Company Program President Breakout

Introduction to Project Management

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December 5, 2020
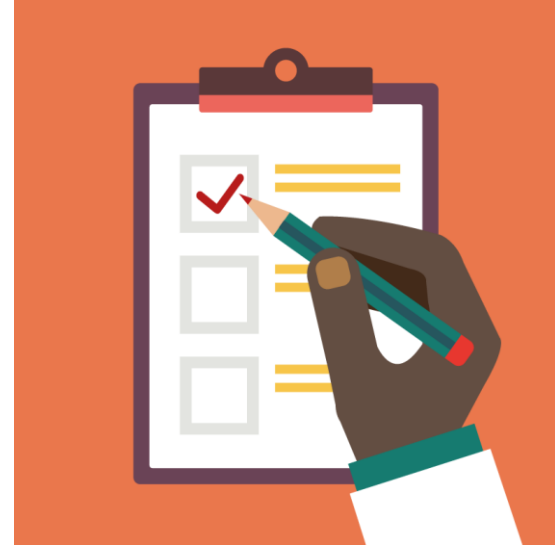
Welcome!

- ★ Introductions
- ★ Objectives
- ★ Overview of President Role
- ★ Overview of Project Manager Role
- ★ Introduction to Project Management
- ★ Q&A

Objectives

The objective of the presentation is to provide:
- ★ An awareness of the importance of applying good practice Project Management in projects of any size.
- ★ An understanding of essential project management elements, including:
  - ○ Leadership Role of the Project Manager
  - ○ Project and Project Management Definitions
  - ○ Project Management Phases and Life Cycle
  - ○ Project Management Methodologies

Company Program President Role

As president of the company:
- Your role doesn't stop at the end of your meetings, you see things through outside of regular business hours, when necessary.
- You effectively manage your schedule to achieve amazing amounts of important work You maintain fairness and equal treatment of all of your team members
- You lead the way towards openness to new ideas and ways of working
- You actively listen and seek out information to make informed decisions
- You lead by example, are open to discussion and input from your team, and support your team
- You are self-motivated, diplomatic, innovative and able to accept challenge

Company Program President Role

- Excellent communication, leadership and management skills
- Advanced relationship building and management skills
- Creative problem solving skills, along with the ability to multi-task and effectively balance multiple priorities
- Commitment to working in a Team environment.
- Excellent time management skills, and ability to meet often competing deadline

- Ability to manage financial requirements and overall company project
- Ability to evaluate the success of the company and monitor all company activities.
- Leadership in the development of a Business Plan, Company decisions, and direction of the complete operation of the company
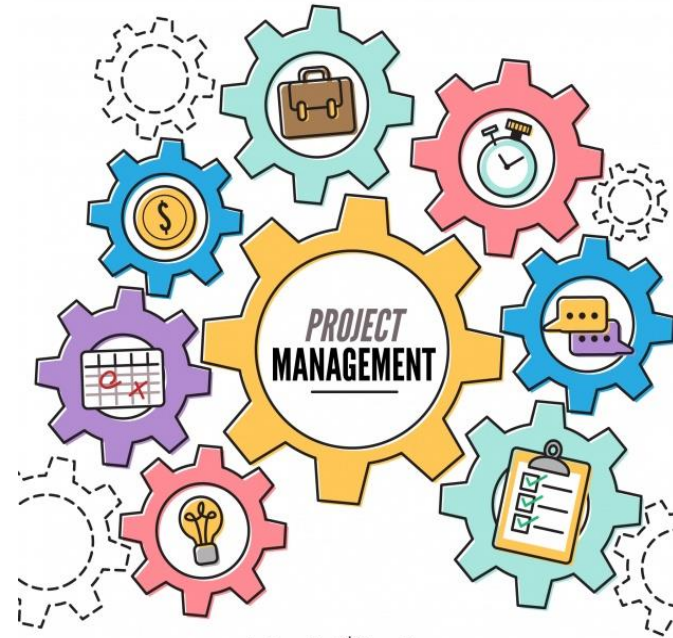
Project Manager's Role

The project manager's job is to **direct, supervise and control** the project from beginning to end.

Project Manager's Skill Set - Poll

What are three attributes of a good
Project Manager?

