

WA10: Projects

3.21 Use project management skills to accomplish implementation of a low-risk simple project

- LO084 Demonstrate ability to define, design and implement a simple low-risk project; entering, editing and updating information on project tasks and resources. Select and use appropriate processes and tools to display and report on project status.



Module Details



Work Area Code:	10
Work area title:	Projects
Unit Code:	3.21
Unit Title:	Use project management skills to accomplish implementation of a low-risk simple project
Learning Outcomes Ids:	LO084
Learning Outcomes titles:	Demonstrate ability to define, design and implement a simple low-risk project; entering, editing and updating information on project tasks and resources. Select and use appropriate processes and tools to display and report on project status.
Recommended Duration:	3 hours
Trainer:	



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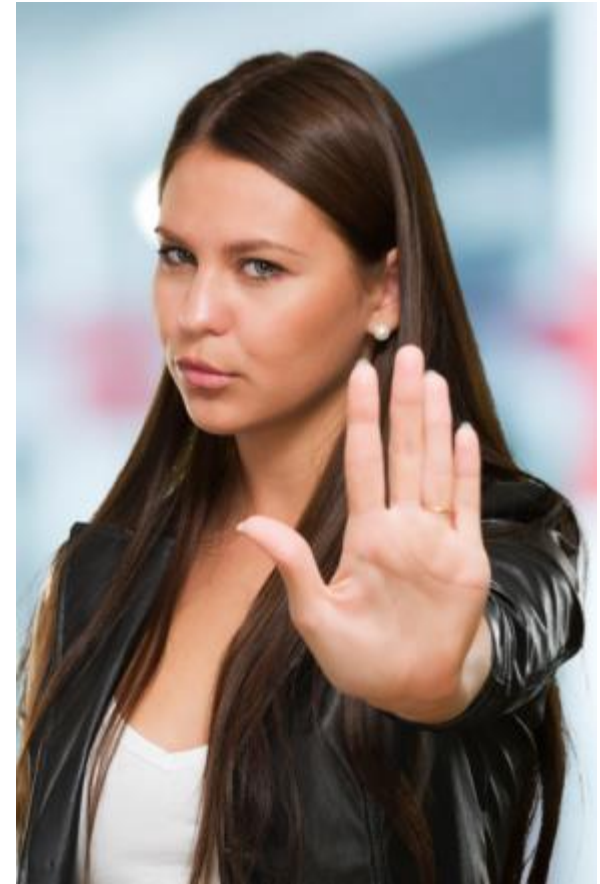
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Who cares about project management?



Whoa!

Why should an Administrator
care about project
management?



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Who cares about project management?



Recent studies in the corporate environment clearly demonstrate that more than 50% of employees undertake tasks that require knowledge and skills in Project Management.

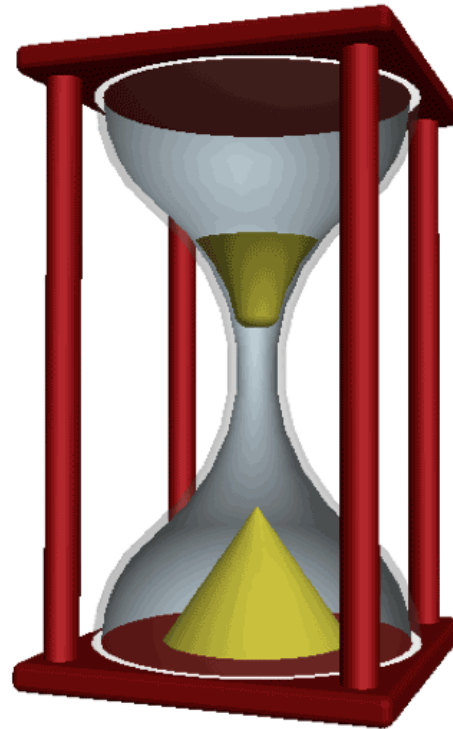


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What is a project?

- A defined sequence of events with a predetermined **starting** and **ending** point



START

PROJECT

FINISH

LL06



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What is a project?



- A project is a **temporary** venture aimed at creating a unique product or service.
- **Temporary:** Each project has a fixed duration
- **Unique:** the product or service produced by the project is distinctive, different than all other similar products and services available.



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What is a project?



Project is the endeavor in which human resources, machinery, funds and raw materials are organized in a novel way, towards the aim of undertaking a specific task, with given specifications, and explicit cost and time constraints, in order to produce a beneficial change, which is clearly defined through quantitative and qualitative methods.

Organizing tasks towards the achievement of a predefined goal, which requires resources, effort and coordination in a design!



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What is not a project?



