

# Project Management for personal life, work life and conferences



# Aspects to be addressed

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- **Project Management definitions and scope**
- **Project scope, risk, planning**
- **Communications**
- **Risk Management**

# Definition of a Project

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PMI Definition:

A temporary endeavor undertaken to produce a unique product or service, with limited resources

- Start and end dates
- Clearly defined objective
- Budget and other resource constraints
- Temporary team
- Perhaps initially defined deliverables
- Performed by people

# Project Management

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## PMI Definition:

The application of knowledge, skills, tools and techniques to project activities in order to meet stakeholder needs and expectations

# A few examples...

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- IEEE
  - Society X, with a conference committee including people from US, Canada, Europe and Uruguay, organizes a conference in Harbin, China
  - Society Y, with a project team comprised of people from Canada, US, Spain, and Nigeria, creates a certification program available to engineers world wide
- Home
  - Susan's parents 40<sup>th</sup> wedding anniversary is coming soon, and she wants to help them celebrate with a big bash. She wants to ensure that nothing goes wrong, while still sticking to her hard earned budget of \$2000.
- Work - Telecommunications
  - An international telecommunications company with presence in each of 5 countries via the purchase of local established companies in each country, hires contractors from Canada and US to collect data on all 6 networks, aiming for better consistency and later, the design an improved system for data warehousing

# Project Requirements

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Need to complete

- On time
- On budget
- With full scope
- And quality work

And Happy stakeholders 😊

# Two Sides of Project Management

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## ■ People Skills (Soft Skills)

- Human Resources Management
- Communications Management
- Stakeholder Management

## Technical Skills

- Project Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Risk Management
- Contract/Procurement Management

# Why Use Project Management?

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Proven technique to ensure that nothing is missed

Forces planners to think about the deliverables and work from different perspectives

Provides a framework for consideration of all relevant aspects

Gain efficiency

Save cost

Increase market share

Access resources



# Defining the Scope

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Charter

Define requirements

Scope description

Scope management plan

Create wbs

Scope change management

Scope verification

# Setting the Requirements

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No matter what the reason for the project the scope and the requirements should be determined up front

Major stakeholders must understand the scope, and agree that these meets their expectations

Major stakeholders must understand all requirements, and agree that these reflect their objectives

When work or materials will be subcontracted, have vendors or subcontractors validate their requirements before proceeding

# Considerations for Communication

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- Face to face communication is most powerful
- E-mails may cause offence – handle cautiously
- Practice active listening
- Be patient, re-phrase and paraphrase; most communications will require multiple interactions
- Never take anything for granted
- Consciously provide and ask for feedback

# Needs of Team Members

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- Need to feel connected to the purpose of the project
- Need to feel part of the team – what will connect them?
- Require interaction with team members and leaders, especially with the project manager – both project related and social
- Need ways to any acquire skills and knowledge they would not use in their regular position
- Need to feel connected to the purpose of the overall organization, partnership or consortium

# Risk in Project Management

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- Sources of risks that can be anticipated:
  - Risk related to the management of the project.
  - Risk residing in the wider external project environment.
- Risk Management is influenced by the local cultures of the project stakeholders.

# Risk Management

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PMI lists 6 Processes for managing risk:

1. Plan Risk Management
2. Identify Risks
3. Perform Qualitative Risk Analysis
4. Perform Quantitative Risk Analysis
5. Plan Risk Responses Control Risks

# Factors to consider

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Risk identification

Probability of occurrence

Impact of occurrence

Potential responses

Attitude of stakeholders

# Overall

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- There are many potential benefits to management of projects
- Build and manage your requirements to ensure success