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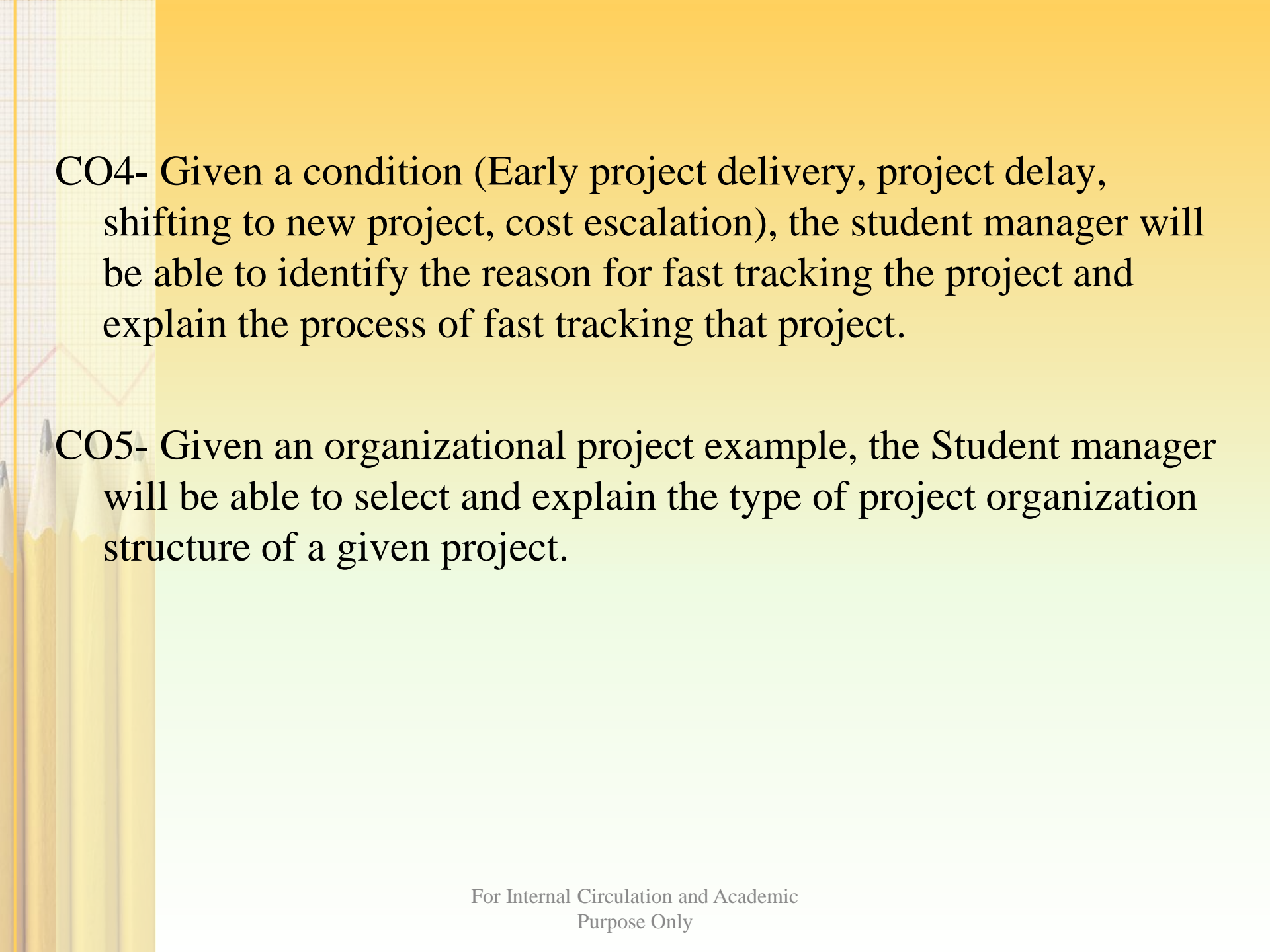
DAIMSR

Unit I
Project and Project Management

Programme Educational Objectives

Our program will create graduates who:

1. *Will be recognized as a creative and an enterprising team leader.*
2. *Will be a flexible, adaptable and an ethical individual.*
3. *Will have a holistic approach to problem solving in the dynamic business environment.*

Project Management Course Outcomes

- CO1-Given a project example (construction, organizing event), student manager will be able to construct and explain project life cycle of the project.

