Time Management

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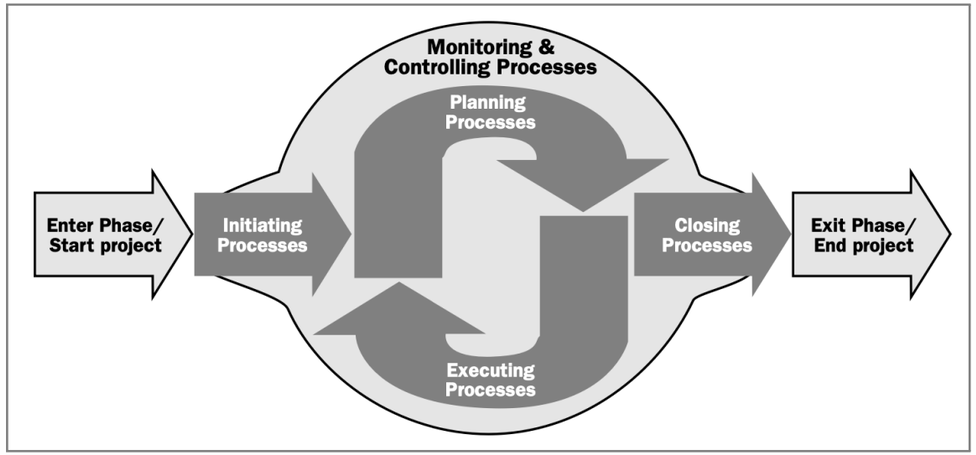
Lecture #3 out of 10
80 minutes

Project Management Process Groups and Knowledge Areas Mapping:



The pictures are taken from PMBOK5.

Knowledge Areas	Project Management Process Groups				
	Initiating Process Group	Planning Process Group	Executing Process Group	Monitoring and Controlling Process Group	Closing Process Group
4. 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
5. 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	
6. Project Time Management		6.1 Plan Schedule Management 6.2 Define Activities 6.3 Sequence Activities 6.4 Estimate Activity Resources 6.5 Estimate Activity Durations 6.6 Develop Schedule		6.7 Control Schedule	
7. Project Cost Management		7.1 Plan Cost Management 7.2 Estimate Costs 7.3 Determine Budget		7.4 Control Costs	
8. Project Quality Management		8.1 Plan Quality Management	8.2 Perform Quality Assurance	8.3 Control Quality	
9. Project Human Resource Management		9.1 Plan Human Resource Management	9.2 Acquire Project Team 9.3 Develop Project Team 9.4 Manage Project Team		
10. Project Communications Management		10.1 Plan Communications Management	10.2 Manage Communications	10.3 Control Communications	
11. Project Risk Management		11.1 Plan Risk Management 11.2 Identify Risks 11.3 Perform Qualitative Risk Analysis 11.4 Perform Quantitative Risk Analysis 11.5 Plan Risk Responses		11.6 Control Risks	
12. Project Procurement Management		12.1 Plan Procurement Management	12.2 Conduct Procurements	12.3 Control Procurements	12.4 Close Procurements
13. Project Stakeholder Management	13.1 Identify Stakeholders	13.2 Plan Stakeholder Management	13.3 Manage Stakeholder Engagement	13.4 Control Stakeholder Engagement	

1. You ask a programmer: “How many days will it take to implement a new feature?” Which answer you would expect and appreciate most of all?

1. 12
2. 10–14
3. More than 10
4. 10–12–14

#pert #tpe

2. A customer asks you to estimate how long will it take for your team to implement a new feature. What do you do?

1. You call a meeting to discuss
2. You ask your architect
3. You send out an Excel spreadsheet, asking programmers to fill it out
4. You estimate it, yourself

#estimate

3. A potential client asks you, how much would it take to make a Tetris mobile app, what answer would be the most accurate?

1. A month
2. More than a month
3. From one week to four months
4. Until you run out of money

#cone #rolling-wave

4. Some of your programmers complain that they sometimes don't know what to do, which leads to wasted time and frustration. How do you fix this?

1. Use sync-up meetings every morning (Daily Standups)
2. Use ticket tracking systems
3. Use regular emails to everybody
4. Use shared Google Spreadsheet, with a project schedule inside

#schedule

5. There are 5 activities, taking 2 days each, how long will the entire project take?

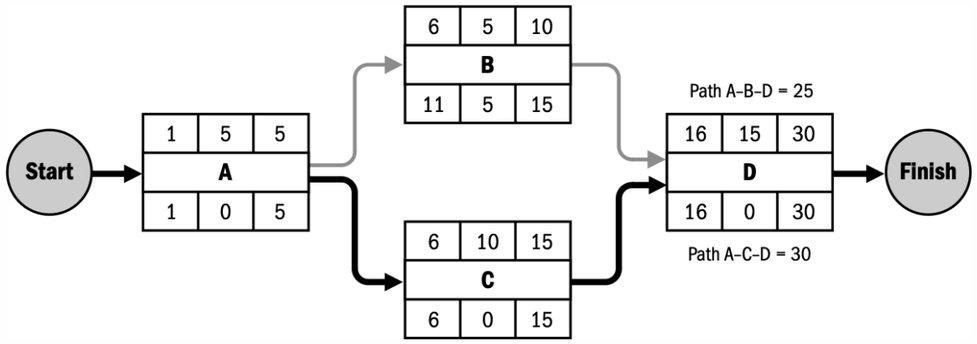
1. 10 days
2. 5 days
3. 2 days
4. 2–10 days