- Routine work.
 - Some projects are often repeated, but they do not constitute regular procedures



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- **Predetermined** duration
- It aims at a **Predetermined** and **measurable** result.
- It consists of a series of **interrelated** tasks.
- It requires **resources** of a different kind.
- There is a finite budget (it has financial limits).
 - If we did not care about **when** something should be completed and **how** much it should cost, then we would not need Project Management.



Characteristics of a project



- Resourced from various sources.
 - A project can be implemented within the framework of the organization's day-to-day practice or as a separate venture; however, it always needs its own resources (time, material, funds, machines, etc.).
 - Working with the predetermined resources is vital to the success of a Project.
- Each Project requires teamwork and creates something that did not exist before.
 - Therefore, the explicit objectives must be known to everyone involved.



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What is project management?



Project Management is the application of knowledge, skills, tools and techniques in the execution of Project activities, in order to meet the requirements and expectations of the participants.



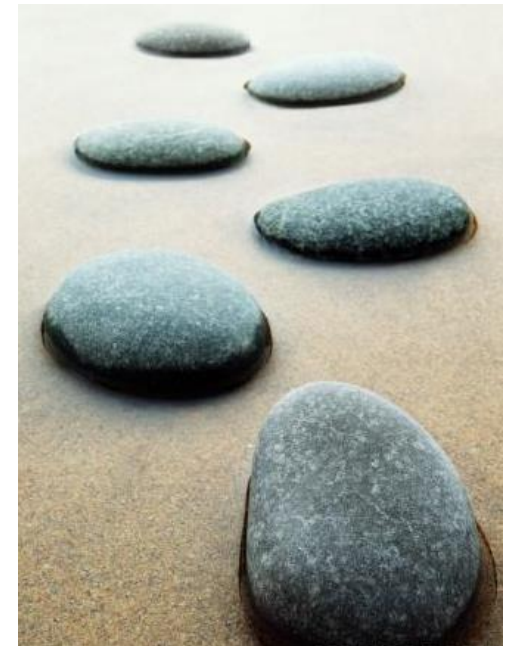
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Basic principles of project management



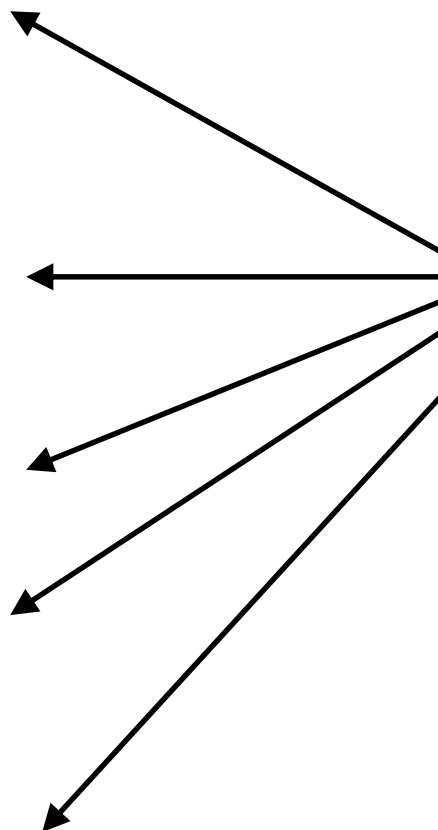
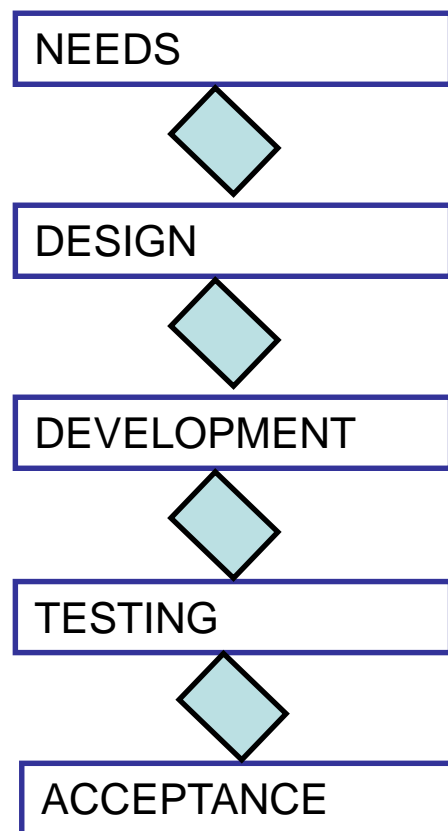
- Adopt a step-by-step approach
- Take small and cheap decisions early
- Provide a clear definition of the project objectives
- Decide on measurable goals
- Clarify roles and responsibilities
- Adopt Simple procedures for decision-making and communication



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Typical project lifecycle



DECISIONS



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- Transition from one phase to another is usually accompanied by deliverable(s)
- Many times a phase begins before the previous one is approved and finalised
- The life cycle of a project usually determines:
 - What are the deliverables of each phase?
 - Who is involved in each phase?
 - How each phase is monitored and controlled?



