Project Management Basics
Quick Reference Card

Understand Project Management

Project management is the process of initiating, planning, executing, controlling, and concluding a project to meet specific goals within a set timeframe.

Five Pillars of Project Management

Initiation
Determining the project's purpose, and scope, and obtaining approval to start.

Planning
Creating a detailed task list and timeline for completion.

Execution
Implementing the plan and managing resources effectively.

Monitoring and Controlling
Regularly reviewing progress and making necessary adjustments.

Closing
Finalizing all activities and celebrating the achievement.

Importance of Project Management

Project management ensures focused objectives and efficient planning, guiding teams towards successful outcomes.

It controls quality, manages risks, and provides a structured process to prevent chaos and align efforts.

Did you know that 95% of organizations using project management consistently meet their goals?

Project Charter and Objectives

A **project charter** is a key document in project management, summarizing the project's purpose, goals, stakeholders, and key constraints.

To create a project charter:

1. Purpose: State the project's necessity.
2. Objectives: Set SMART goals.
3. Scope: Define project boundaries.
4. Stakeholders: Identify key parties.
5. Deliverables: List main outputs.
6. Constraints: Acknowledge budget and resource limits.

Components of Project Management

Project management combines key elements to ensure successful project outcomes:

- ☐ Scope: Defines project objectives and limits.
- ☐ Schedule: Sets task timelines and deadlines.
- ☐ Costs: Manage budget and expense tracking.
- ☐ Quality: Ensures deliverables adhere to set standards.
- ☐ Resources: Oversees team, materials, and time allocation.

Set SMART Goals

Setting SMART goals provides clear, achievable targets. Here's a brief overview:

S **Specific**: Goals should be clear and precise

M **Measurable**: Include quantifiable criteria.

A **Achievable**: Goals should be realistic and attainable.

R **Relevant**: Align goals with broader objectives.

T **Time-bound:** Has a set timeframe for completion.

Assemble a Project Team

Building a successful project team requires selecting individuals with diverse skills and expertise. Key steps include:

- Identify crucial skills for success.
- Balance team size for efficiency
- Choose individualswith relevant experience.
- Assign roles and responsibilities.
- Establish objectives and guidelines.
- Encourage communication and teamwork

Stakeholder Identification and Analysis

Stakeholders are individuals or groups who are impacted by or have an influence on a project. This could include:

1. Internal: Employees, managers, owners.
2. External: Customers, suppliers, investors, regulators.

Analyze and Prioritize Stakeholders

Analyze stakeholders for interest, influence, and impact, then prioritize them on a Power/Interest Grid into four categories:

POWER (high → low) / **INTEREST** (low → high)

Keep Informed	Engage Closely
Monitor	Keep Satisfied
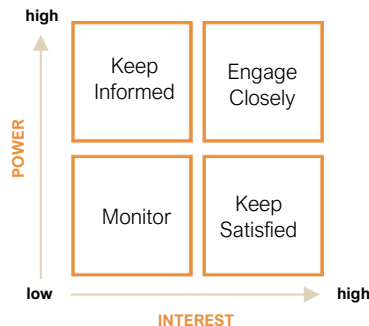
Work Breakdown Structure (WBS)

WBS is used to break down the total scope of a project into smaller, manageable tasks, creating a clear hierarchical structure. Here's how to create your WBS:

Project
- Identify Deliverable
- Subdivide Tasks
- Detail Steps
- Assign Tasks
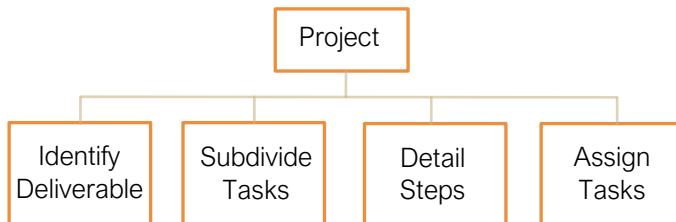
Project Schedule

Project schedules guide teams through tasks, outlining start and end times, responsibilities, and task sequences.

Project Schedule Components:

✓ Tasks: Key tasks for project completion.
Timeline: Estimated start and finish times for each task.
✓ Team Members: Individuals responsible for each task.
✓ Task Sequence: The order of task completion.

Risk Management

As a project manager, it's crucial to identify potential risks that could impact your project.

- Scope Risks: From unclear project boundaries and objectives.
- Time Risks: Due to delays or schedule overruns.
- Cost Risks: From budget underestimations or unexpected expenses.

Project Execution and Control

To excel in project execution and control, project managers must adopt an efficient approach. Here are key strategies:

Execute Projects Efficiently

Focus on crucial aspects like functionality and user experience in project execution.

Communicate Clearly

Set up open channels and encourage regular informal team interactions for clarity and camaraderie.

Manage Meetings

Use prioritization tools like the Eisenhower Box for productive, time-efficient meetings.

Use Communication Apps

Implement tools like Slack or Microsoft Teams for streamlined team communication.

Utilize Project Management Apps

Employ apps like Asana or Trello for organized task tracking and effective progress monitoring.

Adopt Cloud Storage

Use cloud drives like Google Drive or Dropbox for accessible, secure file storage and enhanced collaboration.

Monitor and Control Project Progress

Continuously assess project timelines and deliverables, addressing issues proactively.

Conclude Your Project

Project review and lessons learned
Review your project's performance, methodologies, and outcomes, and gather feedback to capture valuable lessons for future projects.

Close projects and handover
Confirm completion of all project deliverables, handle administrative tasks, execute client handover, and celebrate with your team for a successful project closure.

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