

01

23/sep/2022

# Foundations of Project Management

Week :- 1

## Project Management

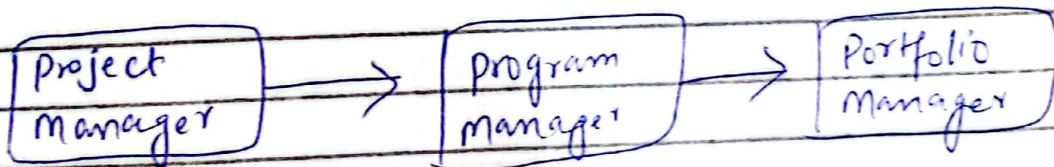
The application of knowledge, skills, tools and techniques to meet the project requirements and achieve the desired outcome.

## Project

- it include a set of unique deliverables
- Defined beginning and ending
- Project is a series of task.

## What project manager do?

- planning & organizing
- managing tasks
- Budgeting
- controlling costs and other factors.



Week :- 2

## Value of project manager

1. Prioritize :- which task to do first
2. Delegation :- add value to their teams by matching tasks to individual who can best complete the works.
3. Effective communication :- effective communication with team and stakeholders.

### Roles & responsibilities of project Manager

1. planning and organizing
  - Making use of productivity tools and creating processes.
  - Create plans, timelines, schedules and other forms of docs to track project mgt.
2. Budgeting and controlling tasks
  - monitor and managing budget
  - track issues and risks.
  - manage quality.
  - Removing barriers
3. Managing tasks
  - keep track of tasks.



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## Core Skills of the Project Manager

- Enabling Decision Making
- Communicating and escalating
- Flexibility
- Strong Organizational skills

(i) Influencing without authority :- (coworker are late example)

**Week :- 3**

## Exploring the phases of Project Life Cycles

→ 4 major phases of Project Life Cycle

1. Initiate the project
2. Make a plan
3. Execute and complete the task
4. Close the project

1. Initiate the project

{ Launch plan, project goals & deliverables, identify budget & resources & people involve in project

2. Make a plan

- how will you meet your goals.
- breakdown of tasks
- Way to communicate with stakeholders
- Risk Plan

3. Execute and complete task
- Keep the project on the plan
  - Meet the deadlines on time

4. Close the project
- Moment to celebrate hardwork.
  - What worked & what didn't  
so you plan better next time.

### Phases In Action:- Initiating & planning

#### Initiating:-

- Define project Goals.
- Determine Resources, people and other project Details.
- Get project approval.

#### Make a plan:-

- create a budget
- set a schedule.
- Establish your team.
- Determine each person roles & responsibilities.
- plan for risk and change.
- Establish communication.



## Phases In Action :- Executing & closing

### Executing :-

- Manage the progress
- Communicate time to time
- Make adjustments

### Closing :-

- Ensure all tasks have been completed (resources return, pay outstanding bill etc)
- Confirm acceptance of the project outcome.
- Reflect on lessons
- Communicate results with stakeholders.
- Celebrate

Retrospective is a chance to note best practices & learn how to manage project more effectively next time.

## Introduction to the Project Management Methodologies

- Linear approach (clear and no changes)
- Iterative approach (changes allow)



## → Overview of waterfall and Agile

### Project Management Methodologies

1. Waterfall

2. Agile

#### 1. Waterfall

- It follows linear approach
- There are risks study that should be done.
- When budget is tight

#### 2. Agile

- move quickly and easily or flexibility
- Done in pieces.
- follows iterative approach.
- Its ~~overlap~~ phases are overlap with other phases and task are completed in iterations.
- Timely feedback from clients.

## Introduction to lean and six-sigma

5 Phases in this approach. (six-sigma)

D - Define

M - Measure

A - Analyze

I - Improve

C - Control

It is used best when you want to improve the existing system.

Lean.  
reduce waste

Six-sigma.  
improve quality

### Scrum Methodology

Reading

It is agile framework. work is split into sprints

### Kanban Methodology

- use in both agile & lean approaches.
- use kanban board in which sticky notes are used which represents team tasks like "To do" "In progress" and Done.
- when you want to see visual representation your project process

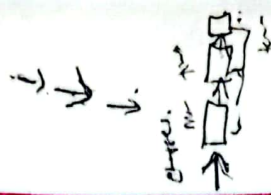
Week : 4

### Overview of Classic and Matrix Structure

2 types of organizational structure

1. classic
2. Matrix.





## 1. Classic

- Functional or top-down structure

## 2. Matrix

- Not a direct bosses but people from adjacent department.
- OR
- Direct higher-ups and stakeholders from other departments or programs.

(i) Organization structure impact on resource availability & Project Manager Authority

## Introduction to organizational culture

- knowing what the organization value is will help you to make better decision of how you should communicate with stakeholders.
- Mission and values can also help you to know the organization's culture.

## Questions that we should ask to an interviewer

How does communication happen?

Is it schedule meeting, via email, over the phone.

are.

How Decisions made?

majority vote or a top-down



What kind of rituals are in place when someone new comes to the facility? take out for lunch, given a building tour, introduce to staff.

How do projects typically run? Do they prefer classic or matrix or some other style of project mgt

what kind of practices, behavior and values are reflected by the people in the organization?

is overtime or weekend work an expectation?

### Questions ?

& motivate

Q: How do managers support their team?

Q: How do people in this role interact with customers and users?

Q: How does the organization support professional development?



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## Introduction to Change Management

"process of delivering your completed project and getting people to adopt it is called change management"

### Core Concepts

1. Create a sense of ownership & urgency.
2. Figure out the right combination of skills and personalities.
3. Effective communication.

## participating in change management

### Example

if you are responsible to manage a project of new POS system. When this project gets ready, ~~then~~ your job with this project has been done.

Now your company wants the employees to adopt that new system and to train the employees to use that new system. This is where your job ends. It's not your responsibility to that change it's someone else's job.

You might participate it in a voluntarily.



Governance :- (who is in charge)

(Reading)

### - Corporate Governance

This provide clearly defined roles & responsibilities during change management. It Gives precise understanding of who makes decisions.

### - Project Governance

They helps keep projects running smoothly on time and within budget. They tells what activities an organization does and who is responsible for those activities.