

Some ideas on..

PROJECT MANAGEMENT

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What is a project?

The detailed arrangement of a series of activities required to transform a series of target objectives into working reality....

...by providing the necessary resources when and where they are required...

...with the objective of completing the task...

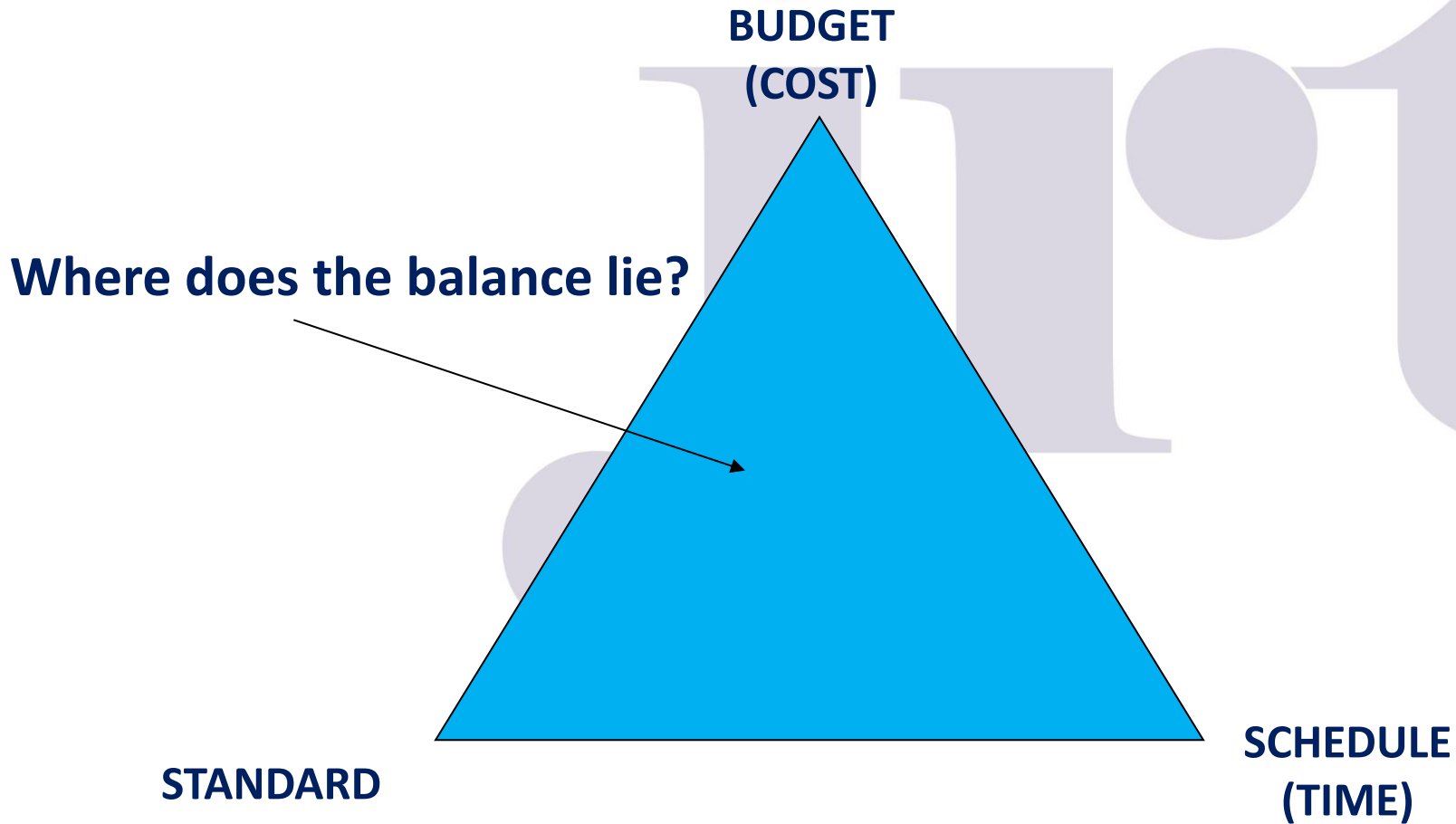
...to the specified standards.

...on time.

...to budget.



The Constraint Triangle



How likely to succeed is the project?

These are the questions to ask....

Is there...

- 1. Pressure for change?**
- 2. Leadership and vision?**
- 3. A competent team?**
- 4. A culture of project management?**
- 5. A W.I.F.M. factor?**



The QUAD chart

- A very simple yet powerful tool
- Used to help clarify exactly what the project is all about

Guidelines for a Quad Chart

TITLE	
PURPOSE (AIMS/OBJECTIVES)	CUSTOMERS (STAKEHOLDERS)
DESIRED END RESULT (CRITICAL SUCCESS FACTORS)	MEASURES OF SUCCESS (STANDARDS / CRITERIA)

Risk Assessment

- All Projects carry risk
- Analysing risk allow us to:
 - Identify the likelihood of a risk happening
 - Identify the effect this could have on the project
 - Identify how to reduce the impact of a risk happening

What is a Work Breakdown Structure (WBS)?

- **A hierarchical representation of activities**
- **It starts with the major project areas to be accomplished**
- **It breaks the project areas into actionable pieces of work, segmenting elements into appropriate sublevels**

Roles in projects – who is responsible for what?

One of the clear benefits of good project planning is the opportunity to clarify roles.

- **Project sponsor – the person who's paying for it**
- **Project champion – the person who wants to see it happen**
- **Project manager – the person who will ensure it happens**
- **Project team – the people who will make it happen**
- **Stakeholders – those affected by it and with an interest in it, but not necessarily part of it**

So far we have looked at:

- **Defining objectives : the QUAD Chart.**
- **Who is affected? : Stakeholder Analysis.**
- **Potential risks to the project? : Risk analysis.**
- **What is involved? : the Work Breakdown Structure.**
- **Project Roles - Sponsor, Champion, Manager, Team, Stakeholders.**

And that is just the start!