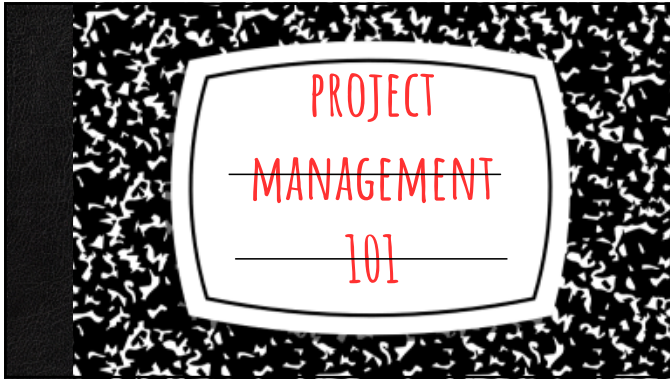
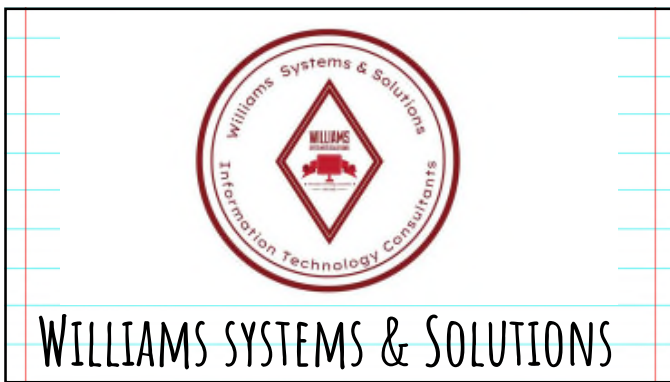



The information provided here is for informational and educational purposes and current as of the date of publication. The information is not a substitute for legal advice and does not necessarily reflect the opinion or policy position of the Municipal Association of South Carolina. Consult your attorney for advice concerning specific situations.





WHAT IS A PROJECT?

PMI states a project is - A project is a temporary endeavor undertaken to create a unique product, service, or result. The temporary nature of projects indicates that a project has a definite beginning and end. The end is reached when the project's objectives have been achieved or when the project is terminated because its objectives will not or cannot be met, or when the need for the project no longer exists.



A PROJECT IS DIFFERENT FROM A PROCESS.

A PROCESS is...

The concept of a process is that it is a defined pattern/steps that needs to be followed (without any deviation - no uniqueness)

So.....

So projects are one-off events and a process is repeated.



Project Characteristics

- Creates a new, tangible output.
- Has a predetermined start and end date.
- Exists outside normal business times and beyond day-to-day business.
- There are boundaries such as time, cost, resources, and deliverables.



WHAT IS PROJECT MANAGEMENT?

PMI - Project management is the practice of using knowledge, skills, tools, and techniques to complete a series of tasks to deliver value and achieve a desired outcome.

Project management (PM) refers to the way you organize, oversee, and complete your project and deliver value. Success is based on knowledge, skills, tools, and techniques to effectively execute the project within the timeline and budget.



- Task management
- Project coordination
 - Process management
 - Program management

THE IMPORTANCE OF PROJECT MANAGEMENT

Projects need to be completed on time, under budget, and with maximum efficiency.



WHAT ARE THE GOALS OF PROJECT MANAGEMENT?

- To deliver project outcomes with your organization's objectives
- To develop processes for effectively building and executing a set of deliverables
- To increase productivity
- To improved collaboration
- To align project and organizational goals
- To manage and allocate resources
- To create a culture of teamwork

WAYS TO ACHIEVE THESE GOALS



- Build trust
- Boost Morale
- Enhance communication
- Increase productivity
- Promote collaboration
- Create Lasting Memories
- Develop problem-solving skills
- Identify strengths and weaknesses

PROJECT MANAGER SKILLS



1. Planning and forecasting
2. Risk management
3. Budgeting
4. Tracking and monitoring
5. Project management methodologies
6. Meeting facilitation
7. Subject matter expertise
8. Quality management
9. Project management software
10. Writing and reporting
11. Research
12. Scope management
13. Leadership

