Project management cheatsheet

Themes for iterative project management

Agile

Best for a changing environment with a need to adapt

Small to large projects	Iterative	Flexible	Special tools
			4 values & 12 principles

Key Principles

Individuals & interactions over processes and tools.

Working software over comprehensive documentation.

Customer collaboration over contract negotiation.

Responding to change over following a plan.

Benefits

Adaptability to the changing environment.

Communication between team members.

Client involvement.

Lean

Best for a trasnforming your processes

Small to large projects	Cutting waste process	Flexible	Special tools
			Muda Mura Muri

Principles

Muda - Eliminate waste

Mura - Standardize the process

Muri - Remove overload

Benefits

Optimizing the process

Only working on things that add value

Crystal

Best for improving team communication and involvement

Small to large projects	Iterative	Flexible	Special tools
			Multiple process levels

Principles

Frequent delivery.

Reflective improvement.

Osmotic communication.

Personal safety.

Focus.

Easy access to expert users.

A technical environment with frequent integration.

Benefits

A team led process

Direct communication & transparency

Quick response to change.

Linear project management

Waterfall

Best for large projects with few variables

Medium to large projects	Linear Process	Limited Flexibility	Special tools
			Gantt chart

Principles

The project is carried out in several phases

New phase can only begin after the previous one has finished

The project is documented to ensure no loss of information.

Benefits

Predictable outcome

Easy to control budget, timeline, and scope.

PRINCE2

Best for large projects with fixed requirements

Large projects	Linear Process	Some Flexibility	Special tools
			PRINCE2 Certification

Principles

Continued business justification

Learning from experience

Defined roles and responsibilities

Manage by stages

Manage by Exception

Focus on products

Tailor to suit the project environment.

Benefits

Clear rules and processes

Widely used and recognized in the UK

PMBOK

Best for projects that require standartization

Small to large projects	Linear Process	Some Flexibility	Special tools
			PMBOK PMI

Principles

A collection of the best project management practices

Benefits

A standardized book of knowledge

Eases collaboration with other teams and companies.

Six Sigma

Best for large companies looking to eliminate waste

Medium to large projects	Linear Process	No Flexibility	Special tools
			Six Sigma Certification

Principles

Define aims and issues

Measure current processes of the project

Analyze the processes to find out faults

Improve the work

Control further process development.

Benefits

Comprehensive issue solution

Reduced waste

Optimized and error-free process.

Processes for iterative project management

Scrum

Best for complex projects with experienced teams

Small to Medium projects	Iterative Process	Flexible	Special tools
			Sprints Backlog Burndown

Principles

Work is prioritized and delivered in Sprints

The team holds regular meetings to improve collaboration

The work is reviewed by the client regularly to accommodate changes.

Benefits

Improved communication between project stakeholders

Team independence

Continuous improvement

Kanban

Best for environments with changing priorities

Small projects	Iterative Process	Flexibile	Special tools
			Kanban Board WIP limits

Principles

Visualized workflow

Limited Work In Progress (WIP)

Lead and Cycle time tracking

Benefits

Process visualization and clarity

Quicker delivery of individual tasks

Increased overall efficiency.

Scrumban

Best for projects with a lot of unknowns

Medium to large projects	Linear Process	Limited Flexibility	Special tools
			Kanban Board WIP limits Daily scrum

Principles

Work is visualized on a Kanban board

The team pulls tasks from the backlog with limited WIP

The team meets for daily Scrum and on-demand planning.

Benefits

Middle ground between Scrum and Kanban

Focus on delivering value

Improved team collaboration.

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