- CO2-Given a construction project example, the student manager will be able to identify the probable risks in the project and explain the steps of risk response planning process of the project.

- CO3-Given the time duration and cost estimates for various activities in a project, the student manager will be able to construct a Gantt chart of the project.

CO4- Given a condition (Early project delivery, project delay, shifting to new project, cost escalation), the student manager will be able to identify the reason for fast tracking the project and explain the process of fast tracking that project.

CO5- Given an organizational project example, the Student manager will be able to select and explain the type of project organization structure of a given project.

Definition of project

- Kerzner considers a project to be any series of activities and tasks that have a specific objective to be completed within certain specifications, have defined start and end dates, have funding limits and further consume resources.

Contd……

- **The Project Management Institute (PMI) defines a project as:**

- Any undertaking with a defined starting point and defined objectives by which completion is identified. In practice, most projects depend on finite or limited resources by which the objectives are to be accomplished.

Characteristics of a project

- Purpose, end item or result
- Unique
- One time activity
- Temporary
- Cut across organizational lines
- Unfamiliarity
- Uncertainty and risk
- Process

Reasons for PM need

- Project requirements
- Funding ran out during construction
- Running out of money
- Manhattan and pathfinder project
- Dalian Project
- Shah Alam Hospital's Plan

Response to changing environment

- Interdependency
- Complexity
- Rapid and radical change
- uncertainty

Characteristics of PM

- Project manager

- Integrating people

- Functional managers

- Technical requirement

- Chain of command

- Decision making

- Information systems

Project life cycle

- The Project Life Cycle refers to the four-step process that is followed by nearly all project managers when moving through stages of project completion.

- This is the standard project life cycle most people are familiar with..

Contd...

- The Project Life Cycle provides a framework for managing any type of project within a business.

- Leaders in project management have conducted research to determine the best process by which to run projects.

- It has been found that following a project life cycle is critical for any services organization

Project Life cycle phases

- Initiating (Conceptualization)

- Planning

- Execution

- Controlling

- Termination

Ask yourself the following questions during Conceptualization:

- What is the problem?

- Will the development of a project solve that problem?

- What are the specific goals of the project?

- Do we have enough resources to create and support the project?

Ask yourself the following questions during Planning:

- **Ask yourself the following questions during Planning:**

- What is the project purpose, vision, or mission?

- Are there measurable objectives or success criteria?

- Do you have a high level description of the project, requirements and risks?

- Can you adequately schedule and budget high level milestones?

Ask yourself the following questions during Execution:

- Are all resources being tracked?

- Is the project on budget and on time?

- Can resource planning be optimized?

- Are there major roadblocks that require change management?

Ask yourself the following questions during Termination:

- Are the project's completion criteria met?

- Is there a project closure report in progress?

- Have all project artefacts been collected and archived?

- Has a project post-mortem been planned?

Project stakeholders

- Stakeholders are individuals who either care about or have a vested interest in your project.

- They are the people who are actively involved with the work of the project or have something to either gain or lose as a result of the project.

- When you manage a project to add lanes to a highway, motorists are stakeholders who are positively affected.

Type of Project Stakeholders

- Project stakeholders can be grouped into two categories:

- Internal Stakeholders

- External Stakeholders

Internal Stakeholders

Internal stakeholders are internal to the organization. For example:

- A sponsor
- An internal customer or client (if the project arose due to an internal need of an organization)
- A project team
- A program manager
- A portfolio manager
- Management
- Another group's manager internal to the organization (e.g. functional manager, operational manager, admin manager, etc.).

