

Management Essentials

Project Management

Sample Slides

Project Management Process

Planning

- Project Definition, Scope, Buy-ins

Mechanics of putting together a plan

- Tools: Work Breakdown Structure (WBS)
- GANTT, PERT, etc.

Tracking plan progress

- Communicate and follow-up

Complete project

- Managing and control

Nine knowledge areas

Four core

- knowledge areas lead to specific project objectives (scope, time, cost, and quality)

Four facilitating

- knowledge areas are the means through which the project objectives are achieved (human resources, communication, risk, and procurement management)

One integration

- knowledge area (project integration management) affects and is affected by all of the other knowledge areas

3

Tools and Techniques

Scope Management

- “Terms” of reference
- Scope statements
- Work breakdown structures
- Statements of work
- Requirements analyses
- Scope management plans
- Scope verification techniques
- Scope change controls

Tools and Techniques

Integration Management

- Project selection methods
- Project management methodologies
- Stakeholder analyses
- Project charters
- Project management plans
- Project management software
- Change requests
- Change control boards
- Project review meetings
- Lessons-learned reports

Stakeholder Analysis: 3 issues

Criticality

- The criticality of having this group support the change (high – medium – low)

Orientation

- The likely current orientation of this group regarding the change (supportive – neutral – resistant)

Influence

- The degree of influence this group will have on the change (large – medium – small)

Communications plan exercise



Communication	Format	Frequency	Distribution
Team Briefing			
Weekly Web Bulletin			
Technical Incident Report			
Budget and Schedule Detail			
Accomplishments and Setbacks			
Schedule Milestones			
Cost-to-Date Milestones			
Current Top 5 Risks			

Planning - Process Design Tools



Gantt Charts

- provide a visual sequence of the process steps.

Load Charts

- type of Gantt chart based on departments or specific resources that are used in the process.

Program Evaluation and Review Technique (PERT) Network

- tool for analysing the conversion process.

Reasons for Making



Cost concerns	Desire to expand the manufacturing focus	Need of direct control over the product	Intellectual property concerns
Quality control concerns	Supplier unreliability	Lack of competent suppliers	Volume too small to get a supplier attracted
Reduction of logistic costs (shipping etc.)	To maintain a backup source	Political and environment reasons	Organisational pride

Reasons for Buying



Lack of technical experience	Supplier's expertise on the technical areas and the domain	Cost considerations
Need of small volume	Insufficient capacity to produce in house	Brand preferences
	Strategic partnerships	