

PROJECT MANAGEMENT SKILLS

PROJECT: A project is a temporary task, designed to produce a unique product, service or result. It's a temporary venture to produce unique product or deliverable.

WHY A PROJECT IS NEEDED?

A project is emerged due to following reasons:

- Organizational need
- Advancement in science and technology
- Customer demand
- Legal Demand
- Market demand

Project Management Process is dependent on 3 constraints or triple constraints called Time, Scope and Cost.



KEY RESPONSIBILITIES OF A PROJECT MANAGER:

A project manager must be able to:

- Manage people
- Manage project
- Understand key areas
- Plan
- Estimation
- Do effective scheduling
- Mobilize resources

PROJECT RISK MANAGEMENT:

Project risk management includes all activities corresponding to identification, analysis and readying for predictable and non-predictable risks in the project.

A risk may include the following:

- Resignation of experience and skilled staff
- Leadership change
- Improper identification of project requirements
- Improper estimation of time and resources
- Technological, economic, environmental changes and competition in market

RISK MANAGEMENT PROCESS:

It involves following steps:

- Identification of all possible risks.
- Categorizing of all possible risks into high, medium and low-risk intensity
- Predicting the probability of occurrence of risks at various phases
- Monitoring the potential risks and identifying early symptoms.

PROJECT MONITORING AND CONTROL:

- Activity Monitoring - All activities scheduled within some task are monitored on regular basis.
- Status Reports - The reports contain the status of activities and tasks completed/in-progress/not started within a given time frame.
- Milestones Checklist - Every project is divided into a number of phases where major tasks are performed (milestones). This milestone checklist is prepared and is revised updated every few weeks. The status of each milestone is reported and reviewed.

PROJECT COMMUNICATION MANAGEMENT:

Effective communication is one of the most important component for the success of a project. It bridges the gap between client and the organization.

Communication management process involves following steps:

- **Planning:** It includes the identification of all the stakeholders in the project and the mode of communication among them.
- **Sharing:** Correct information must be shared with the correct person at correct time so that everyone involved in the project is up-to-date with project progress and its status.
- **Feedback:** Project manager needs inputs through status or performance report from various stakeholders.
- **Closure:** The closure of the project is formally announced to update every stakeholder by sending email or by distributing a copy of the document or by any other means of effective communication.

PROJECT MANAGEMENT TOOLS:

In current scenario various project management tools/software are available to monitor and execute project smoothly. The following tools are popular now a day:

- BaseCamp
- ProofHub
- Adobe Front
- Zoho
- Trello
- Liquid Planner
- TeamGantt
- Celoxis

CHECK YOURSELF

1. The key element in the project communication system is:
 - a) Consumer
 - b) Project Manager
 - c) Project Directives
 - d) Reports
2. -----helps an organization to prevent failures in projects.
3. In which of the following phase, the project schedule is developed?
 - a) Design
 - b) Implementation
 - c) Planning
 - d) Execution
4. The decision to request for additional manpower for a project is the responsibility of the:
 - a) Network administrator
 - b) Finance head
 - c) Customer
 - d) Project Manager

ANSWERS

CHECK YOURSELF

1. b
2. Project Management
3. c
4. d

STRETCH YOURSELF

1. Explain change control in project management
2. What should be the key responsibilities of a project manager?
3. Write the names of 5 project management tools.
4. Write the steps in risk management process.
5. What is resource management?