External Stakeholders

- **These stakeholders are external to the organization. For example:**

- An external customer or client (if project arose due to a contract)

- An end user of project's outcome

- A supplier

- Subcontractors

- The government

- Local communities

- The media

Project stakeholders

- Top Management
- Project team
- Project managers
- Peers
- Resource managers
- Internal customers

Contd....

- External customer

- Government

- Contractor, subcontractor

Politics of project

- Asses the environment
- Identify the goals
- Define the problem

- Culture of stakeholders
- Relation building

Basic pm processes

- Planning

- Executing

- Controlling

- Initiating

- Closing

Initiating

- Concept development—describing the product of the project, documenting initial project objectives, and assigning a project manager.

Planning

- The dependent planning processes include:
- Scope definition-developing a written scope statement that includes the project justification, the major deliverables, and the project objectives

- Project definition—decomposing the major deliverables into more granular deliverables to provide better control (the top levels of the Work Breakdown Structure)

Contd...

- Task definition—identifying the tasks that will be performed in order to produce the project's deliverables (the lower levels of the WBS)

- Task sequencing—identifying dependencies among tasks

Contd....

- Duration estimating—estimating the probable duration of individually schedulable tasks and activities

- Schedule development—determining and documenting specific dates for tasks

- Cost estimating—developing initial estimates of the overall project cost

Contd....

- Cost budgeting—developing detail estimates of the cost of individual tasks

- Plan integration—creating and documenting a coherent project plan from the outputs of the other planning processes

Executing

This basic process includes the following detail processes:

• Plan execution—carrying out the project plan by performing the tasks identified therein and managing the various technical and organizational interfaces

• Contract administration—managing the contractual aspects of the procured products and services

Controlling

- Progress measurement and reporting—collecting and disseminating progress information

- Scope change management—documenting and controlling changes to project scope

- Quality control—measuring project deliverables and activities to assess whether quality objectives are being met

- Quality improvement—evaluating project performance on a regular basis to determine how to improve project quality

Closing

This basic process includes the following detail processes:

- Scope verification-ensuring that the project deliverables have been completed satisfactorily

- Contract close-out—resolution of any outstanding administrative matters and archiving of contract documentation

Contd....

- Project closure—gathering and disseminating information to formalize project completion

Process groups

- Planning Group

- Executing Group

- Controlling Group

- Initiating Group

- Closing Group

Process mapping

A process map is a planning and management tool that visually describes the flow of work. Process maps show a series of events that produce an end result.

A process map is also called a flowchart, process flowchart, process chart, functional process chart, functional flowchart, process model, workflow diagram, business flow diagram or process flow diagram.

It shows who and what is involved in a process and can be used in any business or organization and can reveal areas where a process should be improved.