Project Manager's Role

★ defines the projects
★ creates a set of manageable tasks
★ obtains appropriate resources
★ builds a team to perform the work
★ sets the final goal of the project
★ motivates the project team to complete the project on time
★ informs all stakeholders of progress on a regular basis
★ assesses and monitors risks to the project and mitigate them
★ adapts to and manages change

Project Manager's Skill Set - Poll

A Good Project Manager:
* ★ Takes ownership of the whole project
* ★ Is proactive not reactive
* ★ Adequately plans the project
* ★ Is Authoritative (NOT Authoritarian)
* ★ Is Decisive
* ★ Is a Good Communicator
* ★ Leads by example
* ★ Has sound Judgement
* ★ Is a Motivator
* ★ Is Diplomatic
* ★ Can Delegate
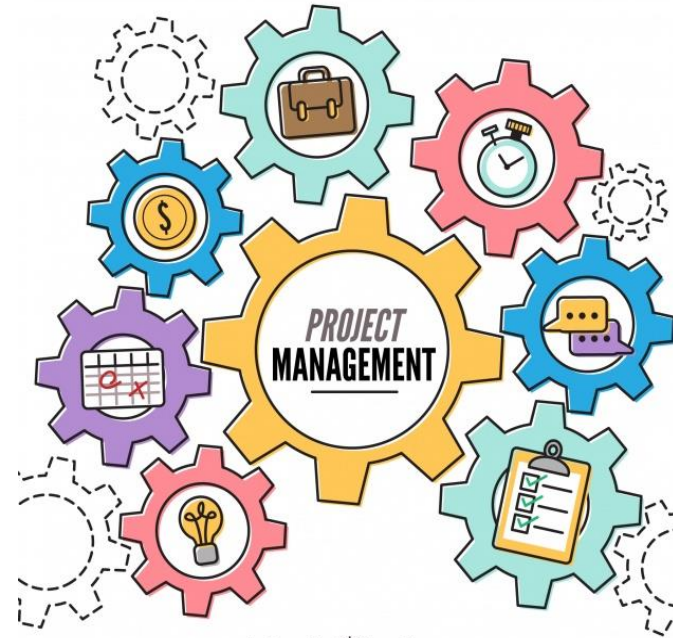
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Project Manager's Skill Set
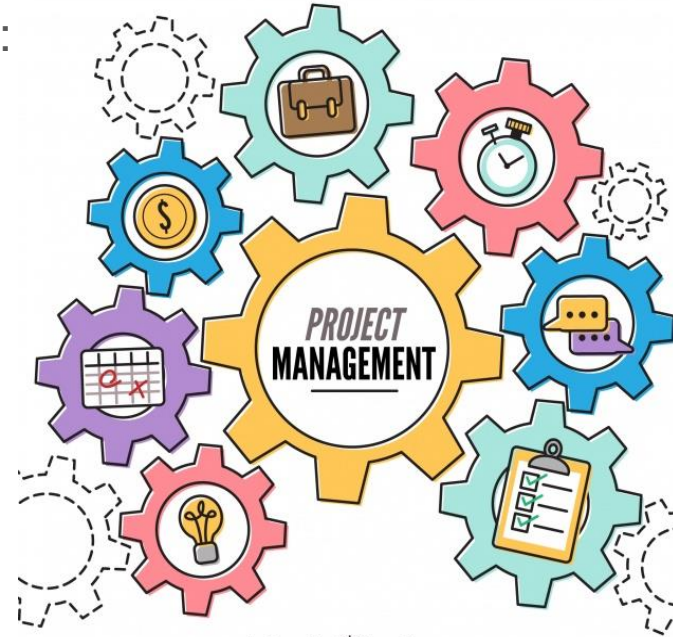
A Project Manager must have a range of competencies:

- Leadership and Team Orientation
- Stakeholder management
- Effective communication (verbal and written)
- Problem solving, Influencing and Negotiation
- Conflict management
- Planning and Time management
- Creative thinking

PROJECT MANAGEMENT

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Introduction to Project Management

Project Management comprises of:

* ★ A set of **skills**.
  * ○ Specialist knowledge, skills and experience to reduce the level of risk and enhance success
* ★ A suite of **tools**.
  * ○ Various types of tools are used by project managers. Examples include document templates, registers, planning software, checklists, etc.
* ★ A series of **processes**.
  * ○ Various management techniques and processes are required to monitor and control time, cost, quality, scope, etc.

