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

Intro to Project Management
Jeanne Sawyer
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
Projects by their nature deal with uncertainty!

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

Do | ReDo | Do | ReDo | Do | ReDo | Do | ReDo

Plan

Do

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.*

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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
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 to 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!
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!*