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- The project's scope:
 - explains the boundaries of the project,
 - establishes responsibilities for each team member
 - sets up procedures for how completed work will be verified and approved.
- The relevant documentation may be referred to as a scope statement, statement of work (SOW) or terms of reference
- The scope statement also provides the project team leader with guidelines for making decisions about change requests during the project.
- the better the project has been "scoped" at the beginning, the better the project team will be able to manage change.



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- The main function of the project structure is to define standards the team will use during the project. These include communication standards, documentation standards, and change control procedure standards. Program Management takes the lead in defining the project structure.



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- Milestones in project management are used to mark:
 - The start of significant phases of work
 - The end of significant phases of work
 - To mark the deadline for something
 - To show when an important decision is being made.



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- **Resources** are required to carry out the project tasks.
- They can be:
 - people,
 - equipment,
 - facilities,
 - funding,
 - etc.
 - The lack of a resource is a constraint on the completion of the project activity.

Resource scheduling, availability and optimisation are considered key to successful project management.



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- Scope
- Schedule
- Budget
- Quality
- Resources
- Risks

- Project Constraints simply mean that, Project Teams always work under some limitations and restrictions. Project Management involves balancing these limitations for successful completion of Project.



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Project processes groups



- **Procedures**
 - Launch
 - Design
 - Implementation
 - Monitoring and evaluation
 - Closing



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Methodological tool

Is it a project?

EUPANEXT_LO_084_M_001



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Key (simple) project documents



- **Document 1: The Project Charter**

- objectives
- Products/deliverables
- Rationale

Document 2: The Plan

- List of activities
- Scope
- Tasks
- Timeline
- People
- Possible risks

Document 3: The Progress Report

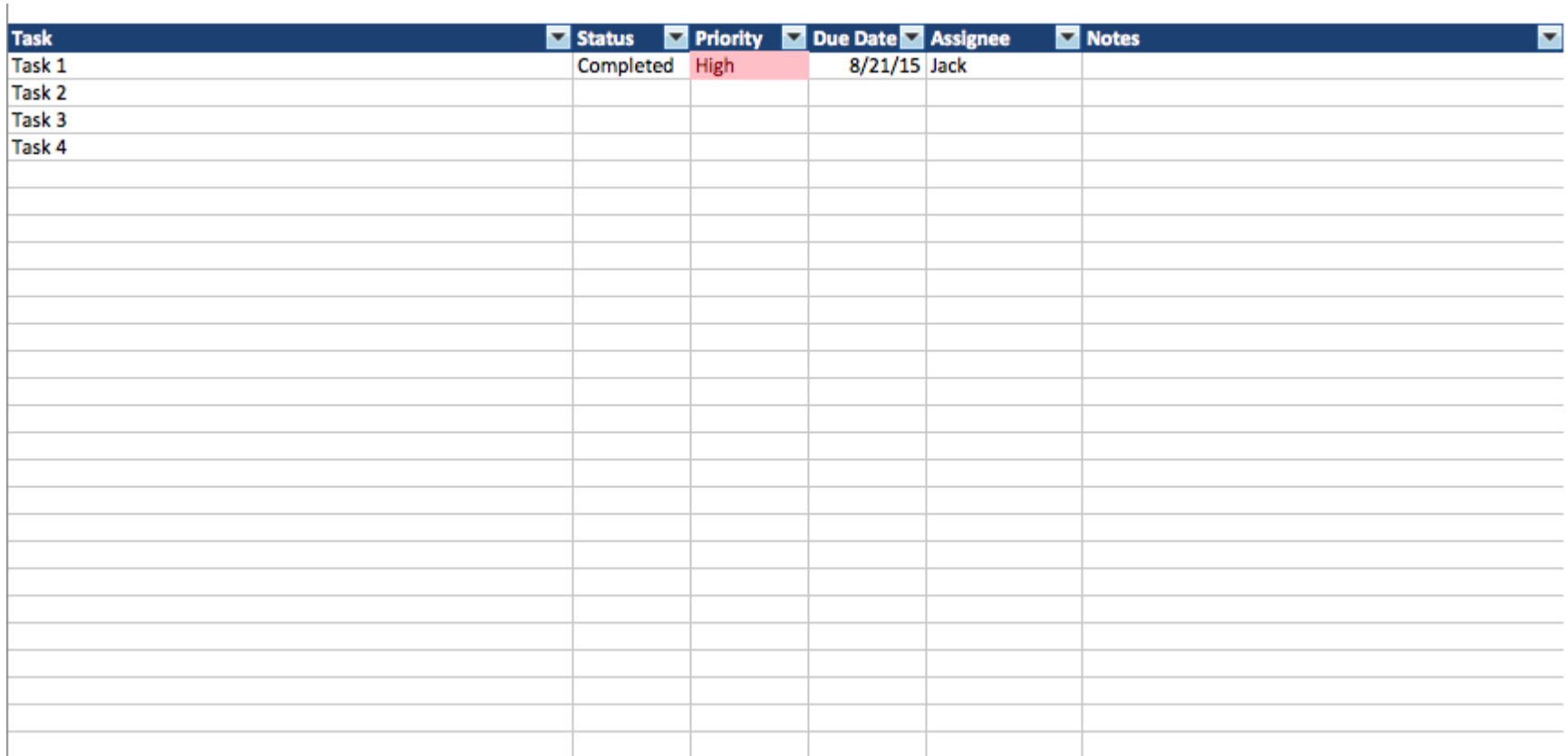
- On a regular basis
- Budget monitoring
- Progress monitoring (activities, deliverables, delays, etc.)



