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PROJECT MANAGEMENT PROCESS GROUP

PROJECT MANAGEMENT COURSE

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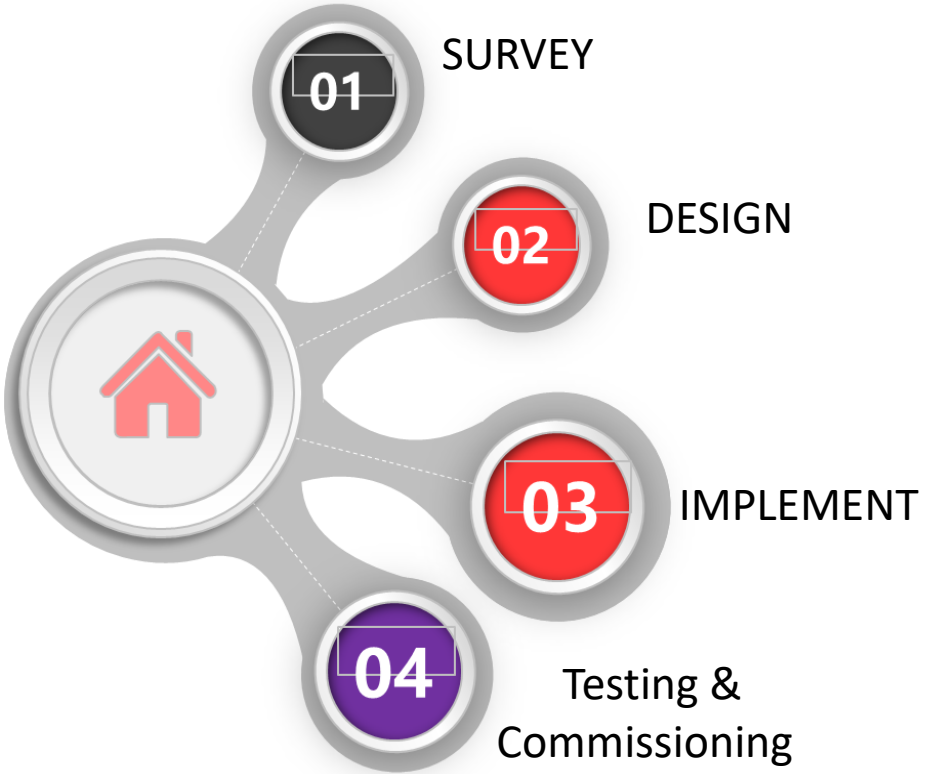
PROJECT LIFE CYCLE

A project life cycle is the sequence of phases that a project goes through from its initiation to its closure. **The project life cycle is what you need to do to do the work.** The project life cycle describes the phases of work on a project required to produce the deliverables (for example, requirements, design, code, test, implement).



The project management process is what you need to do to manage the work throughout the project life cycle. It includes managing the efforts related to initiating, planning, executing, monitoring and controlling, and closing the project.

PROJECT MANAGEMENT PROCESS GROUP

INITIATING

Select Project Manager
(EEF) - Determine Company Culture and existing Systems.
(OPA) - Collect Processes, Procedures and Historical information
Divide Large projects into Phases
Understand the Business case
Develop Project Charter
Asses Project and Product Feasibility within the given Constrains
Identify stakeholders and determine their expectations, influence and impact

PLANNING

Determine who we will plan for each knowledge area	Determine Quality Standards, Processes and Metrics
Determine detailed Requirements	Determine all Roles and Responsibilities
Create Project Scope Statement	Plan Communications & Stakeholders Engagement
Asses what to Purchase and create Procurement Documents	Perform Risk Identification, Qualitative, Quantitative Risk Analysis and Risk Response Planning
Determine Planning Team	Go-Back Iterations
Create WBS & WBS Dictionary	Gain Final approval of the plan
Create Activity List	Hold kickoff meeting
Create Network Diagram	
Estimate Recourse Requirements	
Estimate Time & Cost	
Determine Critical Path	
Develop Schedule	
Develop Budget	

EXECUTION

Execute the work according to the PM Plan	Give Recognitions and Rewards
Produce product Deliverables (Product Scope)	Use issue logs
Request Changes	Release Resources as work is Completed
Implement only approved changes	Report on Project Performance
Follow Processes	Hold Meetings
Determine if Processes are correct and effective. (Quality Assurance).	
Perform Quality audits	
Manage people	
Evaluate team and individual performance	

Monitoring & Controlling

Analyze and evaluate performance
Approve or reject changes
Inform stakeholders of the results of change requests
Update project management plan and project documents
Gain acceptance of interim deliverables from the customer
Perform Quality control
Perform Risk reassessment and Audit
Inform stakeholders of the results of change requests
Monitor stakeholders engagement

CLOSE OUT

Confirm work is done to requirements
Gain final acceptance of the product
Complete Financial closure
Hand off completed product
Get feedback from the customer about the product
Complete final performance reporting
Index and archive records
Gather final lessons learned and update knowledge base.