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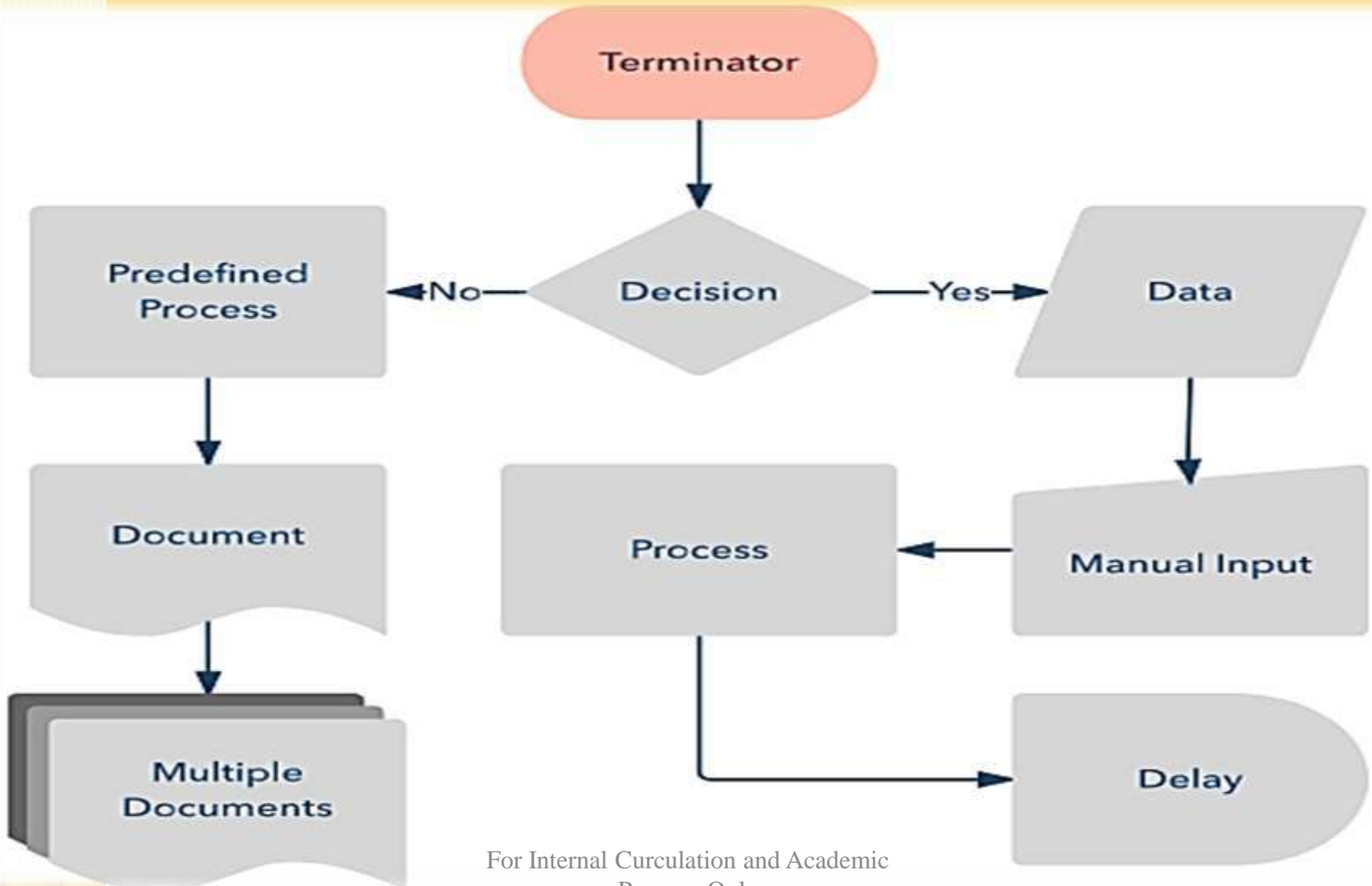
Purpose of process mapping

- The purpose of process mapping is for organizations and businesses to improve efficiency.

- Provide insight into a process,

- Help teams brainstorm ideas for process improvement,

- Increase communication and provide process documentation.

- It identifies bottlenecks, repetition and delays. They help to define process boundaries, process ownership, process responsibilities and effectiveness measures or process metrics.

Benefits of process mapping

Flowcharts and process maps are used to:

