

Streamline Your Work with Project Management



Margaret C. Mullin, PMP CSM

creative problem solving

Time management 84168

Risk management 206802

project(91324)

Quality management 139810

The value of dividends in health: A call to align stakeholders.

Cost management 172306

1421974 management

decision-making processes, organizational vision, mission and strategies, gender allocation in staffing, and beneficiary involvement.

“replicable, scalable, and sustainable”

creative problem solving

Human resources management 35664

Procurement management 4901

SCOPE MANAGEMENT 6484

HIV AIDS GRASS ROOTS PROJECT

52670 change management

project management(26259)

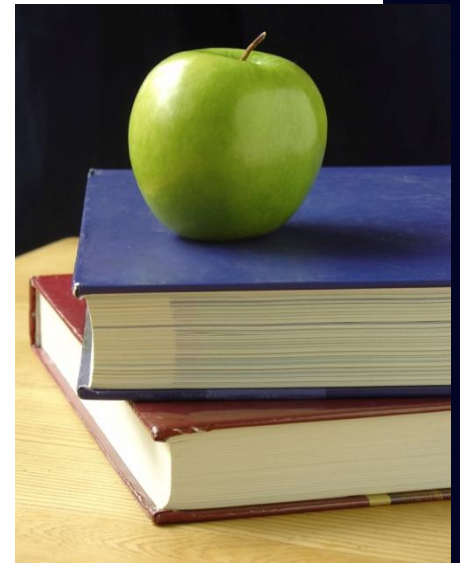
Source: <http://www.pubmed.gov>

Introduction

- Project Management Professional (PMP) and Certified Scrum Master (CSM)
- 10 + years expertise leading enterprise-wide IT projects and programs
- Independent consultant and Project Management Instructor at EVCC
- Member and volunteer - PMI Puget Sound chapter
- MBA Student - UMUC
- <http://projectmanagementessentials.wordpress.com>
- <http://www.linkedin.com/in/margaretmullinpmpcsm>

Class Guidelines

- Support learning environment
- Fully engaged
- Questions/Parking Lot
- Breaks
- Electronic devices





Your Goals

- Information you need
- Tools you need
- Challenges you face
- Implementation at work

Learning Objectives

After completing this course participants will be able to:

- Understand basic project management terminology
- Recognize and use the project management lifecycle process
- Identify project management knowledge areas
- Implement the concepts learned in class

Class Overview

- Value of Project Management
- Define Terms
- Stakeholders
- Project Management Process
- Project Management Knowledge Areas
- Experiential Learning
- Review
- Additional Resources

Value of Project Management

- You
- Team
- Stakeholders
- Organization



Define Terms



- Project
- Project Management
- Stakeholder
- Deliverables
- Program
- Portfolio
- PMO
- Project Life Cycle
- Scope
- Critical Path
- PMI

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Stakeholders

- Organization
- Project Sponsor
- Project Manager
- Customer/End User
- Project Team/Subject Matter Experts
- External Influences



SMARTER Objectives

S - Specific

M - Measurable

A – Attainable, Assignable

R - Realistic

T – Time-Bound

E - Evaluate

R- Realign



Project Management Lifecycle Process

- Initiating
- Planning
- Executing
- Controlling/Monitoring
- Closeout

Initiating



Initiating

Formal Commitment To Start Project

- Project goals, objectives and parameters
- Deliverables
- Stakeholders/Team

Planning

Initiating

Planning

Define How Work Will Be Completed

- Activities, tasks and resources required to complete a project
- Establish scope, budget, schedule
- Plans for each of the knowledge areas
- Success Criteria

Executing



Do The Work of the Project

- Deliverables created

Monitoring/Controlling



Tracking, Reviewing and Regulating Project Progress

- Project performance measurement
- Scope achieved, deliverables created
- Review and implement change control
- Corrective action where necessary

Closing



Close Out Project

- Finalize activities across all phases and processes areas
- Ensure all obligations are met
- Stakeholder review and signoff

Knowledge Areas

Integration

Scope

Time

Cost

Quality

*Human
Resources*

Communications

Risk

Procurement

Integration

Coordination of Project Components



- Plan Development
- Plan Execution
- Change Control/
Management

Scope

All Project Work Identified/Accounted For

- Scope Planning
- Scope Definition
- Scope Verification



Time



Schedule Is Adhered To

- Duration/sequencing of planned activities
- Task interdependencies
- Monitor and control deviations from schedule

Cost

Stay Within Budget



- Estimates for costs and resources
- Maintain Budget
- Cost change control

Quality

Work Completed Meets Stakeholder Requirements

- Measure overall performance
- Monitor project results
- Compare to Quality Standards



Human Resources

Human Resources Used Effectively

- Right resources assigned for tasks
- Leadership and management
- Conflict resolution



Communications

Manage Communications & Expectations

- All project information
- Plan and execute
- 90% of PM time



Risk

Identify, Analyze and Plan For Risks

- Minimize risk occurrences/
consequences
- Exploit positive risk



Procurement

Effective Acquisition Of Goods & Services



- Selection, Purchase and Implementation
- Contract administration / closeout

Experiential Learning

Logistics

- What are we doing?
- Why are we doing it?
- How will we do it?
- Team Structure
- Parameters