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Introduction to Project Management

A **project** is:

- a **temporary** endeavor undertaken to create a **unique** product, service, or result
- has a **definite beginning** and **end**. It's not a continuous process
- uses **various tools** to measure accomplishments and track project tasks
- **reduces risk** and increases the chance of success

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Introduction to Project Management

The triple constraint has four core elements:

- Projects must be within cost.
- Projects must be delivered on time.
- Projects must be within scope.
- Projects must meet customer quality requirements.

Introduction to Project Management - Project Life Cycle

The project lifecycle defines:

- What technical work is in each phase
- When the deliverables are to be generated in each phase and how each deliverable is to be reviewed, verified and validated
- Who is involved in each phase
- How to control and approve each phase

Note: The project lifecycle is different from the product lifecycle. A project is only part of a product lifecycle.
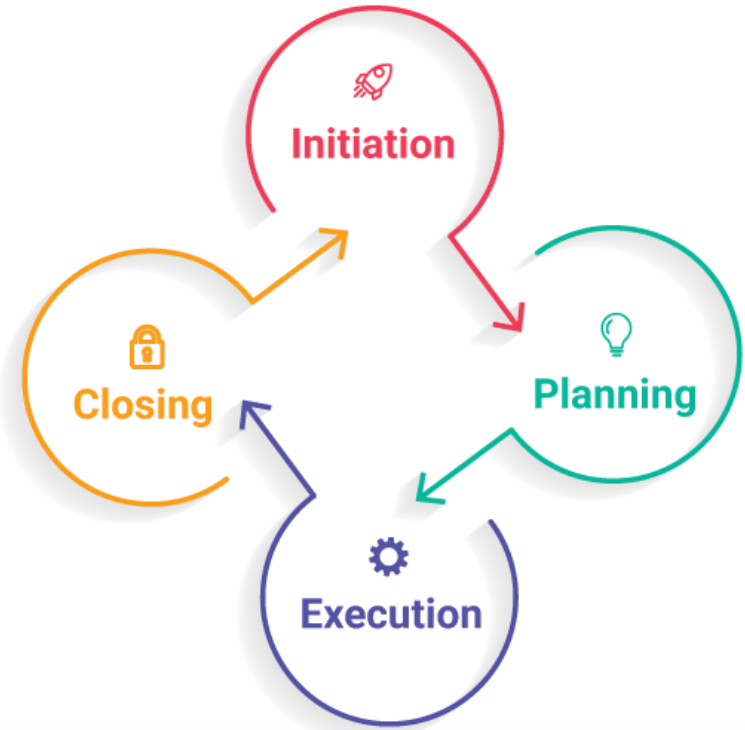
Initiation

Planning

Execution

Closing

Introduction to Project Management - Project Phases

Project phases can include but are not limited to:

1. **Project Definition:** Defining the goals, objectives and critical success factors for the project

1. **Project Initiation:** Everything needed to set up the project before work can start

1. **Project Planning:** Detailed plans of how the work will be carried out, including time, cost and resource estimates

Introduction to Project Management - Project Phases

Project phases can include but are not limited to:

4. Project Execution: Doing the work to deliver the product, service or desired outcome

5. Project Monitoring & Control: Ensuring that a project stays on track and taking corrective action to ensure it does

6. Project Closure: Formal acceptance of the deliverables and disbanding of all the elements required to run the project

Introduction to Project Management

Master Document for Project
- ★ **Defines the following**:
    - ○ Project Objectives, Scope, Deliverables
    - ○ Stakeholders (Internal & External)
    - ○ Work to be done (WBS)
    - ○ Project Organisation and Resources (O
    - ○ Project Costings (CBS)
    - ○ Project Schedule
    - ○ Procurement/Contract Strategy
    - ○ Risk Management
    - ○ Quality management
    - ○ Change Management

Project Management Methodologies: Waterfall vs. Agile

Agile provides continuous iteration of development and testing in project management.Development and testing activities are concurrent.
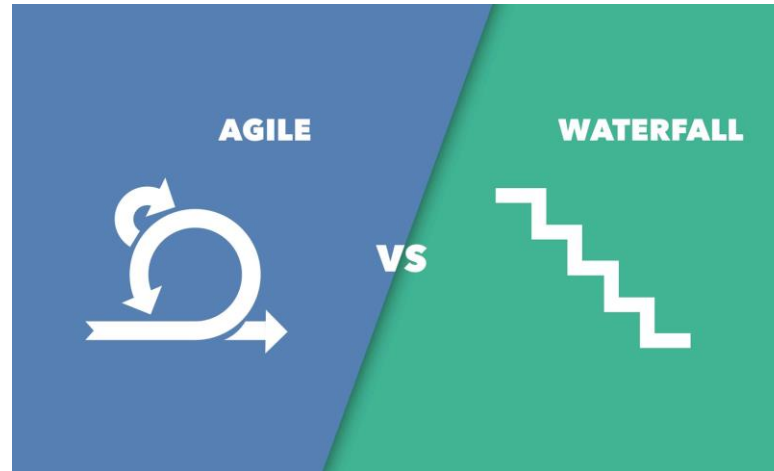
Waterfall means a linear approach to development. The traditional method is based on planning and performing the plan step by step.

