WHAT IS A PROJECT?

"Unique process consisting of a set of coordinated and controlled activities with start and finish dates, undertaken to achieve an objective conforming to specific requirements, including constraints of time, cost, quality and resources"

A Project is a planned **set of activities.**
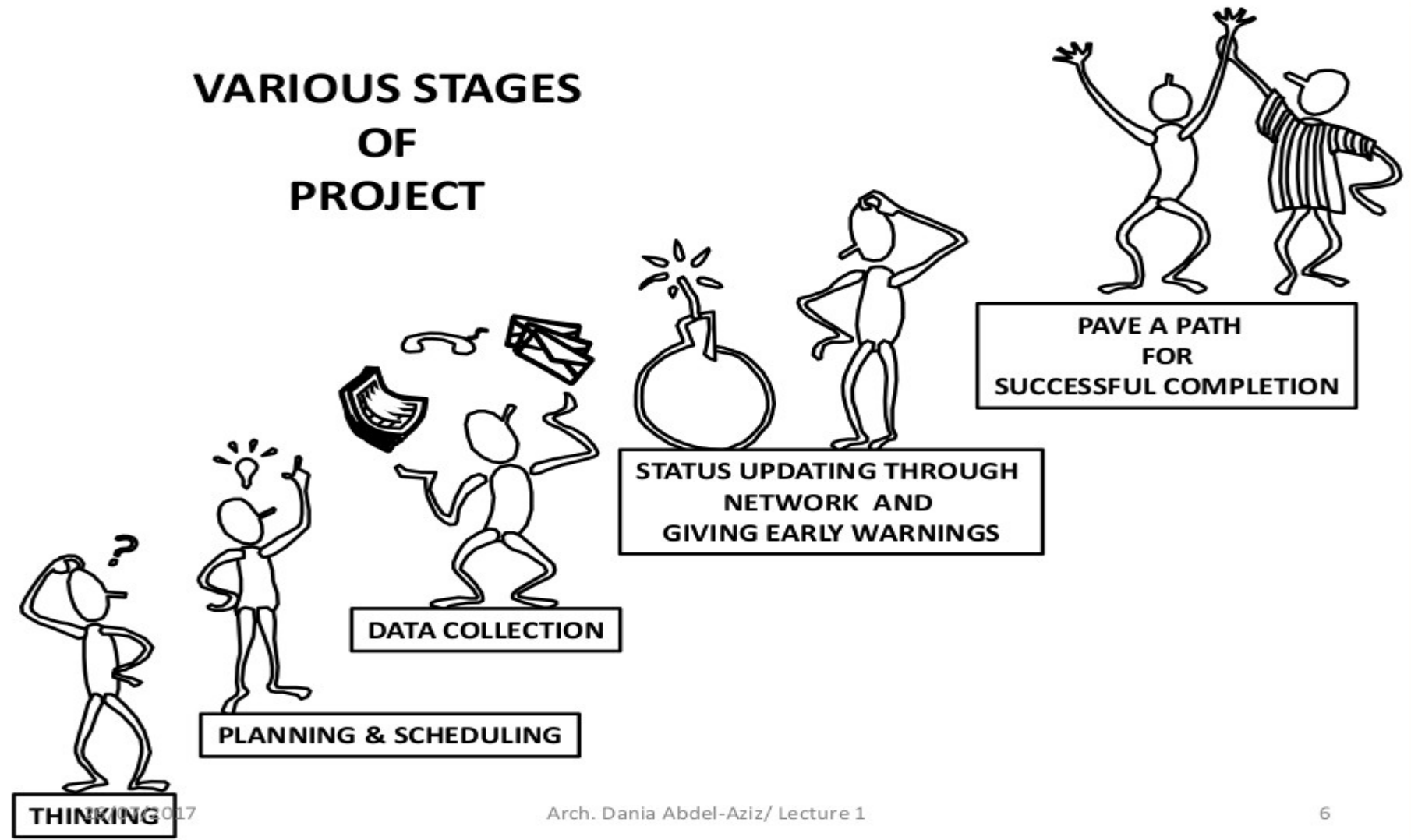
A Project has a **scope**.

