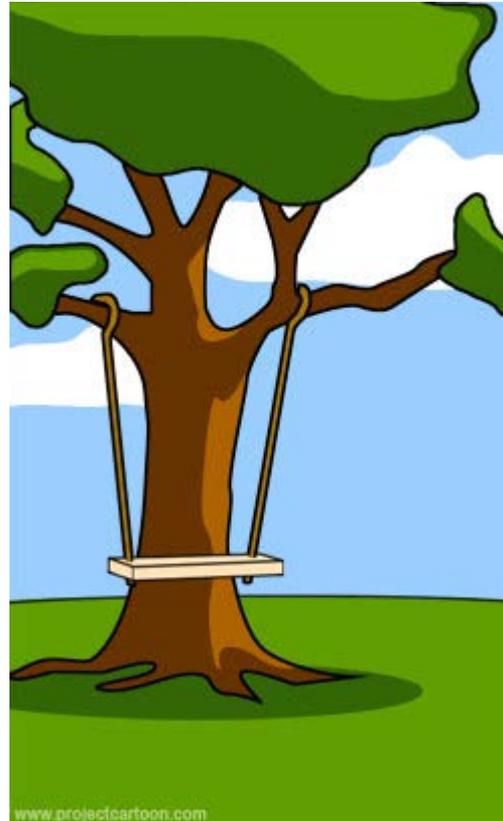


How the customer explained it

How the project leader understood it

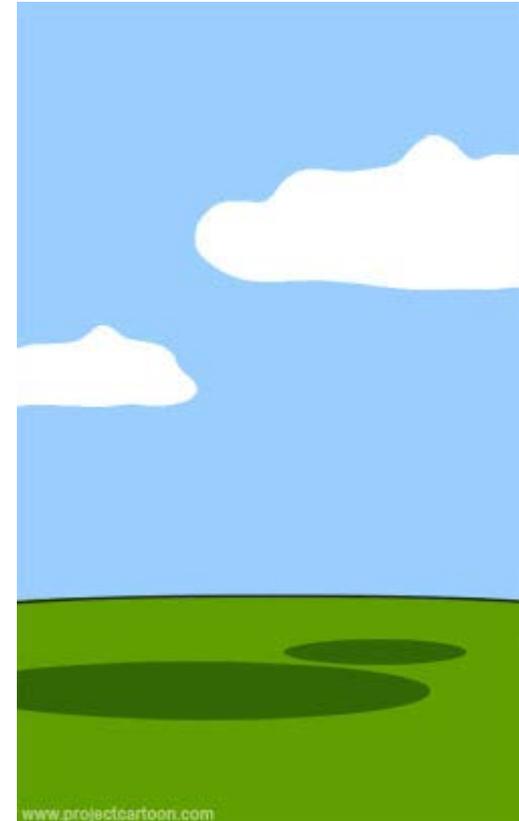
How the team designed it



What the team created

How marketing described it

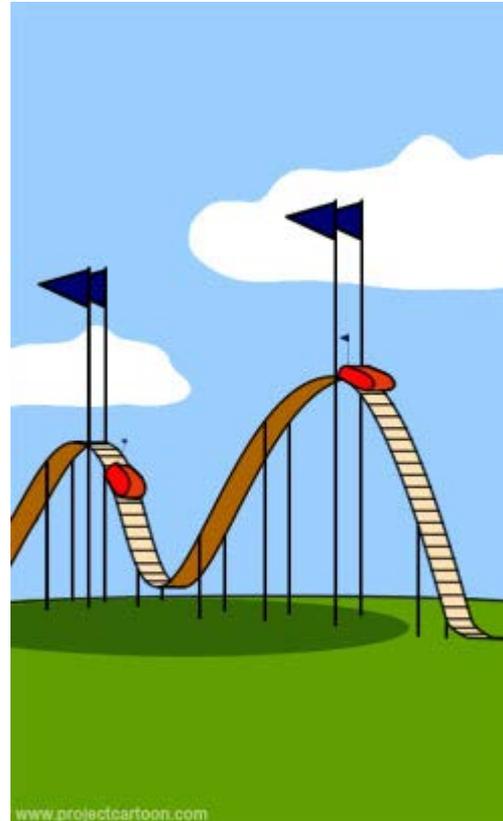
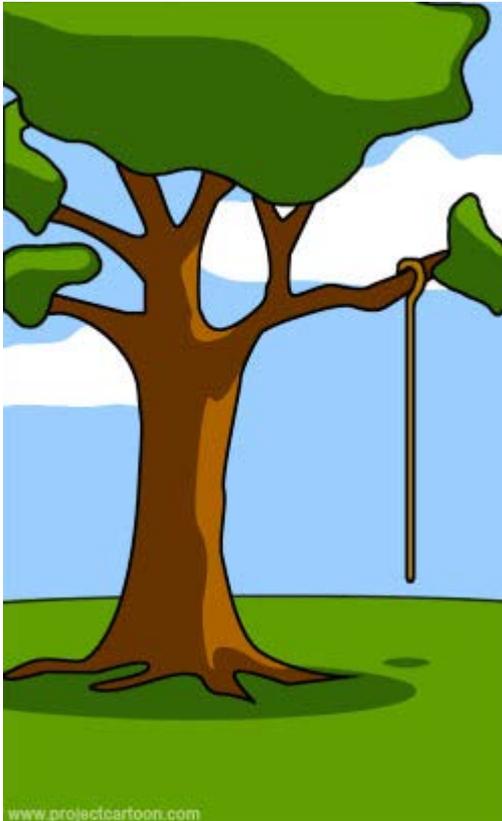
How the project was documented