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EUROPEAN PERSONAL ASSISTANT LEVEL 3



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Project Budget

PROJECT DESIGN						
PROJECT TASKS	LABOR HOURS	LABOR COST (\$)	MATERIAL COST (\$)	TRAVEL COST (\$)	OTHER COST (\$)	TOTAL PER TASK
Develop Functional Specifications	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
Develop System Architecture	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
Develop Preliminary Design Specification	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
Develop Detailed Design Specifications	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
Develop Acceptance Test Plan	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
Subtotal	5.0	\$5.00	\$5.00	\$5.00	\$5.00	\$25.00

PROJECT DEVELOPMENT

Develop Components	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procure Software	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procure Hardware	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Development Acceptance Test Package	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Perform Unit/Integration Test	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



- Persons or organizations involved in the project or whose interests may be affected as a result of the implementation or completion of the project
- They may also affect the objectives and results of the project
- The project management team is required to identify stakeholders and determine what are their needs and expectations and to control how they may influence the project.



ICT tools for project management: Trello



- a web-based, free of charge, project management application.
- Projects are represented by *boards*, which contain *lists* (corresponding to task lists). Lists contain *cards* (corresponding to tasks). Users can be assigned to cards. Users and boards can be grouped into *organizations*
- It supports iPhone, Android and Windows 8 mobile platforms



ICT tools for project management: Trello



- Cards accept comments, attachments, votes, due dates and checklists.
- Users may organize projects through the utilization of boards, lists and cards, which form a bespoke data hierarchy that facilitates effective management of projects, jobs and tasks.
- It has a variety of uses

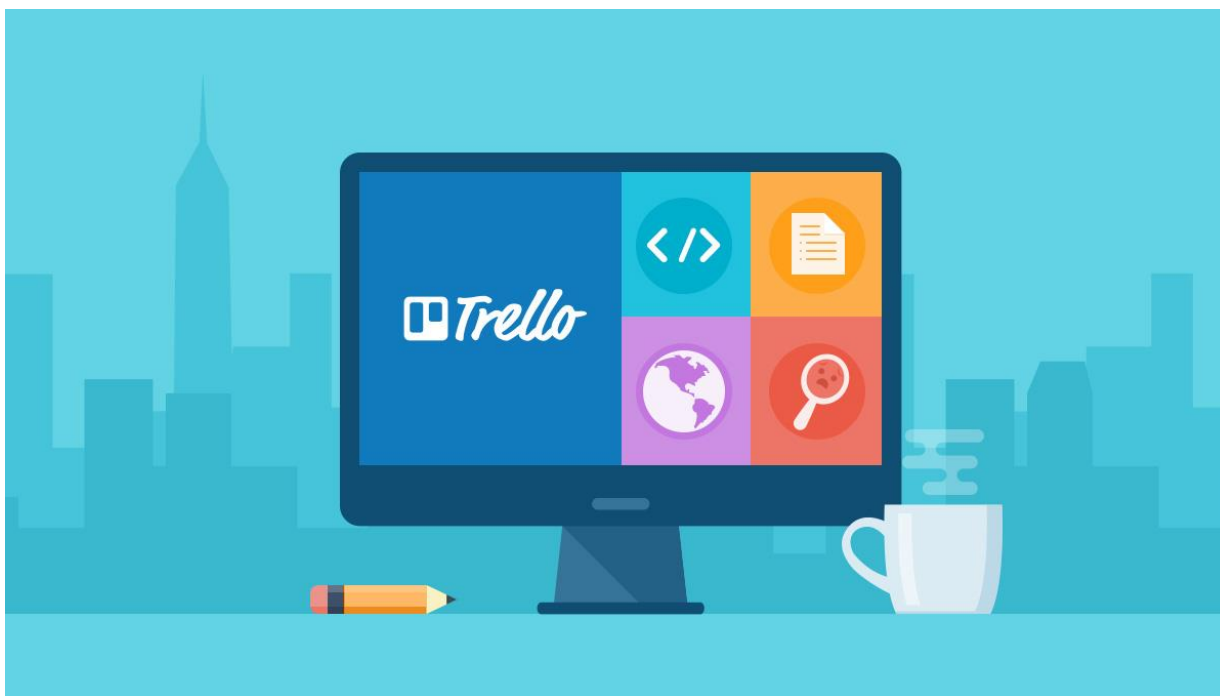


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Monitoring a project using Trello

