Project Management Overview

Break Timer

SkillRight

What Is Project Management?

"Project management is the application of knowledge, skills, tools, and techniques to project activities in order to meet or exceed stakeholder needs and expectations."

Source: Project Management Institute

Break Timer

SkillRight

Benefits of Project Management

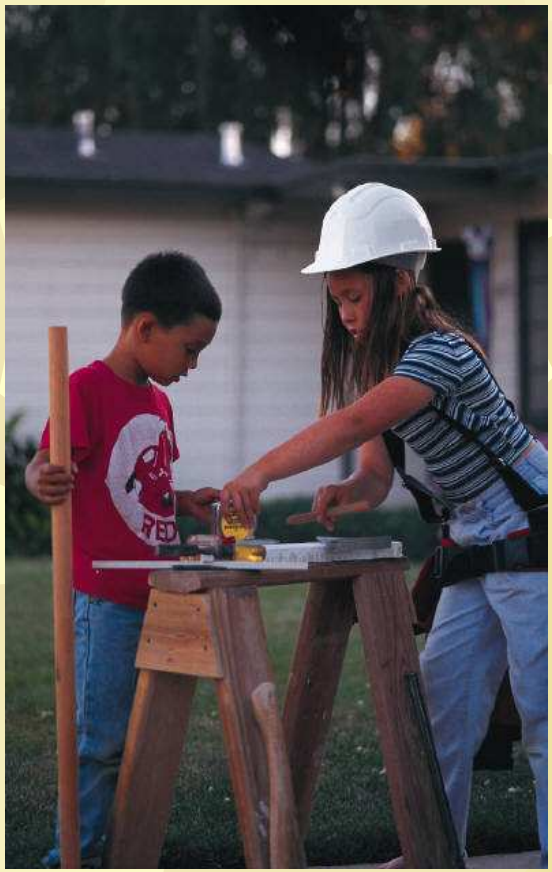
- Enables completion of projects in the shortest time possible while balancing cost and quality
- Enhances staffing flexibility and can help accomplish more work with fewer resources
- Provides timely information to multiple levels of the organization in consistent formats
- Enhances decision making based on facts and project information
- Enhances ability to achieve business objectives and goals

SkillRight

What Is a Project?

"A project is a temporary endeavor undertaken to create a unique product or service."