#pdm

6. What do you see on the picture?

1. Gantt Chart
2. Critical Path Method
3. Project Schedule
4. PERT Diagram

#diagram



7. A customer asks you to complete the project one month faster. How can you do this, as a project manager?

1. Smoothies and Free Snacks
2. Carrots and Sticks
3. Crashing and Fast Tracking
4. Paying and Praying

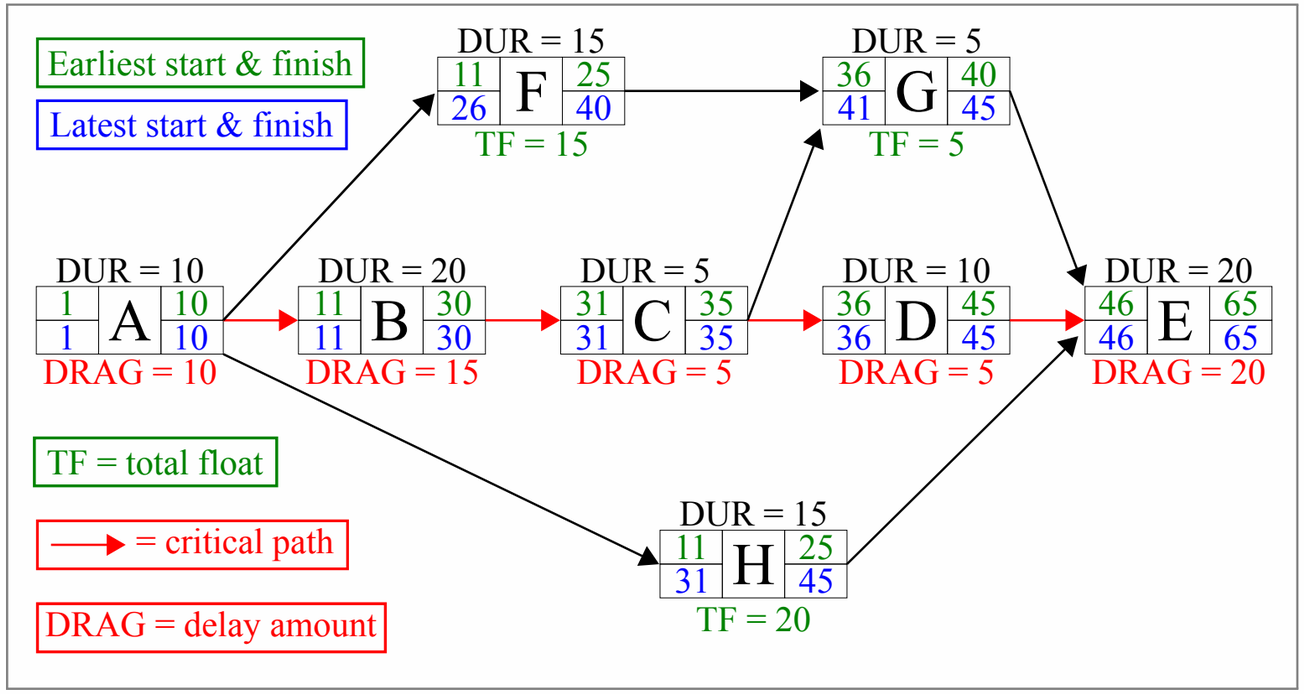
#cpm #schedule-compression

8. Which of the following belongs to the S.M.A.R.T. acronym (pick one)?

1. Magnificent
2. Ambitious
3. Repetitive
4. Time-boxed

#pdd

Critical Path Method



The picture is taken from Wikipedia.

Homework:

“A Project Schedule presents linked activities with planned dates, durations milestones, and resources. At a minimum, the project schedule includes a planned start date and planned finish date for each activity. The project schedule presentation may be presented in summary form, sometimes referred to as the master schedule or milestone schedule, or presented in detail.” — PMBOK5

Read this:

Wikipedia: Cone of Uncertainty, Rolling-wave planning, Three-point estimation, COCOMO

Rough Order Of Magnitude Estimate (2014)

The Pain of Daily Reports (2020)

Daily Stand-Up Meetings Are a Good Tool for a Bad Manager (2015)

Daily Stand-up Injection of Guilt

How Much For This Software? (2015)