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Project Management Methodologies: Waterfall vs. Agile

Waterfall model advantages

- The ease of managing. Because of its nature, each Waterfall's phase has specific deliverables and a review process
- Faster project delivery
- The method works well for smaller size projects (with easily understandable requirements)
- The well-documented processes and results
- Beneficial to manage dependencies
- Easily adaptable for shifting teams

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Project Management Methodologies: Waterfall vs. Agile

Agile model advantages

- Focused on the client process. It makes sure that the client is continuously involved in every stage
- Guarantees that the quality of the development is clearly maintained
- Agile teams are extremely and self-organized and motivated
- The clients know exactly what is complete and what is not that
- Decreases risks in the development process.

Project Management Methodologies: Waterfall vs. Agile

- ★ Waterfall suits projects with well-defined requirements where no changes are expected
- ★ Waterfall is easy to manage and a sequential approach
- ★ Waterfall,project requirements are usually defined at the beginning

- ★ Agile is very flexible and allows to make changes in any phase
- ★ Agile looks best where there is a higher chance of frequent requirement changes
- ★ In Agile, project requirements can change frequently
- ★ In an Agile project description, details can be altered anytime

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Project Management Advantages

Good project management practices *will* provide standard processes and procedures to deal with them and help prevent the following:
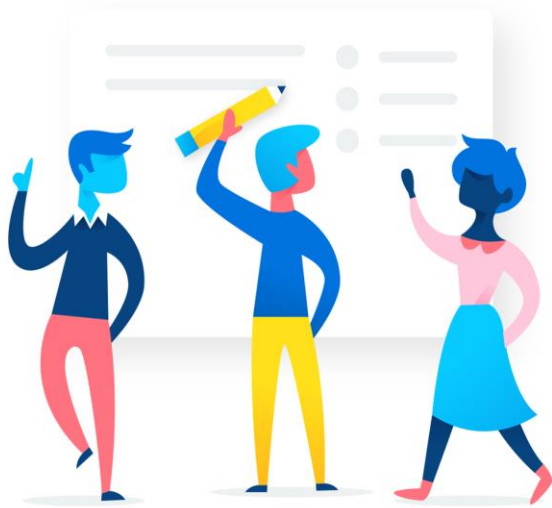
★ Projects finishing late (time)
★ Exceeding budget
★ Not meeting quality expectations
★ Inconsistency between the processes and procedures used across the company
★ Unforeseen internal and external events impacting the project

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Why is Project Management Important?
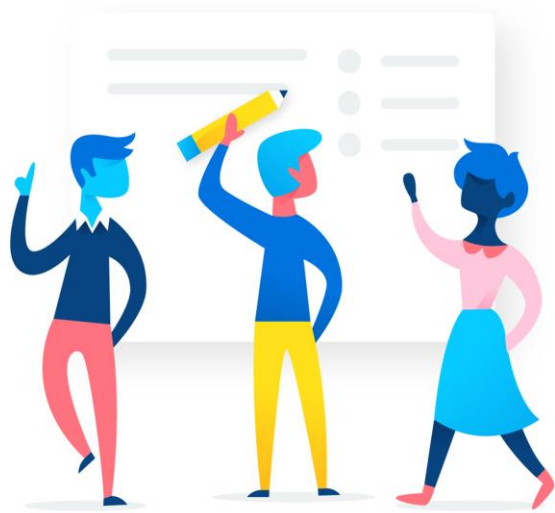
★ Create Project Management Plan (PMP)
★ Be clear of scope and objectives
★ Establish clear statement of what is to be done (WBS)
★ Establish Risks to be Managed
★ Establish Costs and Durations
★ Establish Resources Required

Additional Resources

[Introduction to Project Management](#) (Youtube video)

[Agile vs. Waterfall Methodologies](#)

[The ultimate list of project management templates](#) (A MUST SEE and USE)