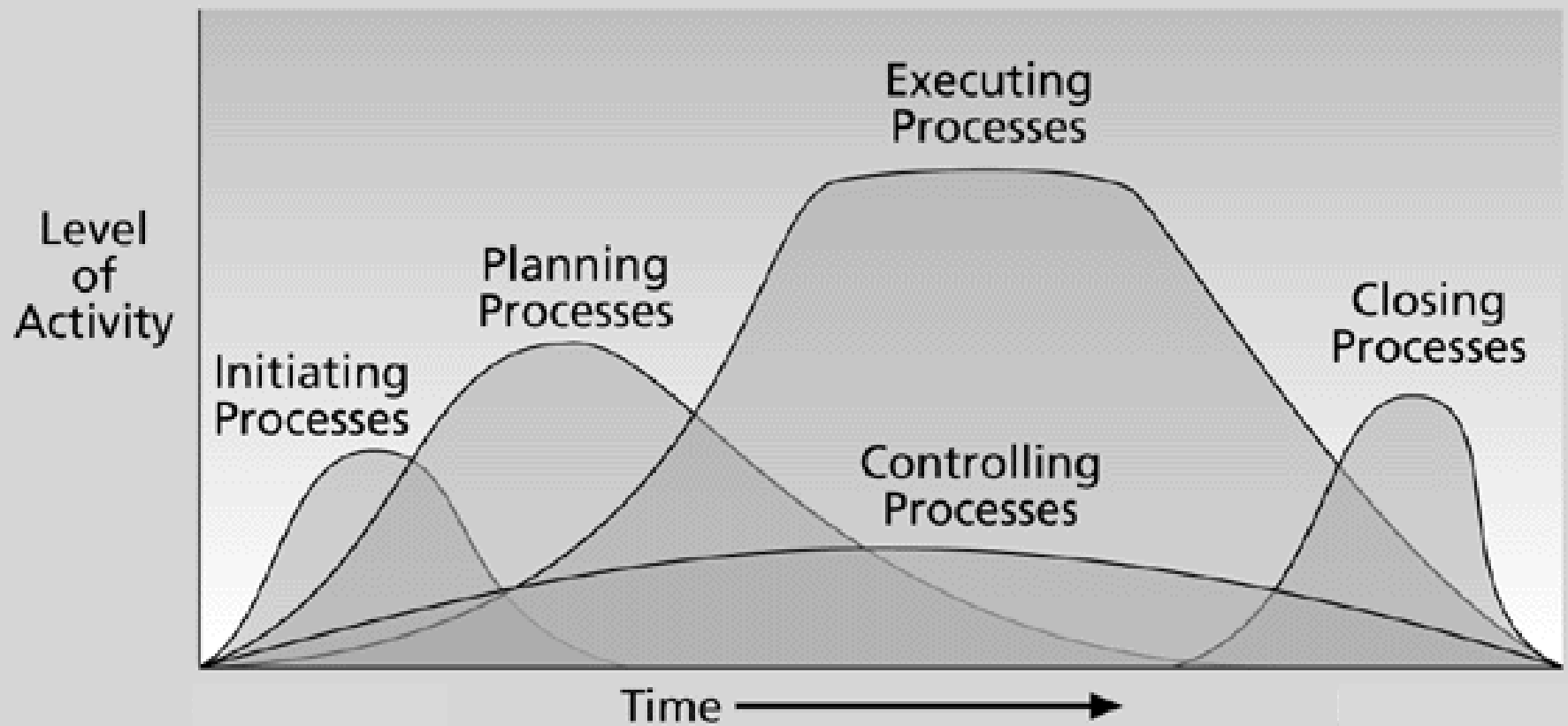
Spring Semester 2020

What is Project Integration Management ?

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Project Management Process Group



Knowledge areas VS Project Management process groups

		Project Management Process Groups				
		Initiating	Planning	Executing	Monitoring & Controlling	Closing
	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
	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	

Project Integration Management main Processes:

Initiating

Process: **Develop project charter**

Output: Project charter

Planning

Process: **Develop project management plan**

Output: Project management plan

Executing

Process: **Direct and manage project work**

Outputs: Deliverables, work performance data, change requests, project management plan updates, project documents updates

Monitoring and Controlling

Process: **Monitor and control project work**

Outputs: Change requests, project management plan updates, project documents updates

Process: **Perform integrated change control**

Outputs: Approved change requests, change log, project management plan updates, project documents updates

Closing

Process: **Close project or phase**

Outputs: Final product, service, or result transition; organizational process assets updates

Project Start

Project Finish

What is Microsoft Project ?

It is a software application used to **plan** and **manage** projects implemented in an organization.

Used to:

- Better organize and manage work and people to ensure that projects are delivered on time and within budget
- Enhance the productivity and effectiveness by learning and applying project management practices easily



Microsoft Project
Standard

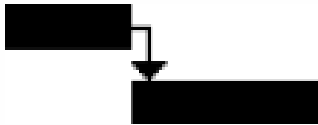



The Microsoft Office
Project Management Program

Version 2002

Important Terminologies:

- **Task:** A project activity that has a starting and finishing point. A task is the basic building block of a project.
- **Summary task:** A task that is made up of and summarizes the subtasks below it. In project, phases of project work are represented by summary tasks
- **Milestone:** A significant event that is reached within the project or imposed upon the project. In Project, milestones are normally represented as tasks with zero duration.
- **Resource:** People Equipment, materials or services that are needed to complete various tasks.
- **Relationships:** The type of dependency between two tasks, visually indicated by a link line. Also known as a link, a logical relationship, a task dependency, or a precedence relationship.

Types of Relationships

This task relationship	Means	Looks like this in the Gantt chart	Example
Finish-to-start (FS)	The finish date of the predecessor task determines the start date of the successor task.		A film scene must be shot before it can be edited.
Start-to-start (SS)	The start date of the predecessor task determines the start date of the successor task.		Reviewing a script and developing the script breakdown and schedule are closely related, and they should occur simultaneously.
Finish-to-finish (FF)	The finish date of the predecessor task determines the finish date of the successor task.		Tasks that require specific equipment must end when the equipment rental ends.
Start-to-finish (SF)	The start date of the predecessor task determines the finish date of the successor task.		The time when the editing lab becomes available determines when a pre-editing task must end. (This type of relationship is rarely used.)

Exercise using MS Project !!