PROJECT MANAGEMENT PROCESS

Knowledge Area Processes	Project Management Process Groups				
	Initiating Process Group	*Planning Process Group*	*Execution Process Group*	*Monitoring & Controlling Process Group*	*Closing Process Group*
Project Integration Management	• Develop Project Charter	• Develop Project Management Plan	• Direct and Manage Project Execution	• Monitor and Control Project Work • Perform Integrated Change Control	• Close Project or Phase
Project Scope Management		• Plan scope management • Collect Requirements • Define Scope • Create WBS		• Validate Scope • Control Scope	
Project Time Management		• Plan schedule management • Define Activities • Sequence Activities • Estimate Activity Resources • Estimate Activity Durations • Develop Schedule		• Control Schedule	
Project Cost Management		• Plan cost management • Estimate Costs • Determine Budget		• Control Costs	
Project Quality Management		• Plan Quality management	• Perform Quality Assurance	• Control Quality	
Project Human Resource Management		• Plan Human Resource management	• Acquire Project Team • Develop Project Team • Manage Project Team		
Project Communications Management		• Plan Communications management	• Manage communications	• Control communications	
Project Risk Management		• Plan Risk Management • Identify Risk • Perform Qualitative Risk Analysis • Perform Quantitative Risk Analysis • Plan Risk Responses		• Control Risks	
Project Procurement Management		• Plan Procurements management	• Conduct Procurements	• Control Procurements	• Close Procurements
Project Stakeholder Management	• Identify Stakeholders	• Plan stakeholders management	• Manage Stakeholders Engagement	• Control Stakeholders Engagement	

Understand Business case and Benefits management Plan:

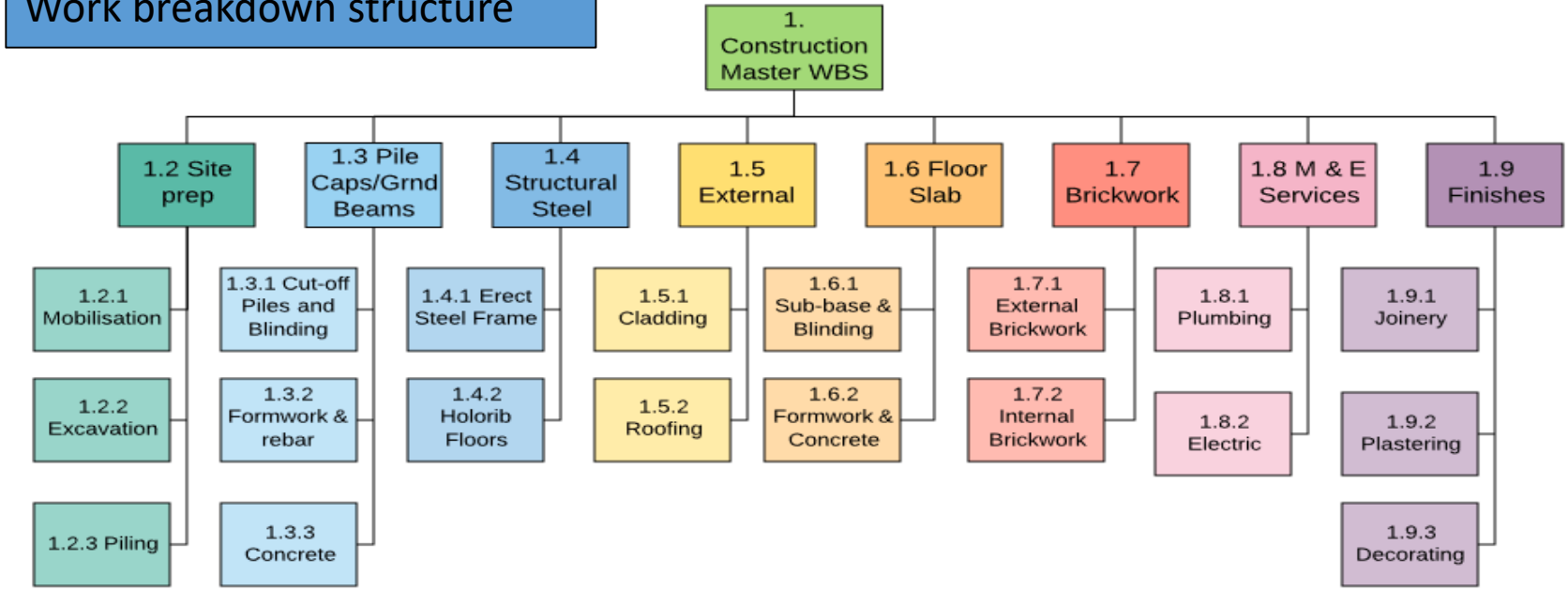
Understand the reason the project is being done and what benefits the organization expect. As the project manager, you should understand why the project you are assigned to was selected and what benefits the project is expected to deliver. Is the project being done so the organization can enter a new market? Is it intended to meet a regulatory requirement? Is it the result of a customer request?