A Project has **time, cost, quality and resource constraints**.

Has an established objective.

Has a defined life span with a beginning and an end.

Involves doing something never been done before.

Stages of Project

VARIOUS STAGES OF PROJECT

THINKING

PLANNING & SCHEDULING

DATA COLLECTION

STATUS UPDATING THROUGH NETWORK AND GIVING EARLY WARNINGS

PAVE A PATH FOR SUCCESSFUL COMPLETION

3

A Project

A PROJECT is a **temporary** endeavour undertaken to create **unique** product, service or result.

Temporary means: A Project is a one off event and not an ongoing operation It has a definite beginning and a definite end.

The end is reached when:

The project's objectives have been achieved.

When it becomes clear that the project objectives will not or cannot be met.

The need for the project no longer exists and the project is terminated.

Difference between a project and an ongoing operation

An Ongoing Operation		A Project
Processing loan application	vs	Developing a software package to process loan application
Day-to-day process of painting cars in an assembly plant	vs	Installing robots to paint cars in an assembly plant
Try to make a guess???		

A Project

Temporary also means:

A project is about the creation of something by <u>a specific time</u>.
It has a <u>limited</u> <u>and defined lifespan.</u>

Temporary <u>does not</u> necessarily mean short in duration;

Many projects last for several years. In every case, however, the duration of a project is finite; it does not go on forever.

Difference between a project and an ongoing operation

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A Project

Unique means :

A project is different in some way from other product or service.

Projects involve <u>doing something that has not been done before</u> and which is therefore, unique.

For example,

    many thousands of office buildings have been built, but each individual facility is unique - <u>different owner, different design, different site, different</u> <u>contractors</u> etc.

Comparison of Routine Work with Projects

Comparison of Routine Work with Projects

Routine, Repetitive Work	Projects
Taking class notes	Writing a term paper
Daily entering sales receipts into the accounting ledger	Setting up a sales kiosk for a professional accounting meeting
Responding to a supply-chain request	Developing a supply-chain information system
Practicing scales on the piano	Writing a new piano piece
Routine manufacture of an Apple iPod	Designing an iPod that is approximately 2 X 4 inches, interfaces with PC, and stores 10,000 songs
Attaching tags on a manufactured product	Wire-tag projects for GE and Wal-Mart

