WEEK 1

Organizations claim that using project management provides advantages, such as:

- Better control of financial, physical, and human resources
- Improved customer relations
- Shorter development times
- Lower costs
- Higher quality and increased reliability
- Higher profit margins
- Improved productivity
- Better internal coordination
- Higher worker morale

Project management appealed to anyone because he or she enjoys the idea of seeing something through from beginning to end and playing a pivotal role in my team's success. As a project management student, one will building on the skills he /she gained through his / her prior roles and developing new capabilities that will allow him / her to be successful in my field.

Here are six essential skills for every project manager:

1. Time management

As a project manager, you might oversee several projects and teams simultaneously. You need to know how to prioritize effectively and how to make the best use of your time and everyone else's. Strong time management skills will allow you to juggle multiple deadlines without letting anything slip through the cracks.

2. Team development

To achieve positive results, you need to put your team members in a position to be successful. Good project managers understand the roles of each team member and know how to leverage each individual's strengths to promote team success. They also know how to allocate resources so that work is distributed fairly among team members and everyone has the tools they need to do their best work.

3. Problem-solving

A skilled project manager is not afraid to think outside the box. They might not be producing the work themselves, but they can always share ideas and help energize the team in developing a new approach to an old problem. When issues or roadblocks arise, they are able to stay calm and help the team work towards a solution.

4. Communication

To be effective in their role, project managers must understand how to communicate and motivate others. This means regularly checking in with team members and talking openly about any delays or challenges. They also might be in charge of relaying information to key internal or external stakeholders, such as a client or senior team member. Expert communication skills can help you maintain a positive, productive and collaborative team environment.

5. Attention to detail

The devil is in the details! Project managers are responsible for ensuring that the final deliverable is completed on time and on budget. They need to be extremely detail-oriented when it comes to

timelines, budgets and planning, as mistakes can quickly throw a project off track.

6. Critical thinking

A good project manager is able to foresee potential obstacles before they arise and can even help identify opportunities for growth and change. Critical thinking skills can help you learn to anticipate team needs and uncover ways to make processes more efficient so that everyone can focus on the task at hand.

From <https://www.herzing.edu/skills/project-manager>

PROJECT

A project is "a temporary endeavor undertaken to create a unique product, service, or result."

Operations, on the other hand, is work done in organizations to sustain the business.

Projects are different from operations in that they end when their objectives have been reached or the project has been terminated.

Examples of Projects

Projects can be large or small and involve one person or thousands of people.
They can be done in one day or take years to complete. Examples of projects include the following:

- A young couple hires a firm to design and build them a new house
- A retail store manager works with employees to display a new clothing line
- A college campus upgrades its technology infrastructure to provide wireless Internet access
- A medical technology firm develops a device that connects to smart phones
- A school implements new government standards for tracking student achievement
- A group of musicians starts a company to help children develop their musical talents
- A pharmaceutical company launches a new drug
- A television network develops a system to allow viewers to vote for contestants and provide other feedback on programs
- The automobile industry develops standards for electric cars
- A government group develops a program to track child immunizations

Project Attributes

- A **project has a unique purpose**. Every project should have a
well-defined objective. For example, many people hire firms to
design and build a new house, but each house, like each person,
is unique.
- A **project is temporary**. A project has a definite beginning and a
definite end. For a home construction project, owners usually
have a date in mind when they'd like to move into their new

home.

- A **project drives change and enables value creation**. A project is initiated to bring about a change in order to meet a need or desire. Its purpose is to achieve a specific objective which changes the context (a living situation, in this house project example) from a current state to a more desired or valued future state.
- A **project is developed using progressive elaboration or in an iterative fashion**. Projects are often defined broadly when they begin, and as time passes, the specific details of the project become clearer. For example, there are many decisions that must be made in planning and building a new house. It works best to draft preliminary plans for owners to approve before more detailed plans are developed.
- A **project requires resources**, often from various areas. Resources include people, hardware, software, or other assets. Many different types of people, skill sets, and resources are needed to build a home.
- A **project should have a primary customer or sponsor**. Most projects have many interested parties or stakeholders, but someone must take the primary role of sponsorship. The project sponsor usually provides the direction and funding for the project.
- A **project involves uncertainty**. Because every project is unique, it is sometimes difficult to define the project's objectives clearly, estimate exactly how long it will take to complete, or determine how much it will cost. External factors also cause uncertainty, such as a supplier going out of business or a project team member needing unplanned time off. Uncertainty is one of the main reasons project management is so challenging, because uncertainty invokes risk.

Project Constraint

Scope: What work will be done as part of the project? What unique product, service, or result does the customer or sponsor expect from the project?

Schedule: How long should it take to complete the project? What is the timeline?

Cost: What should it cost to complete the project? What is the project's budget? What resources are needed?

Typical Project Constraints: Scope, Schedule, Quality, Cost, Risk, Resources
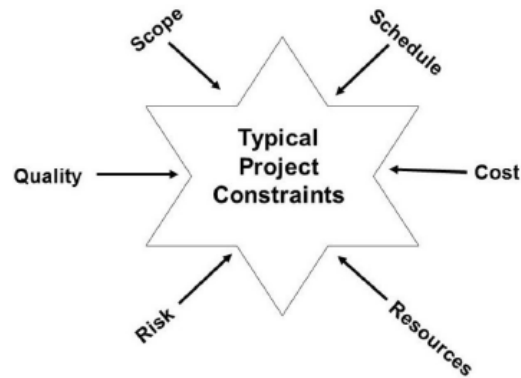
Project Management

Project management is "the application of knowledge, skills, tools and techniques to project activities to meet the project requirements." Project managers must not only strive to meet specific scope, schedule, cost, resource, risk, and quality requirements of projects, they must also facilitate the entire process to meet the needs and expectations of the people involved in or affected by project activities.

Stakeholder needs and expectations

Process groups	Knowledge areas	Tools and techniques
1. Initiating	1. Integration	
2. Planning	2. Scope	
3. Executing	3. Schedule	
4. Monitoring and controlling	4. Cost	
5. Closing	5. Quality	
	6. Resource	
	7. Communication	
	8. Risk	
	9. Procurement	
	10. Stakeholder	

Project portfolio

Project 1
Project 2
Project 3

Enterprise success

Project success