Streamline Your Work with Project Management

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creative problem solving

Risk management 206802

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

HIV AIDS grass roots project

52670 change management

SCOPE MANAGEMENT 6484

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
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- http://www.linkedin.com/in/margaretmullinpmpcs
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

Formal Commitment To Start Project

• Project goals, objectives and parameters
• Deliverables
• Stakeholders/Team
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
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
Close Out Project

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

Input → Process → Output
Initiating

• Inputs
• Processes
• Outputs
• Template(s)
• Exercise
Planning

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

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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