A Project

A Project
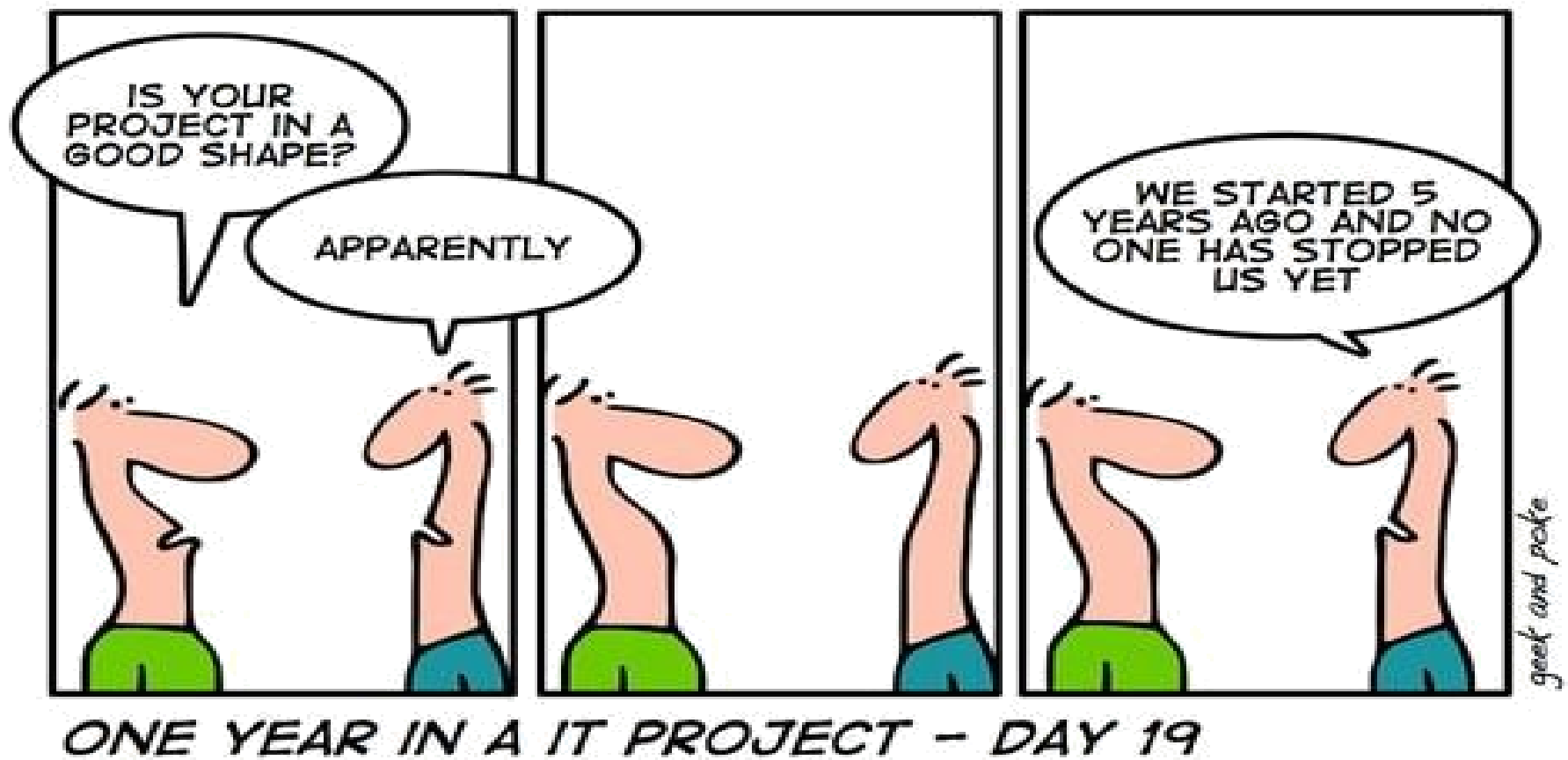
What is a Project Management?

Management: is the process of Planning, Organizing, Controlling and Measuring

Project Management: A dynamic process that utilizes the appropriate resources of the organization in a controlled and structured manner, to achieve some clearly defined objectives identified as needs.

It is always conducted within a defined set of constraints

What is a Project Management?

