

Fundamentals of Project Planning and Management

Online Course Presentation

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1. Course Description

- This is an introductory course on the key concepts of planning and executing projects.
- It has identified factors that lead to project success, and learn how to plan, analyze, and manage projects.
- Level: Beginner
- Commitment: 4 weeks of study, 2-3 hours/week
- Language: English
- Instructor: Yael Grushka-Cockayne, Associate Professor of UoV, Business Administration.

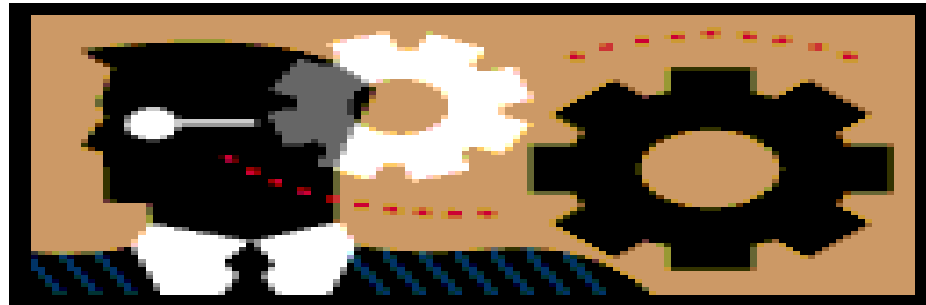
2. Objectives of the course

- To understand project planning
- To learn how critical path method is used and how to interpret critical tasks
- To study how network analysis is conducted
- To practice simulation for project risk analysis

3. Learning Methodology

- Lectures
- PPT
- Videos
- Cases
- Reading Materials
- Simulation

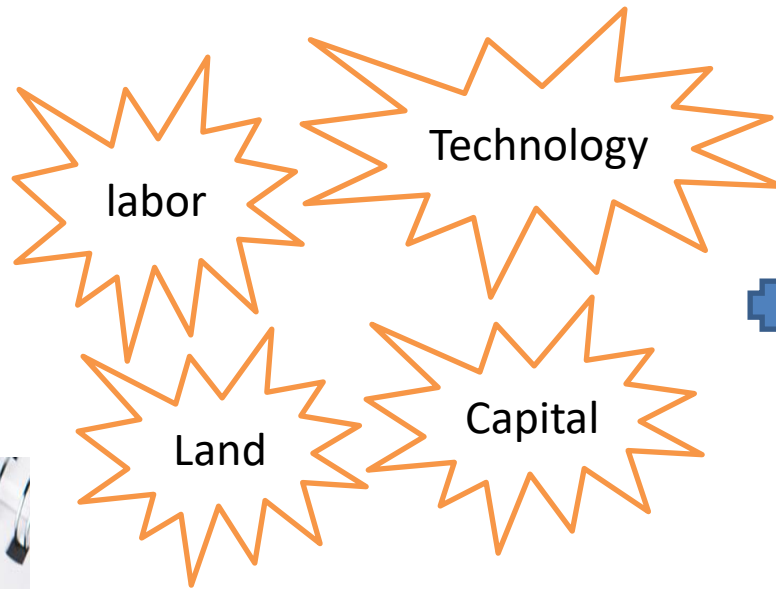
4. Key Learning from the Course



4.1. Project Management

- As project management is method of **introducing** and **putting new ideas** into the market that imposes **management methods** and **techniques** that are needed for **day-to-day operations**.
- Project is **multidisciplinary** ongoing performance that has **unique or specific aim** and it is **temporary endeavor** that is **limited** with specific start date and an end date
- The project management success has often been associated with the project's **final outcome**.
- The Harvard Business Review explained project management is a **unique set of activities** meant to provide a **defined outcome** within an established **timeframe** using specific **allocation of resources**.

Project Management in Short.



Outcome

- ✓ Production
- ✓ Employment
- ✓ Food Security
- ✓ Capacity Development
- ✓ Community Development



4.2 Project Life-cycle



A. Initiate

- ✓ Establishing organization Structure
- ✓ Conduct feasibility Structure
- ✓ Identifying scope
- ✓ Developing Scope of work
- ✓ Other Legitimate work

