Introduction to Project Management

ELEX 4560 201930

Introduction

- What is a project?
  - Is temporary (well-defined start and end)
  - Has a specific goal
- Q: Give examples of activities that are projects.
- Q: Gives examples of activities that are not projects.

What are the goals of project management?

- Success is usually defined in three dimensions:
  - Completed on time ("fast")
  - On or under budget ("cheap")
  - Meets quality objectives ("good")
- Constraints usually require a compromise
- Purpose of this part of the course is to teach you some tools that may help your projects succeed

PMI – Project Management Institute

- Publishes the PMBOK book; the "bible" of project management
- Passing exams about the PMBOK content results in PMP certification
- But… *management* is not necessarily *project* management
  - Don't confuse these: projects can have project managers in addition to people managers

FIVE PROCESS GROUPS(from PMBOK)

- *Project management processes can be organized into five groups of one or more processes each*:
    - Initiating processes authorizing the project.
    - Planning processes defining and refining objectives . . .
    - Executing processes coordinating people and resources to carry out the plan.
    - Monitoring/controlling processes ensuring that objectives are met.
    - Closing processes formalizing acceptance of the project.
- We'll cover each of these in the lectures

Initiating a project

- Goal is to make sure all stakeholders have the same expectations
- A stakeholder: *"someone who is involved in the project or impacted by it"*
- Q: come up with an example of a project (not your ELEX 4560 project). Identify as many stakeholders as possible.
- Q: what might happen if stakeholders have different expectations?

Key Stakeholders

- Those that can directly impact project success or failure
- Use DANCE acronym to identify these (see TOOL: KEY STAKEHOLDER D.A.N.C.E)
  - DECISIONS: Make the decisions that control or influence the project *budget*.
  - AUTHORITY: Have the authority to grant *permission* to proceed with the project.
  - NEED: Directly benefit from or are *impacted* by the project and consequently need to know all about it.
  - CONNECTIONS: Are connected to the people, money, or resources required to remove roadblocks or exert *influence* to ensure project success.
  - ENERGY: Have positive or negative *energy* that could affect project success.
- Q: who are the key stakeholders for your ELEX 4560 project?

Project Management Document 1:
Key Stakeholder Interviews

- Read the sections:
  - Effectively Interview the Key Stakeholders
  - TOOL: KEY STAKEHOLDER INTERVIEW
  - TOOL: QUESTION FUNNEL
- Prepare a form similar to that in the book
- Identify and schedule interviews with your key stakeholders
- Each person submits one interview form for marking (ideally resulting in one submission for each key stakeholder)
- Submit in PDF format to the Learning Hub Assignment dropbox

Next week: Project Scope Document

- In remainder of lecture time slot I'll get progress updates from one or more groups.