Project Management
How to know what should happen

1. Basics

Reality of Project Management

- **Make the plan**

Reality of Project Management

- Make the plan

- Execute the plan

Reality of Project Management

- Make the plan

- Execute the plan

- Expect the plan to change

Reality of Project Management

- Make the plan

- Execute the plan

- Expect the plan to change

- Adapt to the new plan

Reality of Project Management

- Make the plan

- Execute the plan

- Expect the plan to go off rails

- Throw away the plan

Project Limitations

Project Limitations

- Goal

Project Limitations

- **Goal**

- **Target Audience**

Project Limitations

- Goal

- Target Audience

- **Budget**

Project Limitations

- Goal

- Target Audience

- Budget

- **Time**

Project Dependencies

Project Dependencies

- Partners
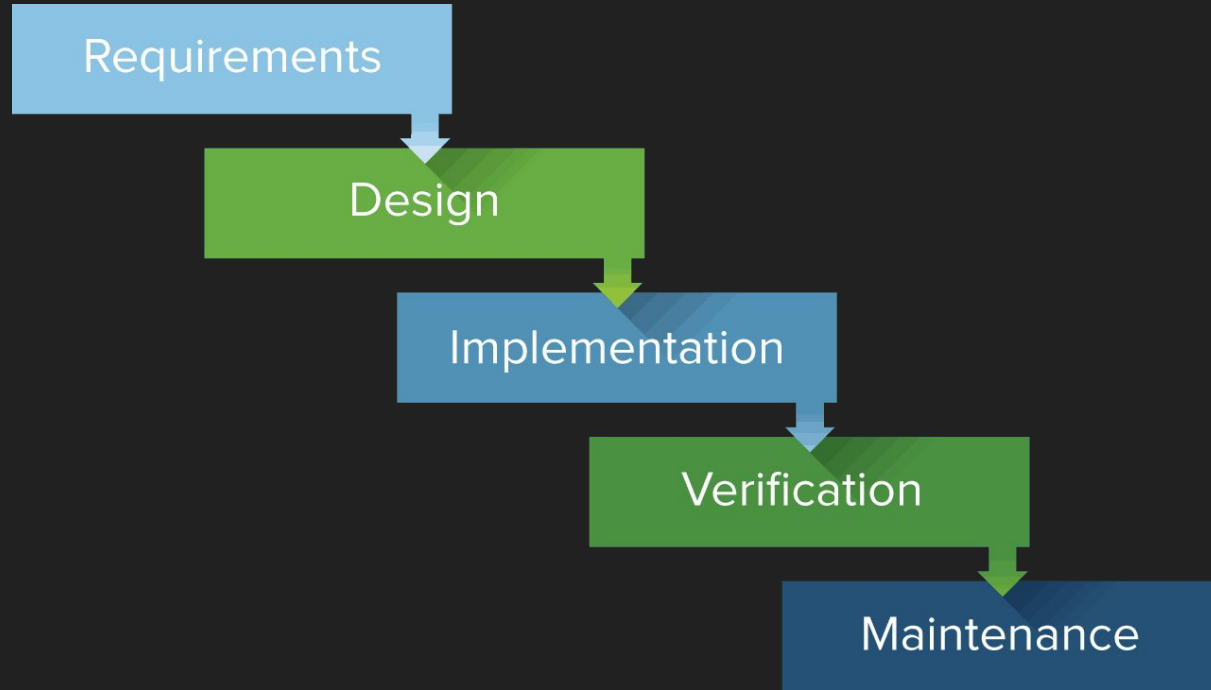
Project Dependencies

- **Partners**

- **Third Parties**

Project Dependencies

- Partners

- Third Parties

- **Legal Third Parties**

Project Dependencies

- Partners

- Third Parties
