**SOEN 6841- SOFTWARE PROJECT MANAGEMENT**

**Topic Analysis & Synthesis (TAS)**

**Title: How do I handle my day-to-day tasks along with managing a project?**

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**ABSTRACT**

Effectively managing day-to-day tasks while supervising a project effectively requires a strategic approach, along with additional responsibilities. Setting up time in your plan for flexibility helps take care of unforeseen demands in the short term. Reliability in determining one's own capability and modifying obligations to accommodate crises and personal time off are essential for long-term success. Evaluating the amount of time spent on routine interactions and associated tasks is part of balancing project management activities.

Making decisions is aided by prioritizing non-project tasks according to factors such as organizational value, time sensitivity, personal significance, and repercussions. Including the project in this list of priorities makes estimating workloads more reasonable. When the total workload exceeds the capability, delegation becomes essential. Significant variances may require escalation, either through management action or seeking outside aid. Small disparities may be managed individually.

Quarterly workload reviews and ongoing assessment provide continuous control. Workloads that are too heavy can be avoided by keeping daily schedules flexible and carefully turning down new obligations. Achieving continuous success and avoiding missed deadlines, stress, errors, and burnout can be achieved by working with teams to assign tasks and periodically updating duties. A balanced and long-lasting career is fostered by smart task management.

**INTRODUCTION**

In today’s fast-paced work environment, professionals from many industries often struggle to balance daily responsibilities with managing project. Depending on the extent of our responsibilities and the kind of tasks we work on, the demands on our time can vary greatly. Maintaining productivity and avoiding burnout require finding a balance between short-term priorities and long-term project management objectives.

**a. MOTIVATION:**

The motivation behind researching this complex issue is the realization that efficient time management is not just a personal issue but also a vital component of project success, and consequently, the overall well-being of organizations. Understanding the complex interplay between everyday tasks and project management is crucial for professionals navigating their professions in order to maximize productivity and provide long-lasting results.

**b. PROBLEM STATEMENT:**

This case study explores the complexities of managing a project while managing daily responsibilities. The accuracy is in realizing the fine balance needed to satisfy urgent needs without jeopardizing project management's strategic objectives. From immediate scheduling issues to long-term capacity evaluations, the emphasis is on identifying possible problems and offering workable solutions.

**c. OBJECTIVES:**

Through practical insights into the art of balancing everyday duties with successful project management, this study seeks to benefit workers in a variety of positions and industries, ultimately promoting a more productive and healthy work environment. The principal goals of the investigation are to:

1. Determine Effective Time Management Techniques: Investigate methods for keeping spare time in daily schedules to handle unanticipated requirements and keep workloads reasonable.

2. Evaluate Realistic Capacity: Offer guidance on how to evaluate someone's capacity realistically by taking prior experiences, individual preferences, and organizational expectations into account.

3. Set Project Management Tasks in Order of Priority: Provide recommendations for determining the amount of time and effort needed for project management tasks so that they are in line with the capacity that is available.

4. Strike a Balance Between Project and Non-Project Obligations: Help professionals set priorities and assign non-project tasks to others when needed to keep their workload manageable.

5. Periodically Reassess Workload: Stress the significance of quarterly workload evaluations to adjust to evolving conditions, prevent burnout, and guarantee the ongoing success of projects.