B. Planning

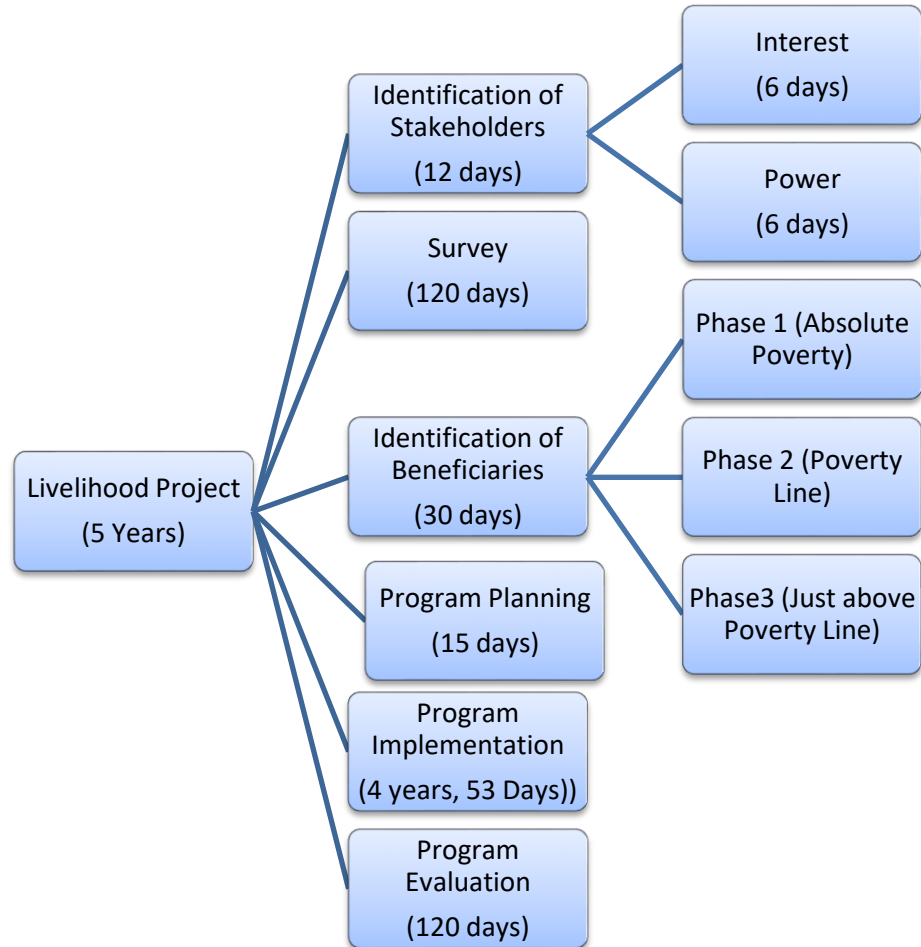
I. Identify scope, time and Budget (Holy-Trinity)

	Scope	Time	Budget
Constrained			
Optimize			
Compromise			

Each of this objectives might pull in a different way, depending upon need and availability.