Source: PMI



Break Timer

SkillRight

Project Characteristics

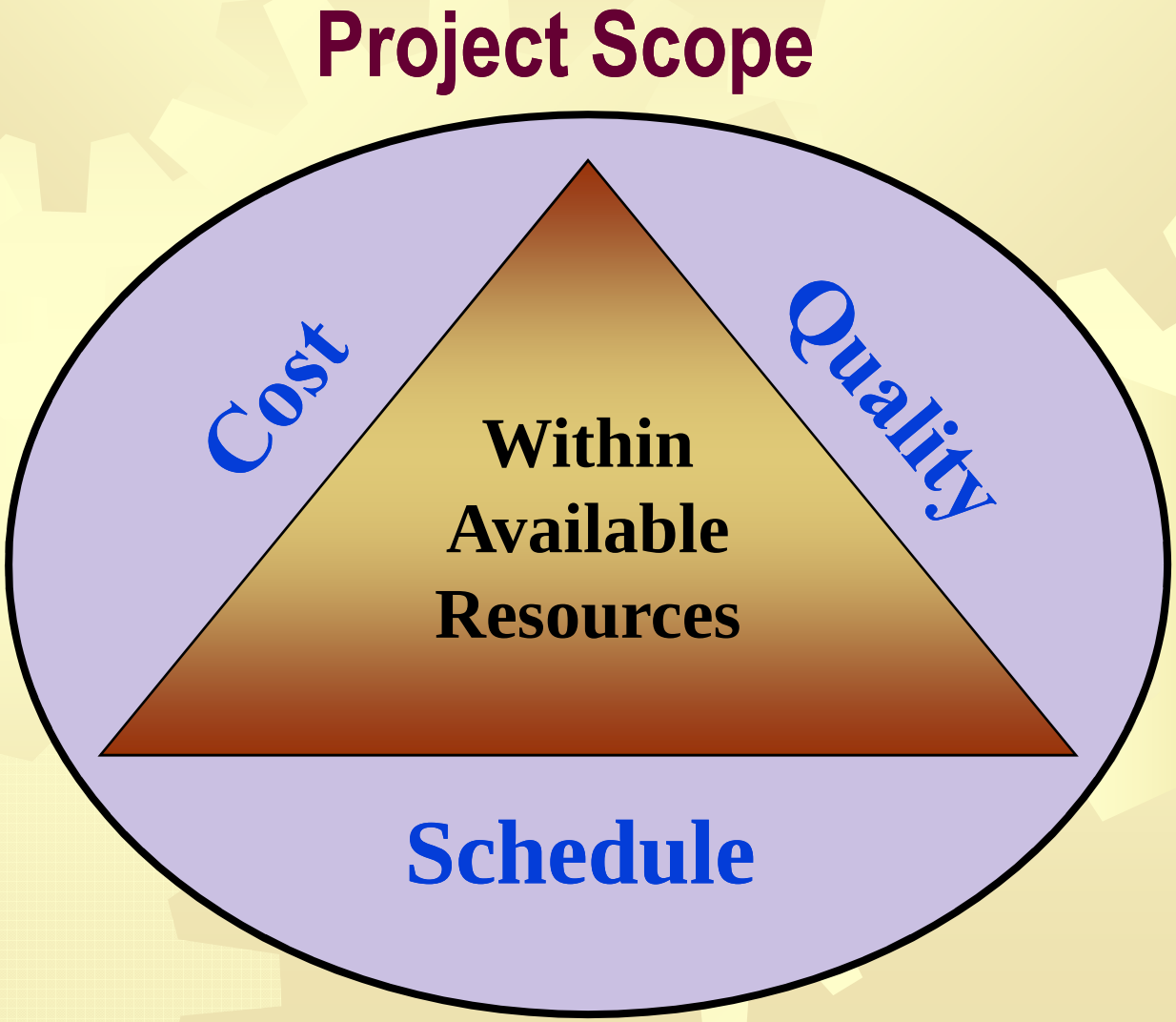
- Has a goal/meets a need
- Is a set of related activities that are non-recurring
- Has a definite beginning and end
- Has clearly defined goals and deliverables
- Consumes resources
- Needs to be managed

Project Manager

"The person who is responsible for the project and will be held accountable for its success or failure."