The art of organising, leading, reporting and completing a project through people.
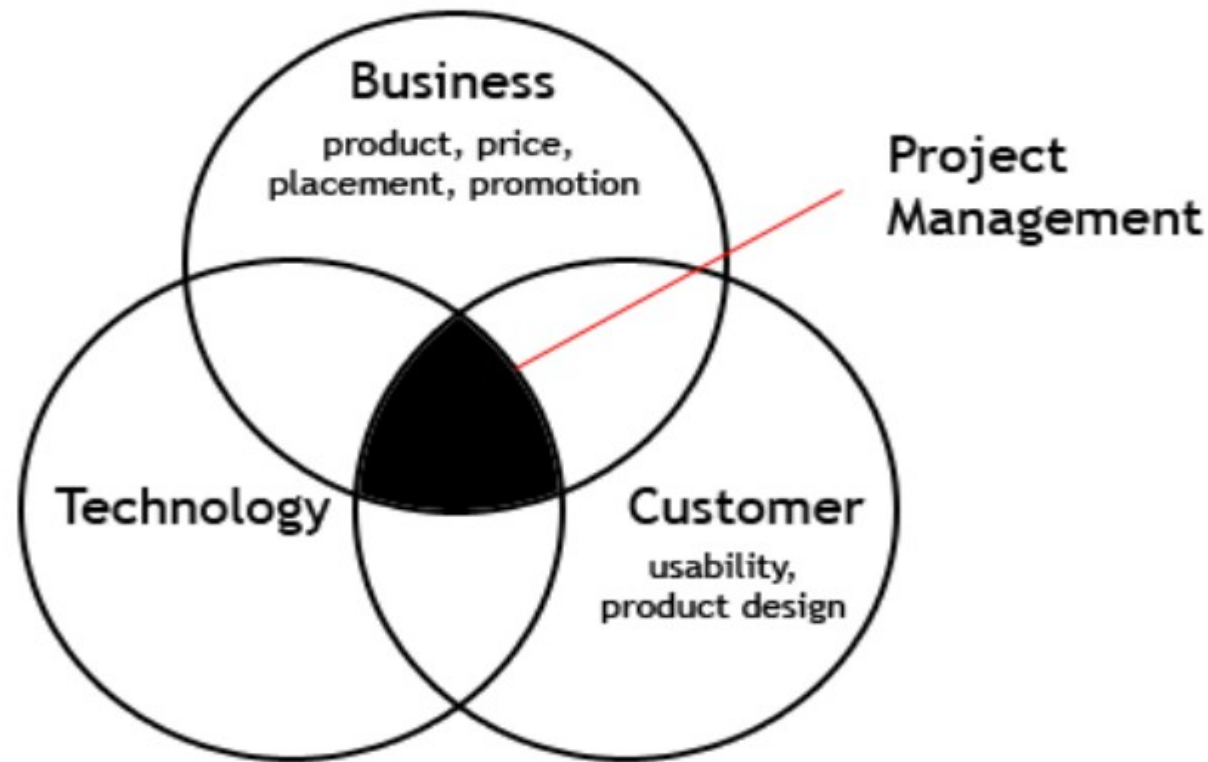
What is a Project Management?

In other words, it provides:

- an **organization** with powerful tools
- that improve the organization's **ability to** plan, organize, implement
- and control its activities and the **ways it uses its people and resources**.

Applying Project Management

Who uses Project Management?

- Nearly Everyone to some degree

  People plan their Days, their Weeks, their Vacations and their Budgets and keep a simple project management form known as "To Do" list.

- Any **Process or Means** used to **track tasks** or efforts towards accomplishing a goal could be considered Project Management.

Why use Project Management?

- It is necessary to <u>Track or Measure the progress we have achieved towards a Goal we wish to accomplish.</u>

- We use Project Management to **Aid** us in **Maximizing** and **Optimizing** our resources to accomplish our goals

Benefits of Project Management

Project management was developed to:

- **Save time** by properly planning a project and considering all relevant factors which may affect its outcome

- The benefits have been proven - *it saves time and money* - and generates a more successful outcome .... if guidelines are followed

Benefits of Project Management

Importance of project management

- With limited resources, project management can be very important by:

    – Increasing productivity.

    – Boosting efficiency.

    – Making the most of every resource.

    – Making sure that deadlines are met.

Who is a Project Manager?

A Good Project Manager

– Takes ownership of the whole project.

– Is proactive not reactive

Characteristics of a good Project Manager

A Good Project Manager

- Adequately plans the project.
- Is Authoritative (**NOT** Authoritarian).
- Is Decisive.
- Is a Good Communicator.
- Manages by data and facts not uniformed optimism.
- Leads by example.
- Has sound Judgement.
- Is a Motivator.
- Is Diplomatic.
- Can Delegate.

Project Manager

Project Manager

Project Manager

Work Smart Not Hard !!!