INTRO TO TRELLO



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ICT tools for project management: MS project



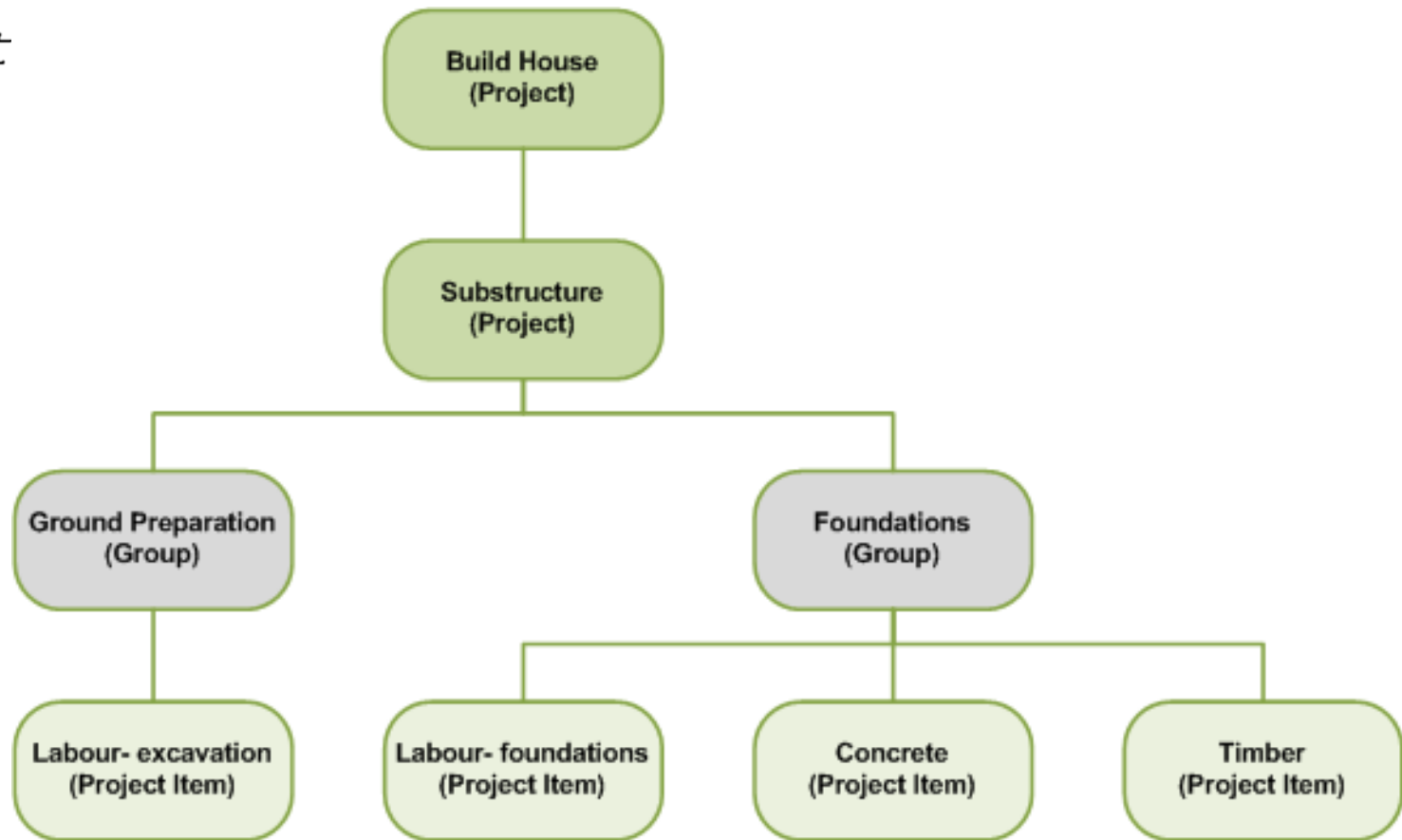
- Microsoft Project is a **project management software product**, developed and sold by Microsoft.
- It can be used in developing a plan, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads.
- Resource definitions (people, equipment and materials) can be shared between projects using a shared resource pool.
- Each resource can have its own calendar, which defines what days and shifts a resource is available.



