# Project Management Overview

The field of Project Management is innovative because each project is unique. Although the methodology that is applied to each project is constant, the end results produced by the project should be unique. The innovation in project work is based on the creativity of the project team to develop a solution under competing priorities (time, scope, budget, legal obligations, market demand, etc). Working in a project environment, project teams have a unique opportunity to accomplish something new each time they embark on a new project. Each project enables the project team to apply their expertise on past projects to produce a product that has intrinsic or tangible value to a customer (s)--individual or groups of individuals. Although exciting, project work has some real pitfalls that besets all project teams at one time or another if they do not do their homework---upfront planning.

**MYPROJECT ROADMAP Project Management Methodology Organization Illustration**
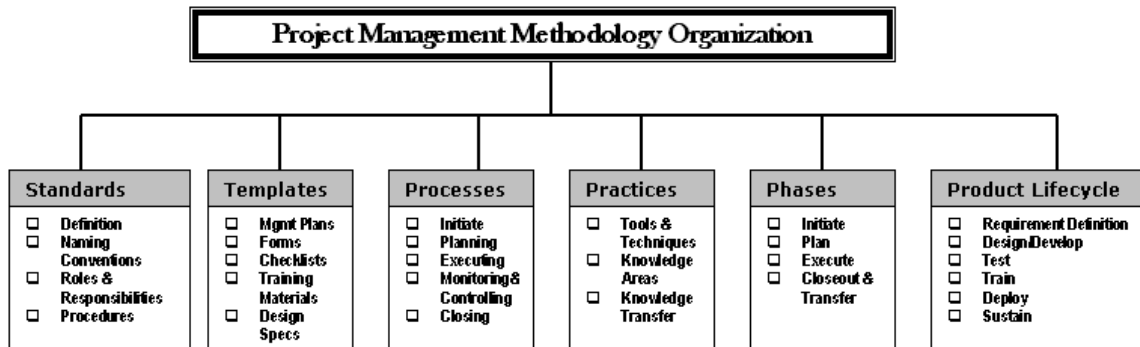
Through years of implementing successful projects, in both the public and private sector, we have developed our approach to manage projects by leveraging the ideals of the PMI® best practice and incorporating it with Knowledge Management concepts and activities.

Our goal is to provide added value of focusing on the quality assurance process as a foundation for the management of project deliverables.

Program Management is an integrated approach to the total management of projects utilizing a best-practice project management process aligned with the Project Management Body of Knowledge Guide (PMBOK Guide®) by Project Management Institute (PMI®) and Knowledge Management principles.

In Project Management there are five (5) Process Group categories:

- **Initiating**
- **Planning**
- **Executing**
- **Controlling (Monitoring and Controlling)**
- **Closing**
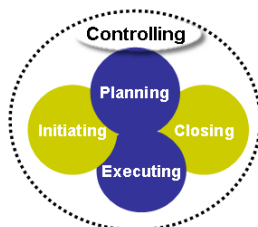
There are many individual processes that a project can select to implement in order to increase the probability of producing a successful project. The individual processes are grouped into these five (5) categories called, "Process Groups". Each Process Group category contains related processes with associated activities that produces project collaterals or will provide an input (something to be done or considered) to another process to produce another project collateral (deliverable).

Our approach to project management is based on those processes needed to initiate, plan, execute, monitor and control, and closeout projects with varying complexities and sizes, to ensure that the technical and organizational interfaces that will exist to guarantee the conformance and performance to meet the project objectives across all project phases.

A Project Phase is the approval of a logical grouping of related or dependent deliverables. Each project phase constitutes a very important milestone in the project that is marked by certain deliverables (outputs). As the project progresses, it will require specific actions and produce certain deliverables either by the Project Manager and/or the Project Team members. A Project Phase is marked by a review, such as a Project Review Meeting, and approval of project deliverables.

The process to develop a Project Phase naming strategy is dependent on your or your company's orientation to project management and on the project requirement, which are based on industry-specific consideration. Your Project Phase naming strategy may vary widely based on industry specific processes, activities, and iterations of deliverables to satisfy the Customer's expectation.

Best-practice for a Project Phase naming strategy includes the following activities:
1. Survey your organization to understand the various types of projects
2. Apply the same Phase naming strategy for projects similar in type, complexity and size.
3. Group the activities and processes related to produce a deliverable(s) into a project phase.
4. Identify critical success factors for each process or activity and provide performance indicators to compare actual project results.
5. Specify the frequency of iterations (repetitive) for each activities and processes.
6. Identify resources and roles related to the identified activities and processes.
7. Using the Project Work Breakdown Structure, separate each deliverable into its smallest component.
8. Define the management approval levels to make decisions at each project phase.
9. Obtain senior management buy-in.
10. Encapsulate your project management process around the total project lifecycle.

Project performance is determined by comparing actual project results to performance indicators that are defined in the Project Management Plan. The Project progress evaluation is determined using these tools:
- ❑ Project Management Plan
- ❑ Project Reviews
- ❑ Performance and Audit reports
- ❑ Project Status Reports
- ❑ Team Member Status Reports
- ❑ Project Defect Logs
- ❑ Project Risk Register and Issues Log
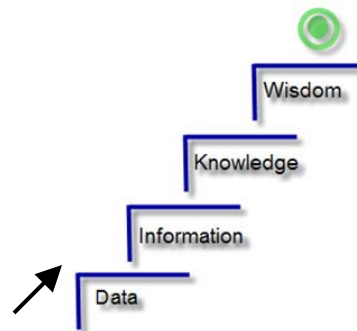- ❑ Plan for retention of Project records

We have found many factors to deliver a successful project:

- ❑ Obtain senior management buy-in regarding your desired project management methodology
- ❑ Work closely with your project team and customer to identify the project management process and project collaterals that are appropriate the project based on the project objectives.
- ❑ Identify and manage functional & technical risks to the project/product scope and quality throughout the life of the project.
- ❑ Use expert knowledge and past performance (historical information) to improve product and process design.
- ❑ Distribute your project's resource assets according to the Project Work Breakdown Structure and not a bundled response based on customer or management pressure.
- ❑ Communicate on a regular basis with stakeholders throughout the project lifecycle.
- ❑ Update formal acceptance of all deliverables to ensure confirmation/validation of design to requirements.
- ❑ Monitor work results continuously to compare project performance to the planned baseline target.
- ❑ Integrate Knowledge Management practices into the project context and content.

Knowledge Management is a process and related activities for companies to cultivate and retain information produced within an organization. The objective of Knowledge management is to enable an organization to achieve business objectives, such as improve quality, produce better products and services, by creating processes and activities to cultivate, retain, and create new knowledge from experiences.

There is inherent synergy between Knowledge Management and Project Management. Simply, Knowledge Management ensures that a project will be successful if the project team can create new knowledge, based on lessons learned, widely communicate the new knowledge to appropriate stakeholders, and promote an environment of shared learning through knowledge transfer activities.