Break Timer

The Triple Constraint



Break Timer

SkillRight

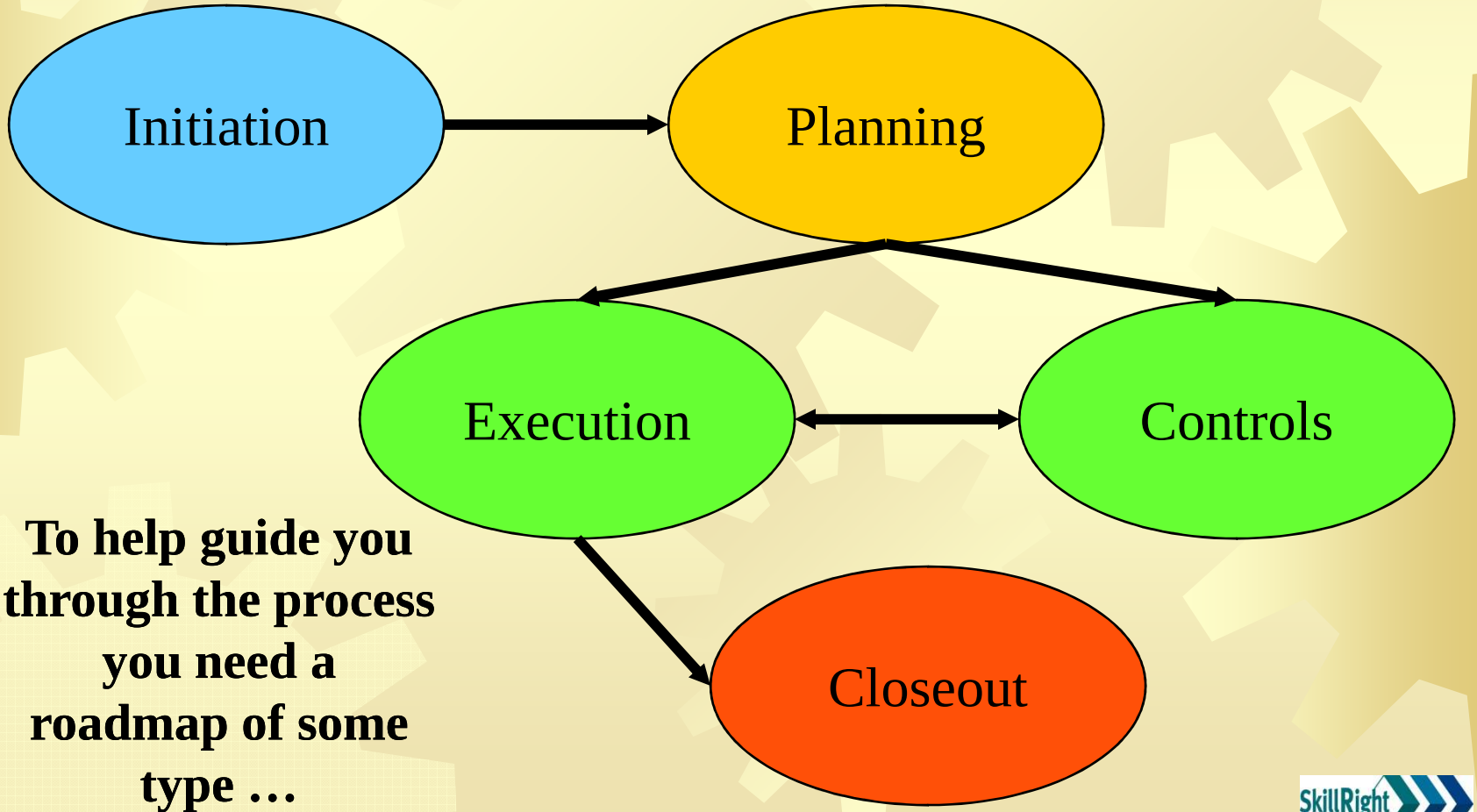
Balancing the “Project Success Triangle”

- A clear understanding of customer priorities
- “People” skills
- Thorough planning
- An organized, structured process