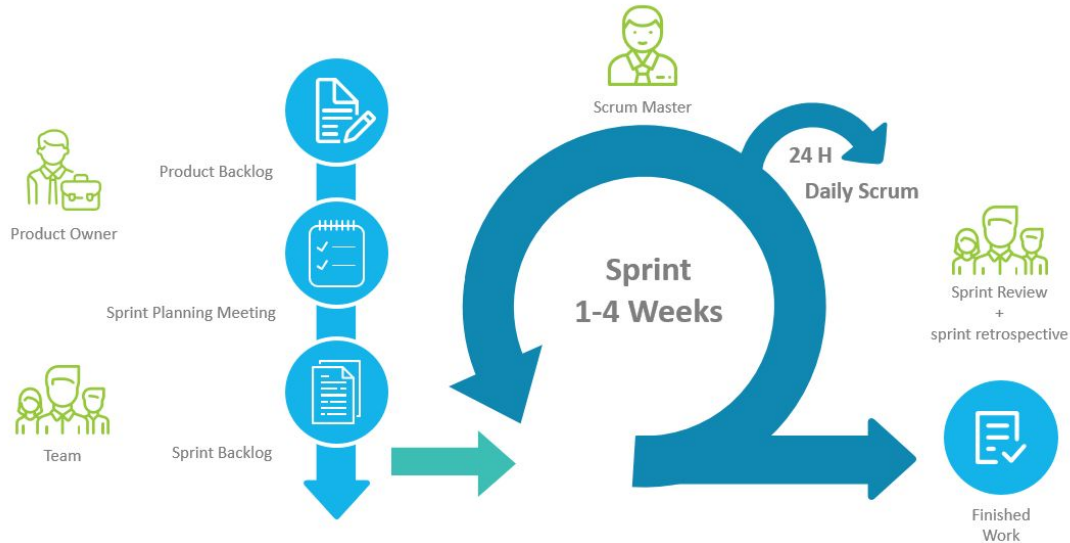
- Legal Third Parties

- **Administrative Third Parties**

Roles
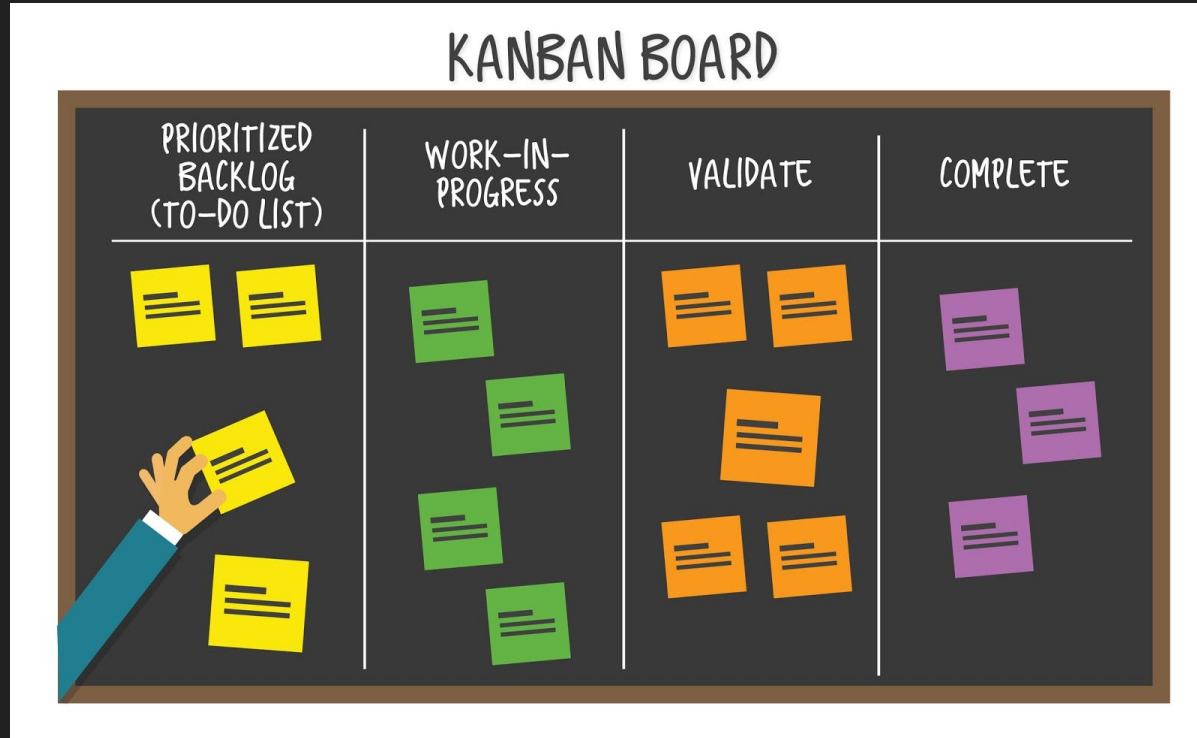# vs
Specialists

Waterfall Methodology

Agile: Scrum

Video: https://www.youtube.com/watch?v=pcsLLgUb7_A

Agile: Kanban

Risk Management

Risk Management

- Budget Changes

Risk Management

- Budget Changes

- Human Capital

Risk Management

- Budget Changes

- Human Capital

- **Legal Changes**

Risk Management

- Budget Changes

- Human Capital

- Legal Changes

- **Project Scope Changes**

2. Project Phases

1. Project Brief

- **Short Description**

1. Project Brief

- **Short Description**

- **Project Goal**

1. Project Brief

- **Short Description**

- **Project Goal**

- **Requirements and Expectations**

1. Project Brief

- **Short Description**

- **Project Goal**

- **Requirements and Expectations**

- **Limitations: Time, Budget, Target Audience, Other Resources**

1. Project Brief

- **Short Description**

- **Project Goal**

- **Requirements and Expectations**