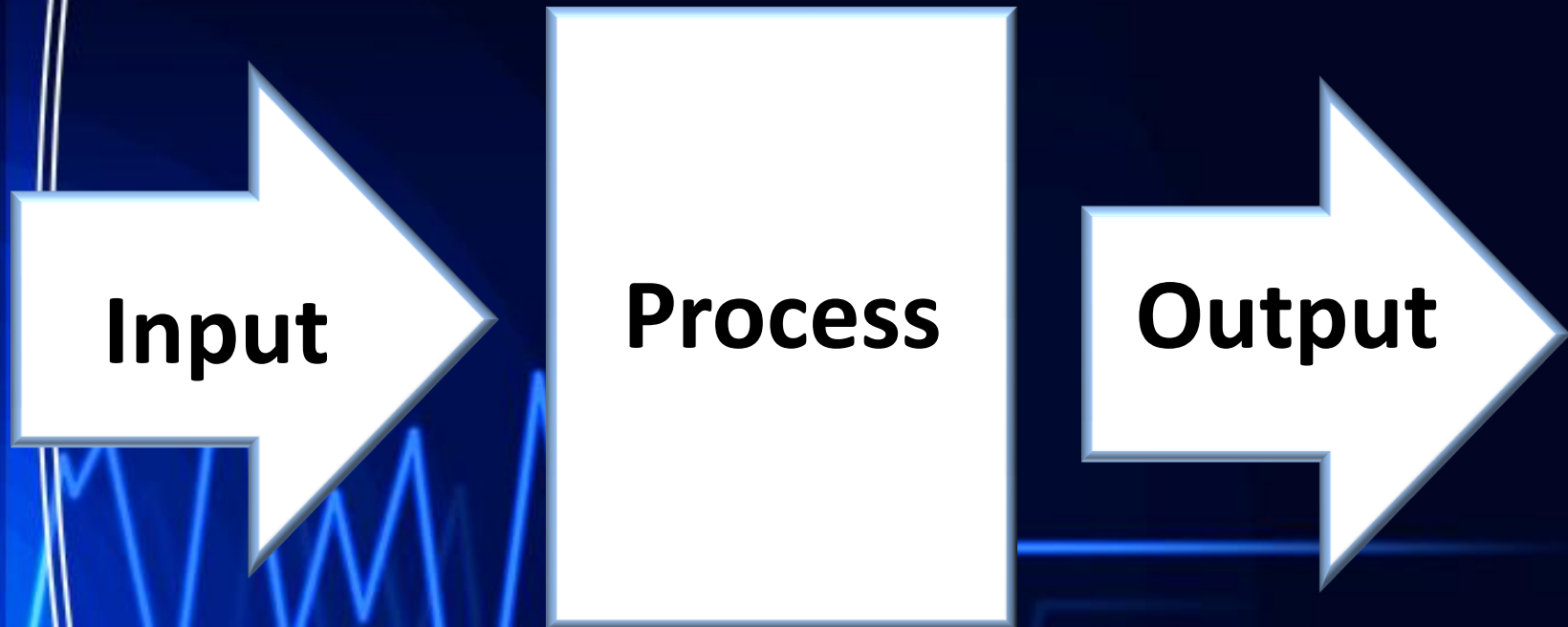


Experiential Learning

Content

- Initiating
- Planning
- Executing
- Controlling/Monitoring
- Closeout

Process Flow



Initiating



Initiating

- Inputs
- Processes
- Outputs
- Template(s)
- Exercise

Planning



- Inputs
- Processes
- Outputs
- Template(s)
- Exercise

Executing



- Inputs
- Processes
- Outputs
- Template(s)
- Exercise

Monitoring/Controlling



- Inputs
- Processes
- Outputs
- Template(s)
- Exercise

Closing



- Inputs
- Processes
- Outputs
- Template(s)
- Exercise
- Lessons Learned

Review

- Definitions
- Process Groups
- Knowledge Areas
- Templates

Thank You!

Questions?



References

- The PMBOK® Guide, 4th Ed. 2008, by PMI*
- The Fast Forward MBA in Project Management, 3rd Ed. 2008, by Eric Verzuh
- The Project Management Life Cycle: Complete Step-by-Step Methodology for Initiating, Planning, Executing & Closing a Project Successfully, 2006, by Jason Westland
- Project Manager's Spotlight on Risk Management, 2005, by Kim Heldman
- The Project Management Tool Kit: 100 Tips and Techniques for Getting the Job Done Right, 2004 by Tom Kendrick
- www.pubmed.gov

* "PMI", "PMBOK", "CAPM" and "PMP" are registered marks of the Project Management Institute, Inc.

Additional Resources

projectmanagementessentials.wordpress.com

www.docstoc.com

www.ganttthead.com

www.pmhut.com

www.pmi.org

www.pugetsoundpmi.org