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Designing a project, groups*



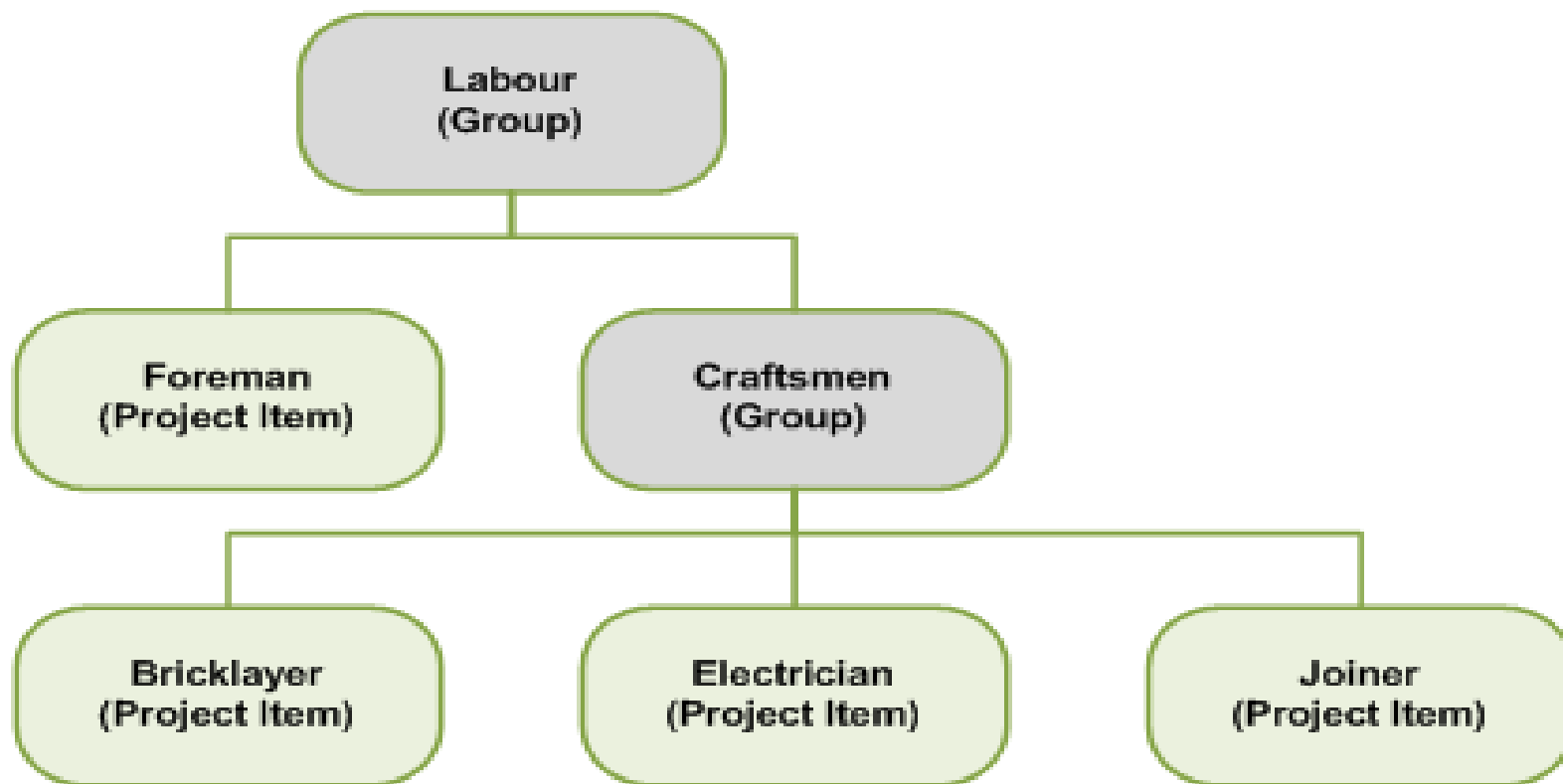
* http://desktophelp.sage.co.uk/sage200/sage200extra/Content/PA/Designing_a_Project_Structure.htm



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Designing a project, structure, category method*



