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Basics of Project Management

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Project Management

- Project management provides organizations or companies with a method of planning, organizing, managing and executing a specific task, objective or set of goals



Benefits

- Reduces chance of project failing
- Keeps costs and resources to budget
- Ensures work is completed on time
- Ensures minimum level of quality is met
- Ensures results meets requirements and expectations
- Keep things clear and efficient
- Reduce threats to your project



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“Start with the end in mind””



- Every project is unique
- Basics that define most projects
 - Objectives
 - Constraints
 - Lifecycle
- Level and detail of project stages should remain appropriate for the size and complexity of the project



- Define the objectives
 - Goal and objectives
 - Clearly defined
 - Measurable and achievable
 - Clearly communicated and agreed upon



- Understanding constraints
 - Factors which can limit or have an impact on a project
 - Funding
 - Scope of the project
 - Resources
 - Time



- **Lifecycle**

- Projects have define a start and completion period
- Successful projects deliver its goals and objectives while honoring its constraints, and do so within the lifecycle of the project.



- Elements of project management
 - Initiation ('kick-off' or start)
 - Planning and development
 - Production and implementation “execution”
 - Monitoring and controlling
 - Closing



Procurement Considerations

- Budget/costs
- Meet your requirements
- Meet specifications
- Timeline
- Procedures/documentation/checklist
- Initial training on equipment
 - Controllers
 - Engineers
- Lifecycle management
 - Maintenance
 - Parts
 - Software updates/upgrades
 - On-call support



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THANK YOU