Introduction to Project Management

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Agenda

Project lifecycle
Project trade-offs
Setting up a project for success
Breaking down the project tasks
Developing a project timeline
Q & A
Project Life Cycle

- Initiation
- Planning and Design
- Executing
- Monitoring and Controlling
- Closing
Project Trade-offs

COST

TIME

RESOURCES

RISK

QUALITY

SCOPE
Exercise

For a current project you are working on:
How would you *prioritize* these constraints?
Project Charter

Documents

- Reasons for undertaking the project
- Objectives and constraints
- High-level description of the solution
- Identities of the main stakeholders
Sample Outline

1. Project goals
2. Deliverables
3. Scope definition
4. Milestones
5. Assumptions, constraints and dependencies
6. Related documents
7. Project organizational structure
8. Project authorization
Exercise – Project Charter

Choose a current project
- What is well defined?
- What needs to be defined? (spend a few minutes documenting)

10 min for documentation
5 min to share with a partner

1. Project goals
2. Deliverables
3. Scope definition
4. Milestones
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6. Related documents
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Work Breakdown Structures

"Level 1" => 1.0 Banquet

1.1 "Level 2" 1.2
Planning & Supervision Dinner Room & Equipment
- Planning Menu Site/Room
- Budget Menu Shopping List
- Disbursements/Shopping Lists Shopping Setting/Tables/Chairs
Reconciliation Shopping Setting/Tables/Chairs
- Coordination Shopping Setting/Tables/Chairs
- "Level 3" => Cooking Setting/Tables/Chairs
- Serving Setting/Tables/Chairs

1.3 1.4
Room & Equipment Guests
- Equipment, Equipment, Pots, Etc.
- Pots, Etc.

1.5 1.6
Staff Speakers
- Shoppers Invite
- Cooks Transport
- Servers Coordinate Topics
- Hosts Backup for No-shows
- Cleanup Thank yous

Source: www.hyperthot.com
Avoiding Typical Pitfalls

An appropriate level of work package detail
Deliverables, not activities or tasks
WBS is not a plan or schedule
WBS updates require change control
WBS is not an organisational hierarchy
Exercise – Work Breakdown Structures

Choose a current project
Develop a work breakdown structure

10 min to develop
5 min for partner discussion
CPM (Activity on node method)

Arrows show precedence
Nodes are activities that consume resources
The longest path is the critical path
Gantt Charts