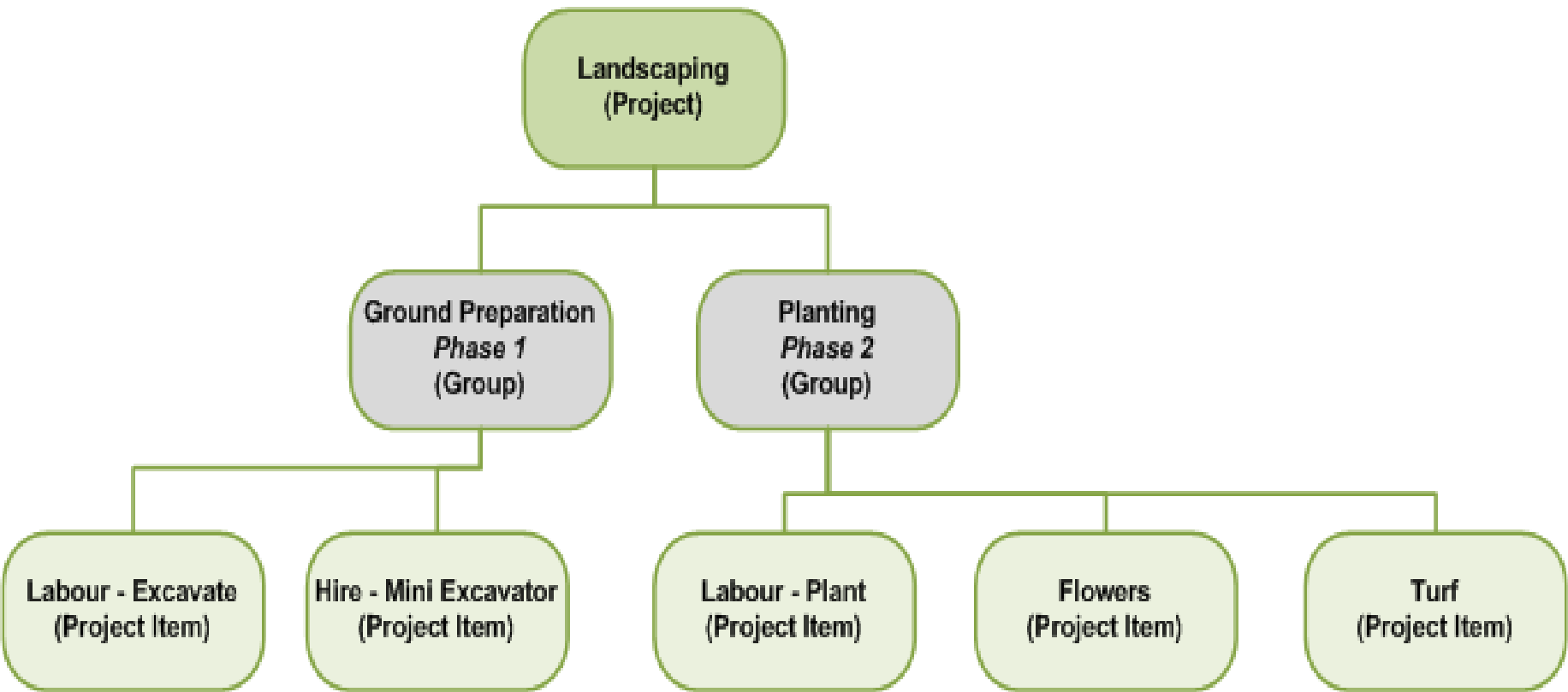
* http://desktophelp.sage.co.uk/sage200/sage200extra/Content/PA/Designing_a_Project_Structure.htm



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Designing a project, structure, activity method*