Create measurable objectives and success criteria

Project success criteria are the standards by which the project will be judged at the end to decide whether or not it has been successful in the eyes of the stakeholders.

Breaking work into smaller tasks is a common productivity technique used to make the work more manageable and approachable. For projects, the Work Breakdown Structure (WBS) is the tool that utilizes this technique and is one of the most important project management documents. It singlehandedly integrates scope, cost and schedule baselines ensuring that project plans are in alignment.

Work breakdown structure

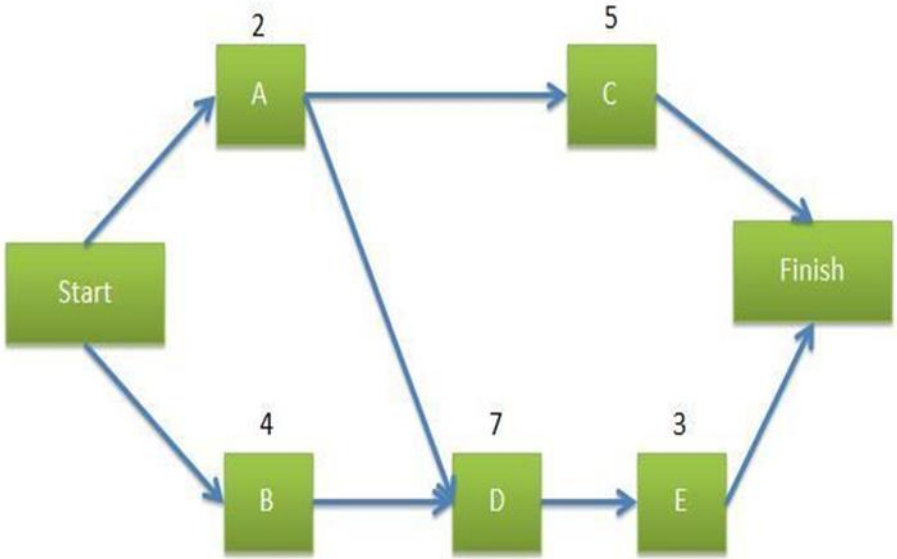


❖ WBS DICTIONNARY

This document provides a description of the work to be done for each WBS work package, and it lists the acceptance criteria for each deliverable, which ensures the resulting work matches what is needed. Therefore, a project manager can use a WBS dictionary to prevent scope creep before work even starts, rather than dealing with scope creep while the work is being done

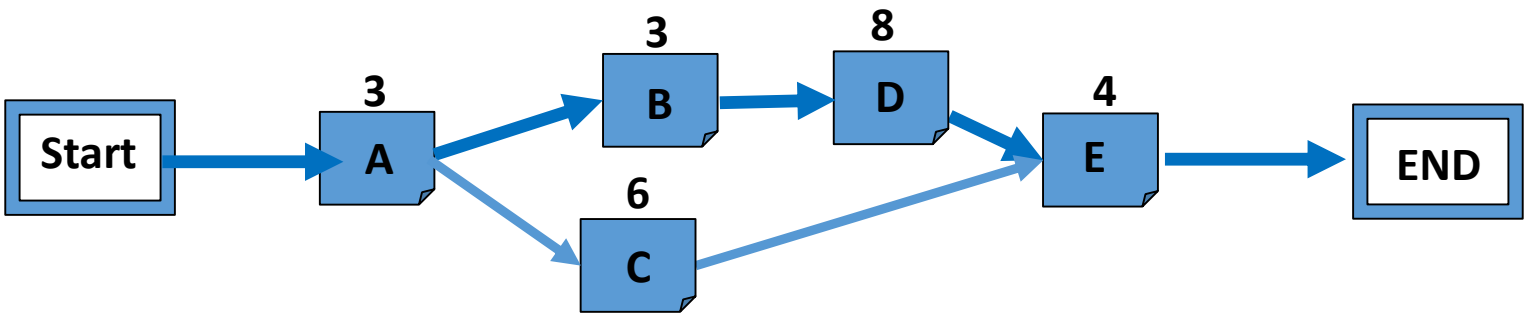
5- Network Diagram:

A network diagram is a graphical representation of all the tasks, responsibilities and work-flow for a project. It often looks like a chart with a series of boxes and arrows. It is used to map out the schedule and work sequence for the project, as well as track its progress through each stage, up to and including completion. A time schedule can be a network diagram.

