Project Management Overview

What is Project management?

Project management involves planning, preparing, organising, and overseeing the execution of a project from initiation to completion. Here's a **basic** outline of the critical steps involved in planning project management:

1. **Project Initiation:**
   - Define the project's objectives, scope, and purpose.
   - Identify stakeholders and establish communication channels.
   - Conduct feasibility studies to ensure the project is viable.

2. **Project Planning:**
   - Develop a project plan outlining tasks, milestones, timelines, and resources needed.
   - Create a work breakdown structure (WBS) to divide the project into manageable tasks.
   - Estimate resources, time, and costs required for each task.
   - Identify risks and develop a risk management plan.
   - Define quality standards and procedures.
   - Develop a communication plan detailing how information will be shared among team members and stakeholders.
   - Obtain necessary approvals for the project plan.

3. **Resource Allocation:**
   - Assign roles and responsibilities to team members.
   - Allocate personnel, equipment, and materials based on project requirements.
   - Ensure that resources are available when needed throughout the project lifecycle.

4. **Scheduling:**
   - Develop a project schedule outlining the sequence of tasks and their dependencies.
   - Use tools like Gantt charts or project management software to visualise the schedule.
   - Set deadlines for milestones and deliverables.
   - Continuously monitor and adjust the schedule as needed to accommodate changes.

5. **Risk Management:**
   - Identify potential risks to the project's success.
   - Assess the likelihood and impact of each risk.
   - Develop strategies to mitigate or respond to risks.
   - Monitor risks throughout the project and implement risk response plans as necessary.
   - Consider creating and maintaining a risk report if many projects are similar.

6. **Quality Management:**

   - Define quality criteria and standards for deliverables.
   - Implement quality assurance processes to ensure that work meets these standards.
   - Conduct quality control checks at various project stages to identify and address defects or deviations.

7. **Communication:**

   - Establish clear channels for communication among team members and stakeholders.
   - Hold regular meetings to discuss progress, issues, and any changes to the project plan.
   - Document decisions, action items, and key discussions to keep everyone informed.

8. **Monitoring and Control:**

   - Track project progress against the project plan.
   - Monitor key performance indicators (KPIs) to assess project health.
   - Identify deviations from the plan and take corrective action as needed.
   - Manage changes to the project scope, schedule, or resources through a formal change control process.

9. **Closure:**

   - Review project deliverables to ensure they meet quality standards and stakeholder expectations.
   - Obtain formal acceptance from stakeholders.
   - Document lessons learned and best practices for future projects.
   - Close out contracts, release resources, and archive project documentation.

10. **Reflection and Review**

    - Invite stakeholders to review their project experience from **their** perspective and ask them to submit their thoughts, opinions, and suggestions to the project reviewer/writer.

Effective project management requires mindful planning, leadership, communication, and adapting to change as it occurs. By following the steps above and leveraging project management methodologies and tools, project managers can increase the likelihood of project success.