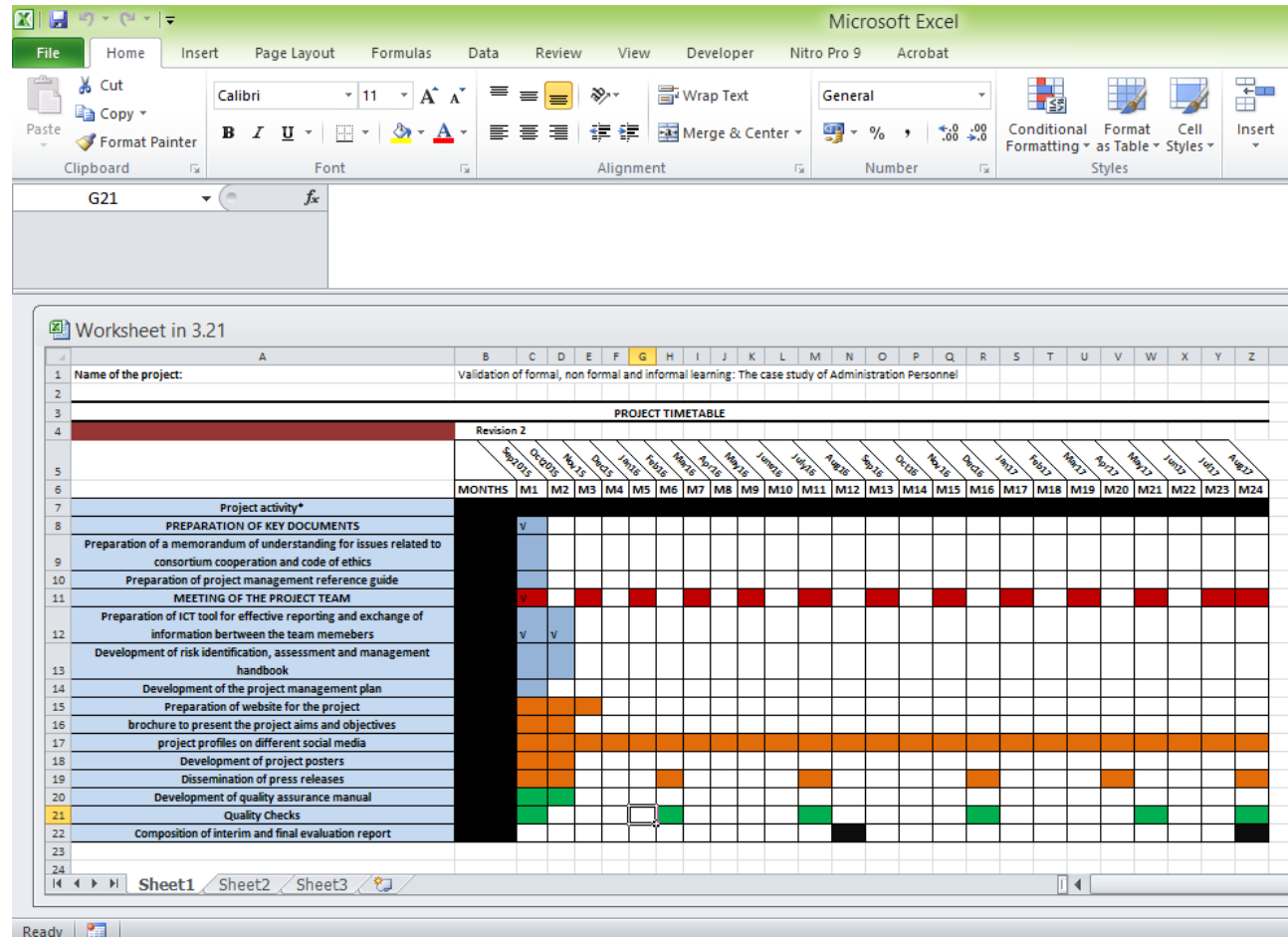
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Designing a project, Gantt chart



Methodological tool

Gantt chart

EUPA_LO_084_M_002



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Risk Category: Schedule

- Schedule not realistic, only "best case".
- Important task missing from the schedule.
- A delay in one task causes cascading delays in dependent tasks.
- Unfamiliar areas of the product take more time than expected to design and implement





Risk Category : Requirement Risk

- Requirements have been base lined but continue to change.
- Requirements are poorly defined, and further definition expands the scope of the project
- Specified areas of the product are more time-consuming than expected.
- Requirements are only partly known at project start
- The total features requested may be beyond what the development team can deliver in the time available.



Risk Category : Project Management Risk

- PM has little authority in the organization structure and little personal power to influence decision-making and resources
- Priorities change on existing program
- Project key success criteria not clearly defined to verify the successful completion of each project phase.
- Projects within the program often need the same resources at the same time
- Date is being totally driven by need to meet marketing demo, trade show, or other mandate; little consideration of project team estimates



Risk Category : Product/Technology Risk

- Development of the wrong user interface results in redesign and implementation.
- Development of extra software functions that are not required (gold plating) extends the schedule.
- Requirements for interfacing with other systems are not under the team's scope.
- Dependency on a technology that is still under development lengthens the schedule.
- Selected technology is a poor match to the problem or customer



Risk Category : Customer Risk

- Customer insists on new requirements.
- Customer review/decision cycles for plans, prototypes, and specifications are slower than expected.
- Customer insists on technical decisions that lengthen the schedule.
- Customer will not accept the software as delivered even though it meets all specifications.
- Customer has expectations for development speed that developers cannot meet.



Risk Category : Human Resources & Contractors Risk

- Critical development work is being performed by one developer
- Some developers may leave the project before it is finished.
- Hiring process takes longer than expected.
- Personnel need extra time to learn unfamiliar software tools, hardware and programming language.
- Contract personnel leave before project is complete.
- Conflicts among team members result in poor communication, poor designs, interface errors and extra rework.
- Personnel with critical skills needed for the project cannot be found.
- Contractor does not deliver components when promised.



- Define what is a project and what is not a project
- Describe basic project management principles
- Describe different processes for effective project management
- List ICT and other tools and their use for entering and displaying project information and reporting on the project status
- Define risk and list examples of risks occurring in project management



- Recent studies in the corporate environment clearly demonstrate that more than 50% of employees undertake tasks that require knowledge and skills in Project Management
- Project is the endeavor in which human resources, machinery, funds and raw materials are organized in a novel way, towards the aim of undertaking a specific task, with given specifications, and explicit cost and time constraints, in order to produce a beneficial change, which is clearly defined through quantitative and qualitative methods.
- Organizing tasks towards the achievement of a predefined goal, which requires resources, effort and coordination in a design!





Well Done!

You have completed this unit



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