- **Limitations: Time, Budget, Target Audience, Other Resources**

- **Dependencies**

2. Research

- Essential - Never Skip

2. Research

- **Essential - Never Skip**

- **Documented**

2. Research

- **Essential - Never Skip**

- **Documented**

- **Conclusions**

3. Technical Plan

- **Project Brief**

3. Technical Plan

- **Project Brief**

- **Roadmap / Implementation Plan / Execution Plan**

3. Technical Plan

- **Project Brief**

- **Roadmap / Implementation Plan / Execution Plan**

- **Budget**

3. Technical Plan

- **Project Brief**

- **Roadmap / Implementation Plan / Execution Plan**

- **Budget**

- **Team**

3. Technical Plan

- **Project Brief**

- **Roadmap / Implementation Plan / Execution Plan**

- **Budget**

- **Team**

- **Success Metrics**

4. Project Kickoff

- **Sign all documents**

4. Project Kickoff

- **Sign all documents**

- **Visibility on the project plan for all stakeholders**

4. Project Kickoff

- **Sign all documents**

- **Visibility on the project plan for all stakeholders**

- **Adjust roadmap**

5. Project Execution

- **Regular Meetings**

5. Project Execution

- **Regular Meetings**

- **Visibility on Progress / Reporting**

5. Project Execution

- **Regular Meetings**

- **Visibility on Progress / Reporting**

- **Risk Assessment**

5. Project Execution

- **Regular Meetings**

- **Visibility on Progress / Reporting**

- **Risk Assessment**

- **Stakeholder Management**

5. Project Execution

- **Regular Meetings**

- **Visibility on Progress / Reporting**

- **Risk Assessment**

- **Stakeholder Management**

- **Plan Adjustments and Revision of Goal**

6. Project Closure

- **Project Sign Off**

6. Project Closure

- **Project Sign Off**

- **Project Closure Report**

6. Project Closure

- **Project Sign Off**

- **Project Closure Report**

- **Feedback**

3. Communication

1. Daily Meetings

2. Regular Reporting

3. Tools for Business

4. Project Tools

1. Roadmap

https://up.com.au/tree/

2. Gantt Chart
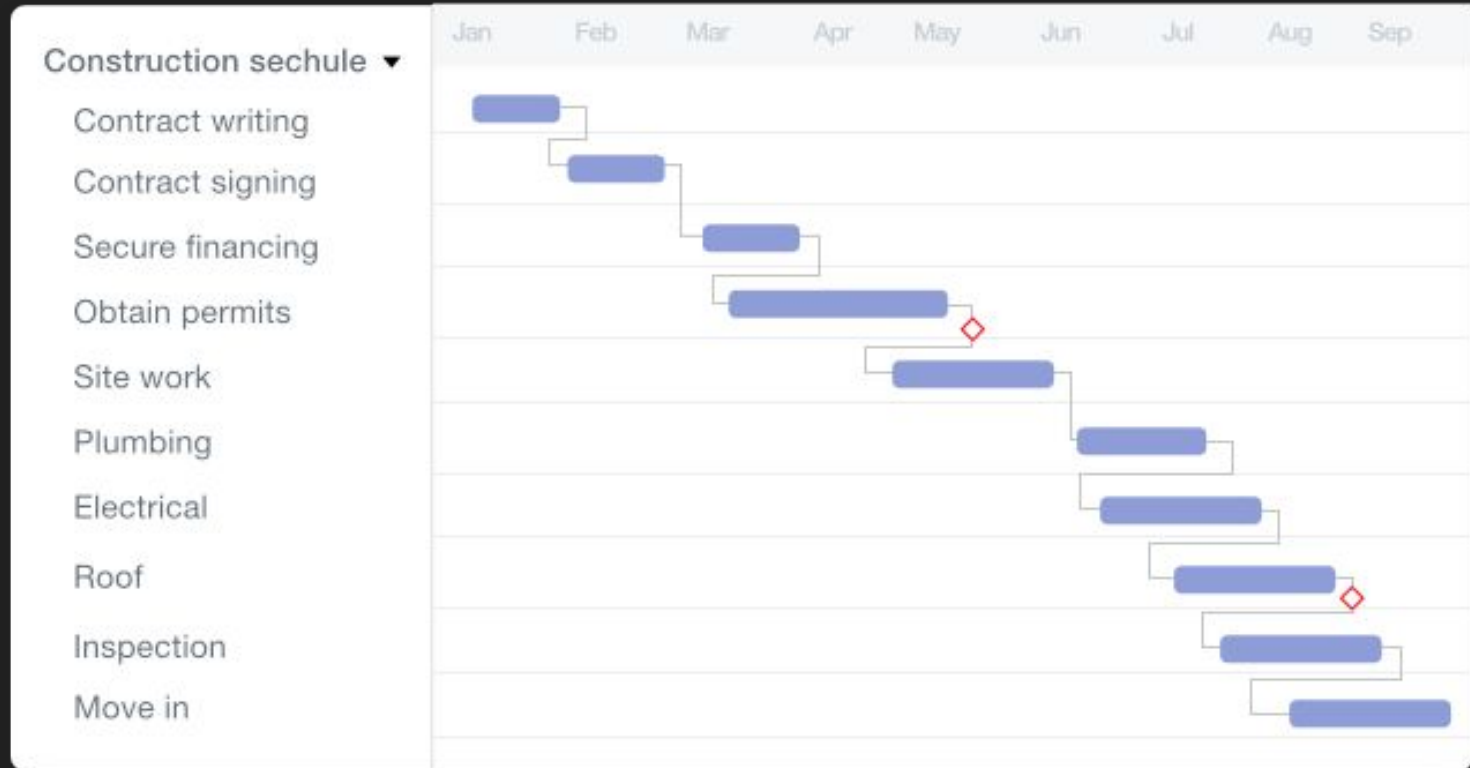
3. Backlog
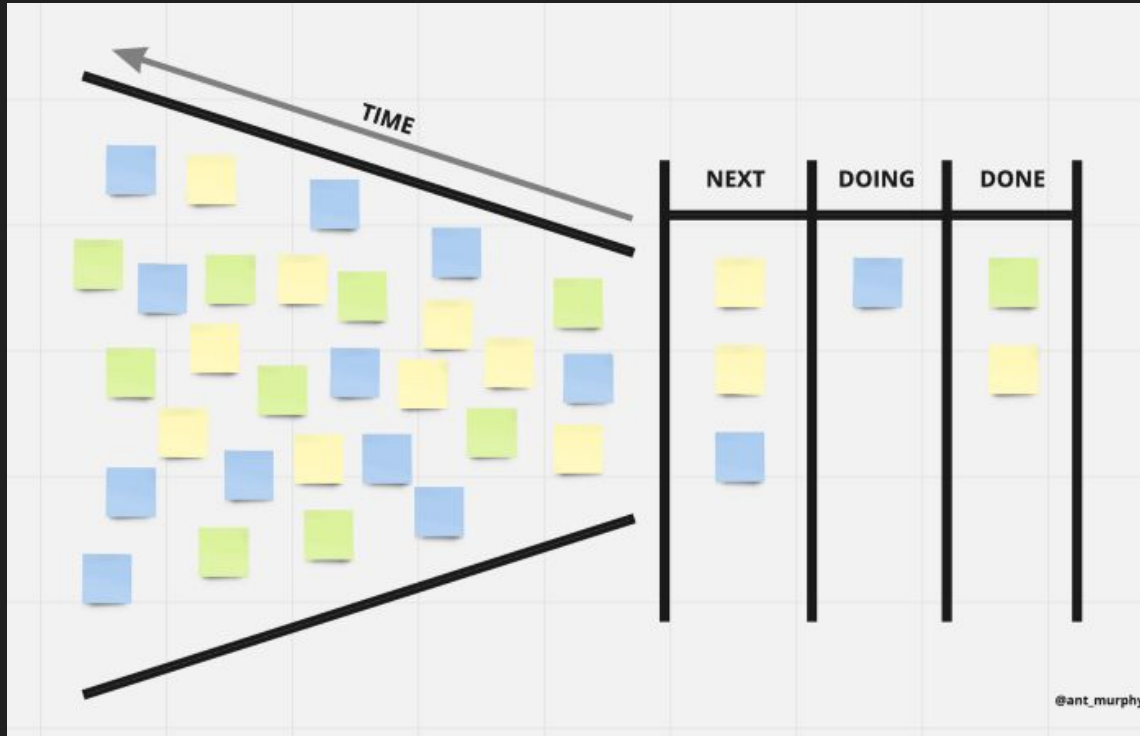
5. Project Task Management