- Increase understanding of a process

- Analyze how a process could be improved

- Show others how a process is done

- Improve communication between individuals engaged in the same process

- Provide process documentation
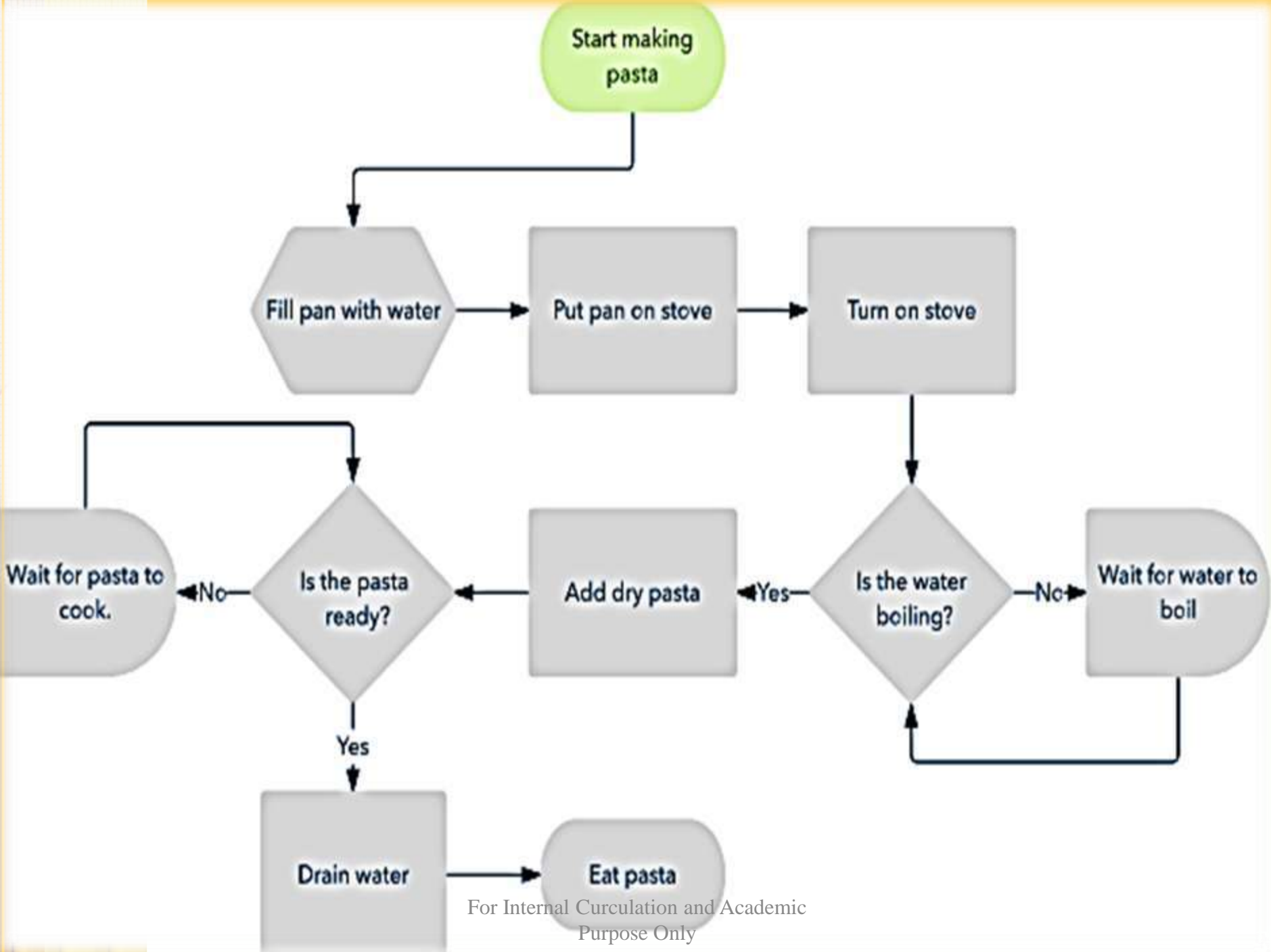
- Plan projects

Process mapping symbols

How to create a process map

- Step 1: Identify the problem

- Step 2: Brainstorm activities involved

- Step 3: Figure out boundaries

- Step 4: Determine and sequence the steps

- Step 5: Draw basic flowchart symbols

- Step 6: Finalize the process flowchart

Thank you