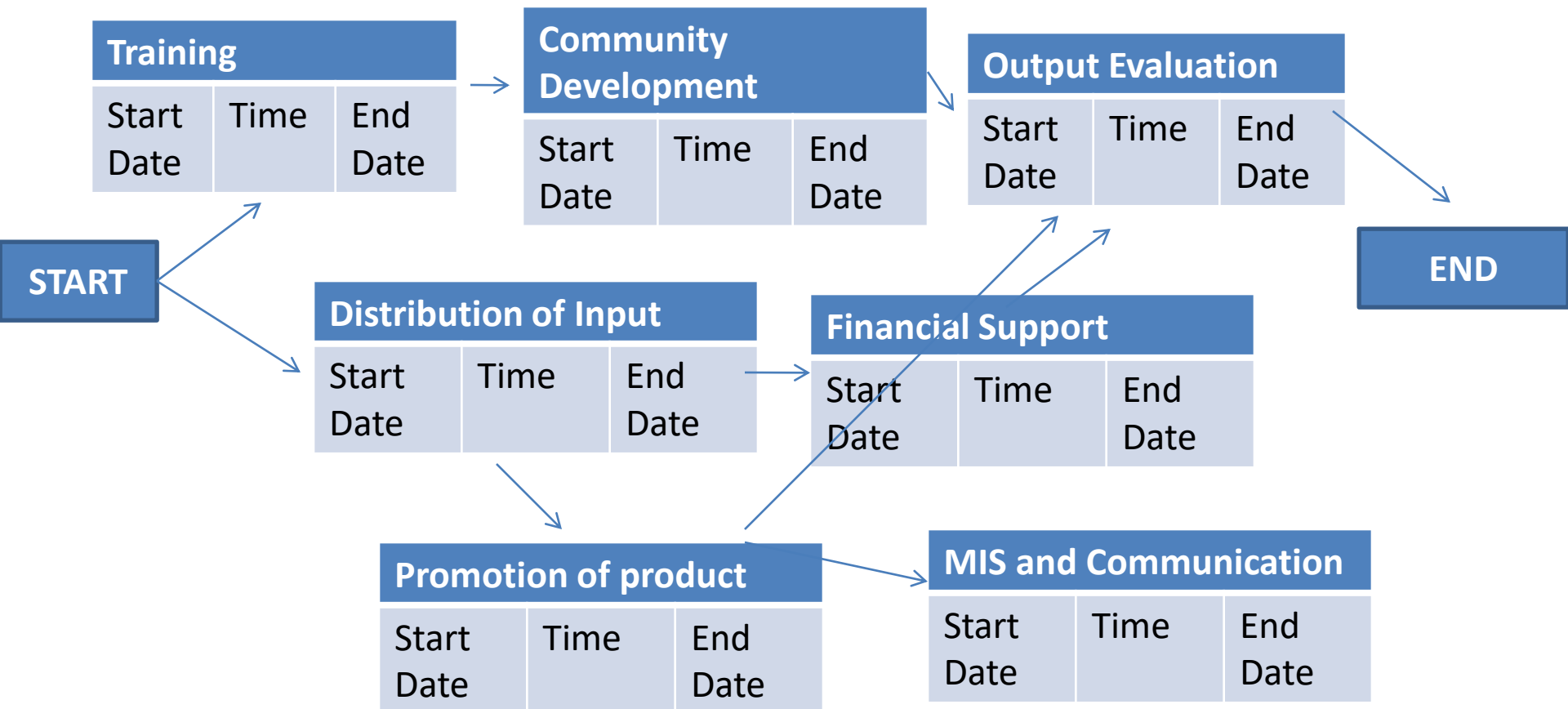
The best way to monitor Scope is by **Break-Down Structure**, where task are been divided on the basis of time or developing task in timeframe. This method visualize the activities and nature of the task.

Break-down Structure



II. Identify Task, dependencies, and schedule

After breaking the task, we see the dependencies between task and schedule accordingly. Network Diagram is one of the effective ways to see the dependencies.



Schedule:

After identifying dependencies, it is necessary to schedule task based on cost and time.

	Cost	Time
ASAP	x	0
ALAP	0	x

ASAP: As Soon As Possible

ALAP: As Late As Possible

III. Determine the completion date and critical path

- Task Dependency and estimates of time framework
- Project Activity Duration
 - > Parkinson's Law : Upon the time
 - > Student's Syndrome: Waiting for last hour
 - > Overconfidence: Shorter than time
 - > Biased
- Any activities that has,
 - Early Start=Late Start
 - Early Finish =Late Finish , but needed to be done on specific/estimated timeframe is called as critical path. Certain task that must be finished on the estimated period or identifying which order to complete and how long each task will take.



IV. Develop risk management plan

- a. Identification: Bringing down all the stakeholders and understanding them.
- b. Assessment: Understanding Likelihood with its impact.
- c. Response Planning
- d. Monitoring and Controlling : Updating nature and project progress.

C. Execute

- Monitoring quality of work
- Communicating and reporting
- Correct and controlling team member
- Coordinate with sub-ordinates
- Reduce critical task



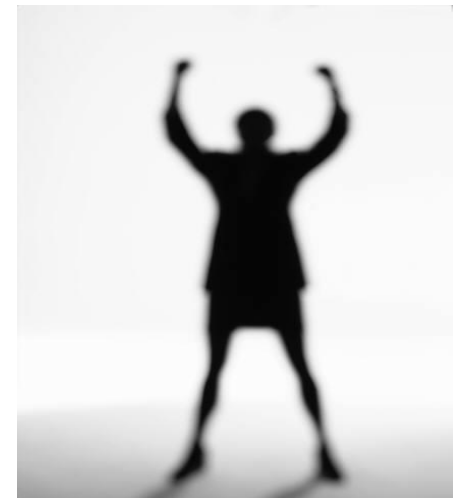


D. Close

- Compare and contrast the end line report with the beginning report
- Analyze project performance
- Review the project

Conclusion

The success of the project is been defined with respect to its objectives, whether the objectives are achieved or not. By thoughtfully identifying where project lies on each one of these dimensions, it shall be identify the proper tools and techniques by which to manage the project.



THANK YOU

