

Introduction to Project Management

Agenda

- **Introduction to Project Management**
 - **Workshop Introduction**
 - **Project Definition**
 - **Project Management Definition**
 - **Project Manager**
 - **Project Management Life Cycle**

Workshop Introduction

- Instructor Introduction
- Why This Course and Learning Objectives



Instructor

- **Melanie Newton – Director of Operations and Strategic Development
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Learning Objectives

- Understand Project Management
- Concepts of Project Planning and Control
- Discuss the role of the Project Manager

Glossary of Terms – Critical Foundation

Consistent Focus + Execution = Sound Project Management

Definition of a Project

According to Project Management Institute (PMI) – It is a temporary endeavor undertaken to create a unique product, service or result.

What is Project Management?
Project Management, according to PMI, is the application of knowledge, skills, tools and techniques to project activities to meet project requirements.

Who is PMI?

- **Project Management Institute**
- **Professional organization that governs the Project Management Industry**
- **Author of Project Management Body of Knowledge (PMBOK)**
- **Established professional certification**

Characteristics of a Project

- Has a definite start and end date
- Has resources (can be money or people)
- Has Limitations (time & resources)
- Follows a planned and organized approach
- Has a specific goal and unique outcome

Definition of Project Management

- **Discipline of planning, organizing, securing, managing, leading, and controlling resources to achieve specific goals.**
- **It answers:**
 - **What problem are you solving?**
 - **How are you going to solve?**
 - **What is the plan? (identifying the work, resources, and costs)**

History of Project Management

- 1950 +
 - Primarily delivering big project schedules based on an understanding of the order in which work activities must be completed.
- 1980 – early 1990
 - With newly available software; we can now plan and control project costs and schedules

History of Project Management

- Late 1990's to early 2000's
 - Widely used for many different types and sizes of projects across a wide variety of industries
- 2000's
 - Agile Project Management – an iterative approach used primarily for managing software development projects.

Benefits of Project Management

- Meeting and exceeding customer expectations
- Meeting project deadlines and accountability
- Managing project costs
- More efficient resource utilization
- Improved Communications

Liabilities of Project Management

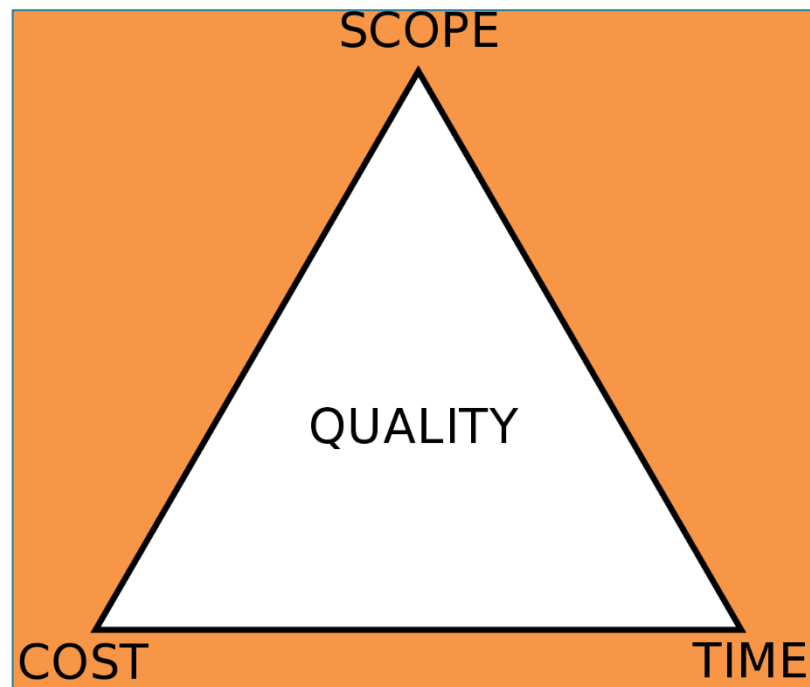
- Added processes and guidelines
- Increased overhead and administration
- Additional time and costs

Project Vs Operational Work Differences

	Project	Operations
Time-Line	Temporary	Ongoing
Output	Unique	Repetitive
Purpose	Attain its objective and then terminate	Sustain the business
Ends	Concludes when its specific objectives have been attained	Adopt a new set of objectives and the work continues

Project Vs Operations Work Similarities

- Performed by people
- Constrained by limited resources
- Planned, executed, and controlled



Examples of Project Management

- A business wanting to improve an existing work process
- Construction of a new building
- Installation of a new computer system, software or application
- Office moving to a new location
- Development of a new product

Why Learn Project Management

- **Becoming more and more prominent based on:**
 - **Broad use across all types of industries**
 - **Clients, customers and consumers are demanding to have products and services developed and delivered better, faster and cheaper**

Roles and Goals of a Project Manager

- **Explicit Role:**
 - **Managing the projects**
- **PM must get other people to do what his or her project needs, often with limited authority**
- **PM's goal is to meet or exceed stakeholder expectations**



What do you think some of the roles of a project manager are:

- **Related Roles:**
 - Planning
 - Leading
 - Negotiating
 - Communicating
 - Running Interference
 - Prioritizing



Responsibility to the Organization:

- Bridges the gap between senior management and the project work:

Sociocultural	Technical
Leadership	Scope
Problem Solving	WBS
Teamwork	Schedules
Negotiations	Resource Allocation
Politics	Baseline budgets
Customer Expectations	Status Reports

Tools Used

- **Microsoft Project for scheduling**
- **Excel for project calculations and analysis**
- **Word to use templates**
- **PPT for communicating project information at a high level**
- **Collaborative tools like Share Point**

Project Management Techniques use Tools to...

- Design the project plan
- Manage scope
- Track quality
- Manage, track and report costs
- Manage Schedules



Questions/Comments:

Thank you

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