The Project Management Process

Initiating - Planning - Executing - Control - Closing - Aftermath
Mind mapping

This is a very useful tool to start brainstorming all of your random thoughts. This will help you cover all the steps you’ll need to get to your goal.
Write a definition document that answers these questions

- What is the specific purpose or goal?
- What and who will benefit?
- Success criteria
- Address objections and give a plan for overcoming risks.
- Project dependencies
- Overall budget

Initiating

- Mind mapping
- Definition document
- Getting input and information
**Planning**

- Assemble a planning team
- Create your plan
- Gantt chart
- Plan for change/risk
- Detailed budget – fat inclusion technique

**Gantt Charts**

Gant charts are the best way to plan out the timeline of your entire project from beginning to end. They can be used in many different ways to assign deadlines, and responsibilities to different team members.
How to estimate time

\[ E = O + 4M + P \]

Estimate

[Optimistic]

[Most likely]

[pessimistic]

Budget – fat inclusion technique

State with the base number that you expect to need and then increase each line item by 10%

<table>
<thead>
<tr>
<th>Line items</th>
<th>Base estimate</th>
<th>Plus 10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>$100.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Materials</td>
<td>$100.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Other stuff</td>
<td>$100.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Other stuff</td>
<td>$100.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Other stuff</td>
<td>$100.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Other stuff</td>
<td>$100.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$660.00</td>
</tr>
</tbody>
</table>
Three must haves

Project teams

Steps to execute

Three must haves

- Obtain and utilize the correct team
- Strong and timely decision making
- Open and clear communication
Important characteristics of a project team

- Commitment and professionalism
- Trust
- Good leadership

Steps to execute

1. Identify the project milestones into tasks
2. Break down the needed equipment and materials
3. Distribute task to team members according to each of their areas of expertise and time availability
4. Track each team member’s progress and task according to the plan
5. Meet with team members regularly to discuss progress and any challenges
6. Monitor all expenditures to remain within budget
7. Communicate project progress regularly to all of the stakeholders
Theory X and Theory Y

Theory X assumes that teams are not responsible enough to progress on their own without a manager supervising them.

Theory Y assumes that the team is responsible enough to accomplish their assigned tasks, team members are self-motivated, and happy to work.
Ask these questions to stay in control

- Measure ongoing activities by asking “Where are we?”
- Monitor project variable such as cost and effort against the project plan and performance baseline by asking “Where should we be?”
- Identify actions to correct issues and address risks properly by asking “How can we get back on track?”

Prevention Detection Action

- Prevention
  - Effective planning, communicating with team members, always monitoring risk factors, aggressively solving problems and clearly delegating work are good ways to prevent variances from the plan.

- Detection
  - Early detection of variances is very important to getting back on track and staying on schedule.

- Action
  - When a variance is detected action should be taken quickly to change the necessary procedures.
<table>
<thead>
<tr>
<th>Control</th>
<th>Theory X and Theory Y</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Be in control</td>
</tr>
<tr>
<td></td>
<td>PDA</td>
</tr>
<tr>
<td></td>
<td>Performance reporting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Closing</th>
<th>Steps involved in project closure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Project termination</td>
</tr>
</tbody>
</table>
Steps involved in project closure

- Your projects contents must be compared to your customer or client’s outlined requirements/desires, as well as your initial goals.
- Collect and compile project documentation.
- Formal notification of completion.
- Financial audit
- Archiving the project’s information
- Learn from mistakes
- Peer audit

Project termination

- Completed – the desired outcome
- Cancelled – the project is cancelled by the client
- Displaced – when the work done on the project is deemed obsolete by other existing projects
- Collapsed – uncontrollable external forces cause your project to be cancelled
- Absorbed – your project is brought in to a corporation as a whole new department or division
- Deteriorated – when funding is reduce to the point that you are not able to complete the project
Aftermath

Could anyone who follows after me use this information?

The Project Management Process

Initiating → Planning → Executing → Controlling → Closing → Aftermath