1. Trello

2. Excel

	A	B	C	D	E	F	G	H	I	J
1		**John**				**James**				**Jack**
2	#	**Description**	**Received**	**Counter**	#	**Description**	**Received**	**Counter**	#	**Description**
3	1	Talk to production support manager and ask him to do his side of tasks for project X.	17-Mar	4	1	Draft plan for Q3 and publish that after reviewing with Project Management Team.	20-Mar	3	1	Complete testing of BAU changes and uploa into QA systems.
4	2	Submit passports for travel and arrange accommodation for the travel.	16-Mar	5	2	Draft communications plan template and send to approval from all the stakeholders.	20-Mar	3	2	Send notification to users to confirm the date project.
5	3	Upgrade the system for latest anti virus software to avoid penalties.	14-Mar	7	3	Organize a meeting with Project Board to understand approval process.	17-Mar	4	3	
6	4	Fill the form to claim expenses form the FCA.	21-Mar	2	4	Generate latest account for software licenses.	16-Mar	5	4	
7	5	Plan the team holidays and update company register for the dates.	11-Feb	28	5				5	
8	6		17-Mar	4	6				6	
9		**Joseph**				**Jorrat**				**Jamie**
10	#	**Description**	**Received**	**Counter**	#	**Description**	**Received**	**Counter**	#	**Description**
11	1	Work with the business analyst to understand requirements better.	20-Mar	3	1	Organise a meeting to have overview of the required documents for project XYZ.	20-Mar	3	1	Update the PPM to reflect the latest status.
12	2	Ensure all the documents are in-order so that we do not have any audit issues.	21-Mar	2	2	Book meeting with project team and vendor to understand vendor reqs.	16-Mar	5	2	Update the project status report and send it t team ASAP.
13	3	Document functional procedures to avoid issues after the task is complete.	20-Mar	3	3	Finalize project plan for project ZERT and publish the plan to the team.	20-Mar	3	3	Draft estimates for website development pla
14	4				4	Follow-up on number of defects observed in testing cycle.	12-Mar	8	4	Create draft WBS for the team.
15	5				5				5	
16	6				6				6	
17										

| Task Tracker - 6 Team | Task Tracker - 3 Team | Config | + |

Ready

3. Asana

4. Notion