Break Timer

Project Management Process

Source: PMBOK



To help guide you through the process you need a roadmap of some type …

Break Timer

SkillRight

Roadmap to Project Management Success

Form Project Team

Statement of Work

Purpose

Project Background

Project Deliverables

Work Breakdown Structure

Responsibility Matrix

R A S

A S R

Network

Gantt

Resource Plan

Budget

$

TIME

PLAN

PROJECT NOTEBOOK

MEETINGS

REPORTS

IMPLEMENT

LESSONS LEARNED

CLOSE-OUT

LEADERSHIP

COMMUNICATION

Conduct Close-Out Meeting

Share Lessons Learned

Evaluate Success

Perform Tasks

Track Progress

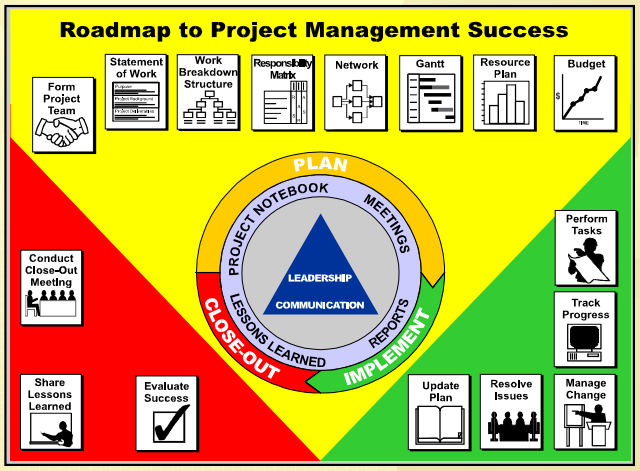
Update Plan

Resolve Issues

Manage Change

Goals of the Project Management Roadmap

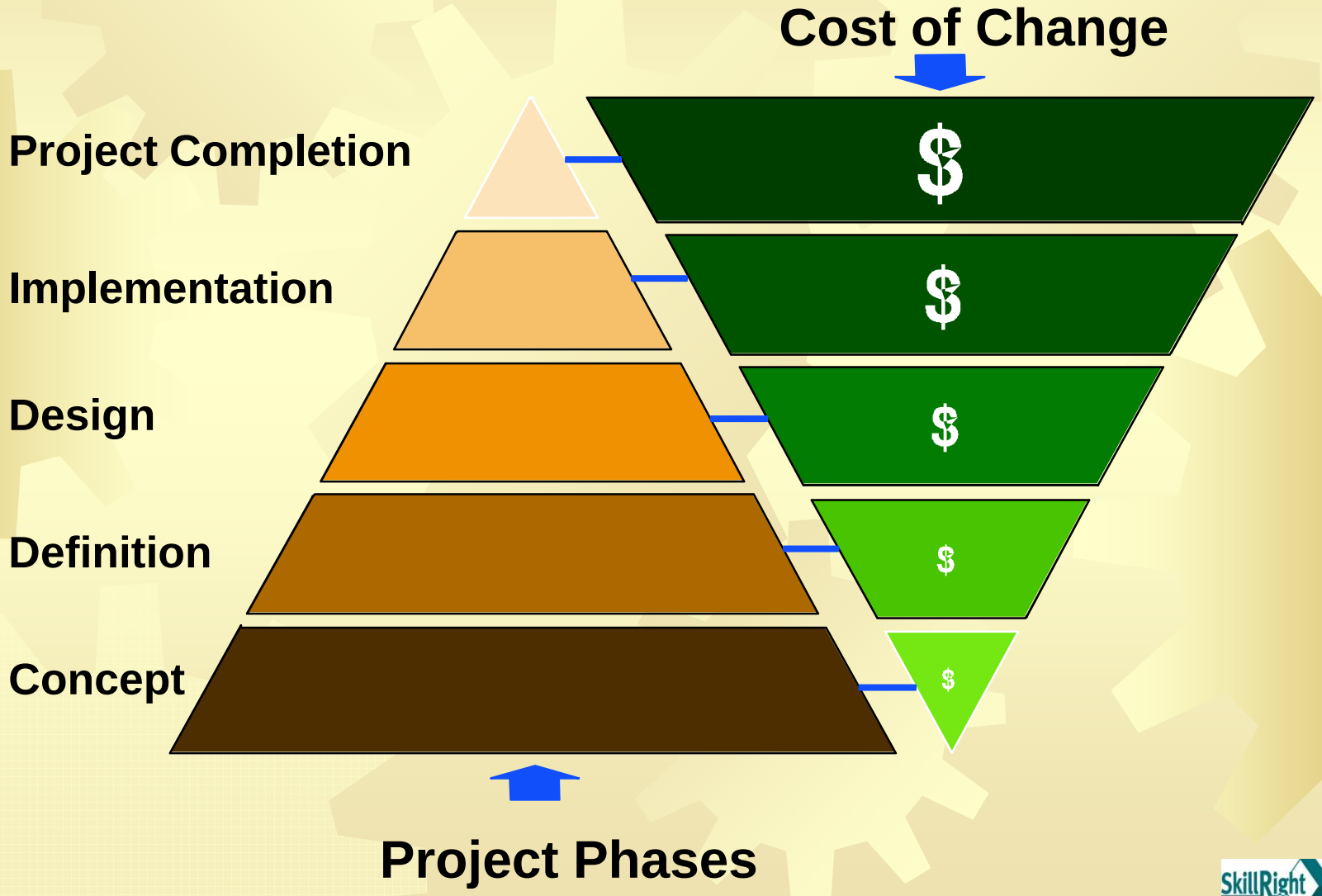
- Meet customer expectations.
- Work within organizational constraints.
- Continuously improve the process.
- Control the cost of ***Change***



Break Timer

SkillRight

The Cost of Change



Break Timer

SkillRight

Exercise

Think about projects you have worked on.

What made them successful?

Break Timer

PM Introduction

Break Timer