What the team delivered

How the customer was billed

What the customer really needed



Introduction to Project Management

Key Concepts

- **Why should you care**
- **What is a Project**
- **What is Project Management**
- **Why should you care**

Project Management: Why Should You Care?

Bottom Line: Improve Chances of Successful Project

- **Tools & Techniques to help assure:**
 - **Commitment from all stakeholders**
 - **Adequate resources**
 - **Effective communication**
 - **Clear, well-understood goals/expected outcome**
 - ...

What is a Project?

Formal definition

An endeavor intended to meet a

➤ **Specific Purpose**

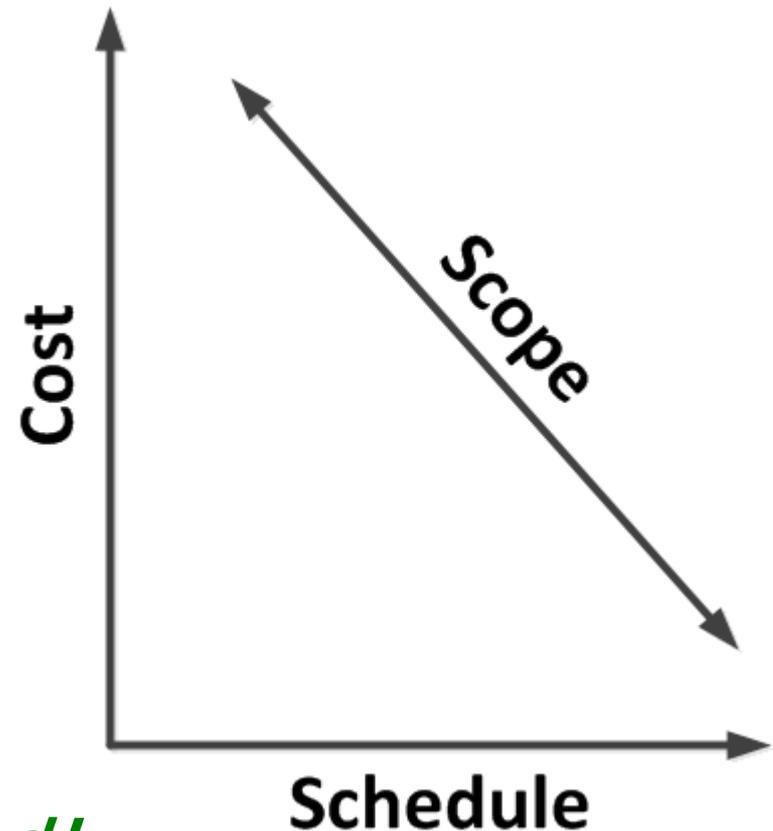
that has a

➤ **Defined beginning and end**

Key to Success

Understand & Manage The Triple Constraint

- **Scope**
- **Time (schedule)**
- **Cost**



These must be balanced!

Why Project Management

Hmmm—sounds like a lot of work!