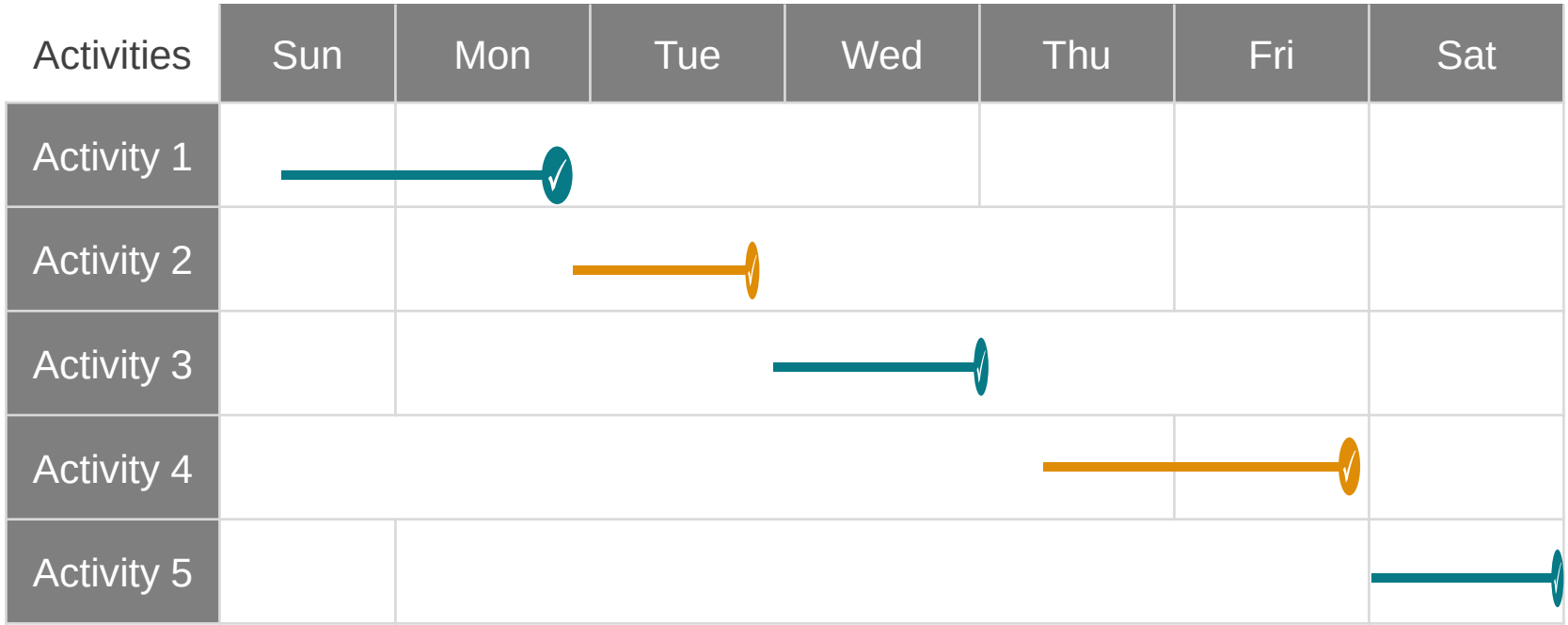


CRITICAL PATH :

- The longest path from the beginning to the end of the project. Activities on the critical path cannot be delayed without delaying the project.
- Any path close in duration to the critical path is called Near-critical path



Develop Schedule: Scheduling in project management is the listing of activities, deliverables, and milestones within a project. A schedule also usually includes a planned start and finish date, duration, and resources assigned to each activity.



Go-Back Iteration:

Project management team will plan all activities of the project according to their ability and available information they have. But when then project evolves, many information will be more clear and accurately available so the project team will go back to update the plans.

Rolling wave Planning:

It is a form of Progressive elaboration planning. In this technique project team plans for the near future as detailed as possible, while the work far in the future remains planned on a high level. Example: you decided to take the PMP certification, you don't know that much info. about PMP, you just planned for the training and exam date, later on after you conducted the training you got more info, you decided which book to use as reference, you planned for the study approach, number of hours to spend etc.…

12- Contingency Plan:

It is the action to cure the risk after it happened. It is a plan B action. it is a backup plan made to be used when things won't be going according to plan A
Example: your current contractor left the site and refused to continue working, your contingency plan that you cure the risk by hiring a new contractor, so you cure the risk after it happened.

13- Mitigation Plan:
It is the action to prevent risk before it happens, it is a plan A action. Example: To wear a mask to avoid COVID virus