

Module 2:

Objective: Learn the Overview of Project Management

- A project is a fully-coordinated group of interdependent tasks that are completed by people using resources and processes.
- Projects have definite starting and ending dates as well as success criteria.
- Was your project successful?

Module 2: Overview

- Project managers are needed in engineering and technology firms for the same reason conductors are needed in orchestras.
- Projects consist of tasks that must be planned, scheduled, budgeted, staffed, and coordinated.

Module 2: Overview

- **To be Successful**, Projects must be properly managed to complete on time, within budget, and according to specifications.
- The ***project scope*** summarizes everything members of the project team need to know to fully understand the project.
- A project's scope includes a project overview, what is to be "delivered, acceptance criteria, restrictions/constraints, and uncertainties.

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- The project scope summarizes everything members of the project team need to know to fully understand the project.
- A project's scope includes a project overview, deliverables, features and functions, acceptance criteria, restrictions/constraints, and uncertainties.

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- The schedule for a project includes the beginning and ending times and duration for all project tasks.
- Project resources include any and all assets needed to complete the project on time, within budget, and according to specifications

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- Internal projects are initiated by engineering and technology firms for the purpose of enhancing the firm's competitiveness.
- External projects are initiated by customers that need a project and/or service.

Module 2: The Five Areas of Project Management

- **Projects have five distinct phases:**

1. **Initiation**

2. Planning

3. Execution

4. Monitoring/control

5. Closeout

- In the next slide, we will describe what specifically happens during these five phases.

Module 2: Explain this....

Process Groups	KNOWLEDGE AREAS								
	Integration	Scope	Time Management	Cost Management	Quality Management	HR Management	Communication Management	Risk Management	Procurement Management
Initiating	<ul style="list-style-type: none"> Project charter (Contract, drawings, and specifications) 	–	–	–	–	–	<ul style="list-style-type: none"> Identify stakeholders 	–	–
Planning	<ul style="list-style-type: none"> Project management plan 	<ul style="list-style-type: none"> Scope development Work breakdown structure development 	<ul style="list-style-type: none"> Estimate time and duration of activities Develop schedule 	<ul style="list-style-type: none"> Estimate costs Establish budget 	<ul style="list-style-type: none"> Plan quality 	<ul style="list-style-type: none"> Develop HR plan 	<ul style="list-style-type: none"> Develop communication plan 	<ul style="list-style-type: none"> Identify and analyze risks Plan risk management 	<ul style="list-style-type: none"> Develop procurement plan
Executing	<ul style="list-style-type: none"> Project execution 	–	–	–	<ul style="list-style-type: none"> Assure quality 	<ul style="list-style-type: none"> Establish build/lead project 	<ul style="list-style-type: none"> Communicate with all stakeholders regularly 	–	<ul style="list-style-type: none"> Procure needed resources
Monitoring/Controlling	<ul style="list-style-type: none"> Monitor, track progress, control Adjust as changes occur 	<ul style="list-style-type: none"> Control scope 	<ul style="list-style-type: none"> Control schedule 	<ul style="list-style-type: none"> Control costs 	<ul style="list-style-type: none"> Control quality 	<ul style="list-style-type: none"> Monitor team performance 	<ul style="list-style-type: none"> Report on progress and performance 	<ul style="list-style-type: none"> Monitor and control risks 	<ul style="list-style-type: none"> Manage the procurement process
Closing	<ul style="list-style-type: none"> Close 	–	–	–	–	–	–	–	<ul style="list-style-type: none"> Close procurements

Module 2: Roles and Responsibilities of Project Managers

- Process functions fall into the following groups:
 - initiating
 - planning
 - executing
 - monitoring and controlling, and
 - closing out

Module 2: Roles and Responsibilities of Project Managers

- People functions include:
 - leadership
 - teambuilding
 - motivation
 - communication
 - time management
 - change management
 - diversity management
 - adversity management

Module 2: Roles and Responsibilities of Project Managers

Effective project managers do the following:

1. focus on solutions
2. practice decisive and participatory management
3. focus on the customer
4. focus on win-win outcomes
5. lead by example
6. elicit the best from all stakeholders

Module 2: Project Initiation

- The outcomes of the project initiation phase of a project are:
 - project description, feasibility analysis report, concept document, project charter with scope, stakeholder register, and the project kickoff meeting.
- The project description summarizes what the project involves, who the project is for, and why the project is important

Module 2:

We will focus only one the highlighted Areas

PROCESS FUNCTIONS OF PROJECT MANAGERS

1. Project initiation

- Develop project charter
- Identify stakeholders

2. Project planning

- Develop the project schedule
- Develop the cost estimate/budget
- Develop the quality, human resource, communication, and risk management plans

3. Project execution

- Direct and manage project work
- Assure quality
- Conduct procurements

4. Project monitoring/control

- Control changes
- Control the scope, schedule, costs, quality, performance, and risk

5. Project closeout

- Close procurements
- Close all other project activities

Module 2: Project Initiation

- The **project charter** should contain:
 - General information, project overview, assumptions, scope, milestones, deliverables, authority/responsibility, organization, roles, disaster recovery, resources, funding, and signatures.

Module 2: Project Initiation

The Project Charter

1. Create Your Project Charter:
This table is complete and can be simplified based on the complexity of your project but you should be aware of each category

- Purpose
- Schedule
- Cost
- General Information
- Authorization

2. These will become clear as we build out model schedule in Module 3.

Project Charter			
Project Title:			Date:
Revision:	Project ID:	Prepared by:	
Sponsor Organization:		Sponsor Representative:	
Project Start Date:		Project Completion Date:	
Project Purpose			
Description:			
Objectives:			
Requirements:			
Project Schedule			
Milestone Schedule:			
Assumptions & Constraints			
Regulatory or Permits Requirements:			
Project Cost			
Estimated Project Budget:			
Payment Schedule:			
High-Level Risks:			
Project General Information			
Project Success Criteria:			
Project Manager Responsibilities:			
Stakeholders:			
Authorization			
Project Approval:		Project Approval Date:	

End of Module 2

- **Complete Assessment Module 2 and submit to your instructor**