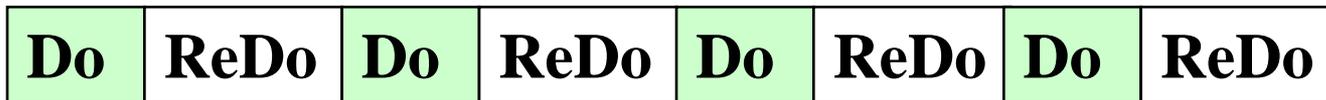
Yes, but it improves chances of a successful project

- Meets stakeholder needs
- On time
- Within budget

Project Management Tools & Tips

Projects by their nature deal with uncertainty!

- **Don't assume—find out what's real**
- **Things will change**



ASSUME makes....

Project Management Tools & Tips

Start using these now.

- **Use Team Ground Rules to define how you will work**
 - Attendance/Participation
 - Team Decision Making
 - Official Record
 - Roles

Write them down!

Proj. Mgmt. Tips: Define the Project



Determine the triple constraint parameters & balance for the project

➤ Scope

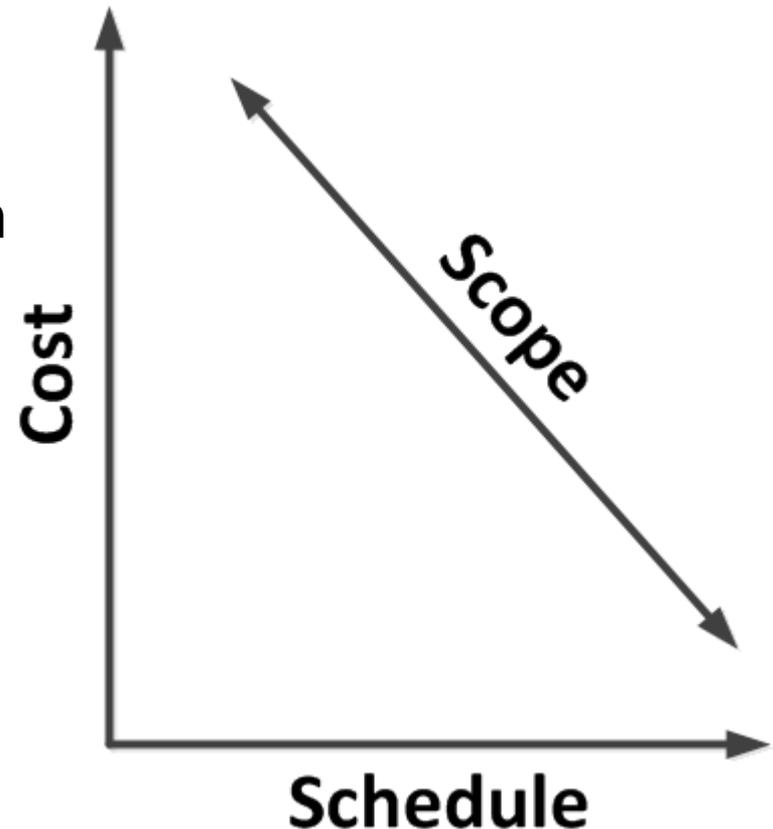
- What you will do
- What you will NOT do
- Performance requirements (quality)

If you don't know where you're going, any road will do.

Proj. Mgmt. Tips:

Define the Project (cont.)

- **Schedule:**
 - When you will finish
 - Milestones
- **Resources:**
 - How much time
 - Other resources



Check all assumptions

Re-check the triple constraint

Proj. Mgmt. Tips: Define the Project (cont.)

Start defining the project by considering the end:

What will be different when you finish?

- Write it down
- Get stakeholder agreement

More Project Management Tips



- **Make a detailed plan**
 - **What are the things you need to create for your project**
 - **What are the steps necessary to create them**
 - **Who will do each one**
 - **When is each due**
- **Write it down and use it!**
 - **Rethink and adjust as you go**

Late projects get that way one day at a time

Do it!

Write down what the final deliverable is

- Write down the steps needed get it done
- Working backwards, estimate how long you need to complete each task
- For group projects, decide who will do each one
- Assign due dates
- Do the work, and monitor

Anything late means you must adjust!

Proj. Mgmt. Tips: Understand Your Project

Job Hint: Be able to explain your project anytime, anywhere!

- **Know the objectives, who it's for**
- **Be prepared to explain**
 - *Without advance warning*
 - *To someone who doesn't know your jargon*
- **Know the project status**
- **Be prepared to REALLY answer, "How's it going?"**

Questions?

Project Management skills are essential to a successful career—and will make your path in school easier, too!