

Project Management

What is project Management?

The term Project management refers to managing the activities that lead to the successful completion of a project.

Project management is the application of management principles to a plan, organize, staff control, and direct resources of an organization in pursuit of a temporary or one-time specific goal.

The project manager is responsible for planning the actions or tasks that will achieve the project objectives and for organizing resources of the organization to carry out the plan.

Elements of Project Management

- Project Team
 - individuals from different departments within company
- Matrix Organization
 - team structure with members from different functional areas depending on skills needed
- Project Manager
 - leader of project team
 - coordinate activities
 - monitor schedule & costs

Project Management Activates

Threes Phases

- Planning – goal setting, project definition, team organization
 - Work breakdown structure (WBS)
 - Determine subcomponents, activities & tasks
- Scheduling – relating people, money, and supplies to specific activities and activities to one and other
- Controlling – monitoring resources, costs, quality, and budgets; revising plans and shifting resources to meet time and costs demands

Work Breakdown Structure

- 1) Project
- 2) Major tasks in the project
- 3) Subtasks in the major tasks
- 4) Activities

Elements of Project Planning

- Define Project objectives(s)
- Identify activities
- Establish precedence relationships
- Make time estimates
- Determine project completion time
- Compare project completion time
- Compare project schedule objectives
- Determine resources requirements to meet objective

Project Scheduling

- Identify precedence relationships
- Sequencing activities
- Determining activity times & costs
- Estimating material & worker requirements
- Determining critical activities

Purposes of Project Scheduling

- Shows the relationship of each activity to others and to the project as a whole
- Identifies the precedence relationships among activities
- Encourages the setting of realistic time and cost estimates for each activity
- Helps make better use of people, money, and material resources by identifying critical bottlenecks

Project Scheduling Techniques

- Microsoft Project

Advantages of Using Project Management Software

- A tool for recording, calculating, analyzing, and preparing presentations to help communicate the details of the project.
- Helps us to develop a better plan
- Makes calculates projections earlier and more reliable.
- Helps us to detect inconsistencies and problems in the plan.
- Helps us to communicate the plan to others
- Helps in tracking progress and in detecting potential difficulties.

Project Control Reports

- Detailed cost breakdowns for each task
- Total program labour curves
- Cost distribution tables
- Functional cost and hour summaries
- Raw materials and expenditure forecasts
- Variance Reports
- Time analysis Reports
- Work status reports