PROJECT MANAGER SKILLS

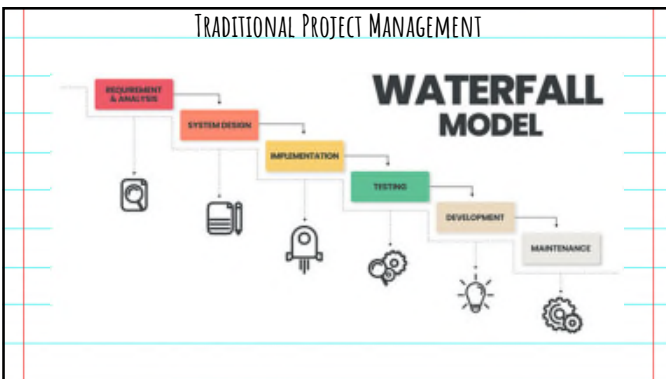
14. Communication
15. Collaboration
16. Time management
17. Organization
18. Problem-solving
19. Adaptability
20. Critical thinking
21. Negotiation
22. Team building and interpersonal skills
23. Conflict resolution
24. Delegation
25. Decision making





Traditional Project Management

- Is referred to as waterfallproject management because it handles one thing after another in a linear order. Stressors are on-time delivery within a stringent budget.
- Stages: initiation, planning and design, execution, testing, monitoring and completion.



Traditional Project Management

- *Initiation phase: The project manager and team determine the product requirements.*
- *Planning and design phase: During this phase, the team makes sure the proposed design meets the product requirements.*
- *Execution (or Implementation) and Testing phase: construction and integration all happen in these stages. Following the design, the team builds the product, and measures it against specific metrics established in previous phases. Testing is where you discover and fix any problems. After testing, anything that still needs work goes back and until the project is finished.*
- *Monitoring and completion (or Management and Maintenance) phase: This phase that never quite ends, as you look for ways to improve product and maintain and providing support for the product.*

Traditional Project Management

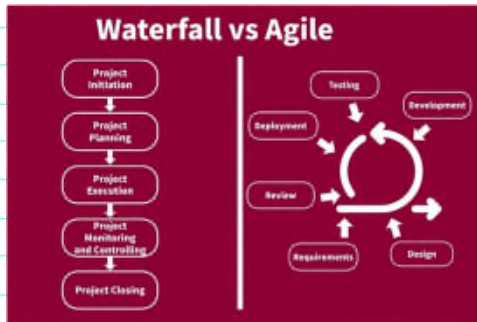
- *Strength*
Project will be well planned and tested thoroughly before delivery.
- *Weakness*
Time and resources aren't your main constraint, or you need more flexibility to change your project.

Agile

The project is split into smaller parts and shipped out as each one is a step towards reaching the full goal the project. So, each part of the project is divided up, planned, designed, built, and tested individually.



Agile



Agile

- Strength

It is extremely flexible; it can be almost anything you want it to be. This flexibility allows for shipping of parts of the project without waiting to project end.

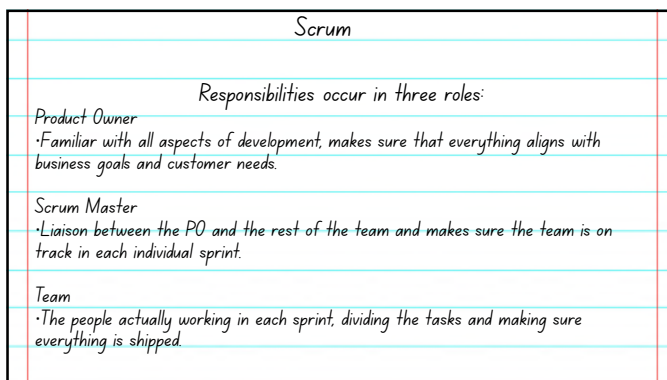
- Weakness

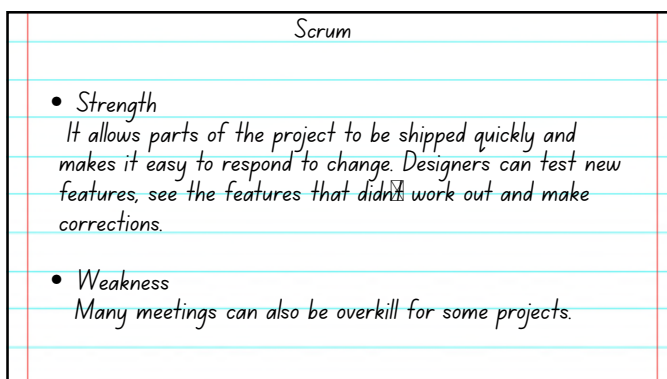
It's flexibility. Because there is less of a framework and no process to make sure the project is running efficiently, which makes it easy for projects to lose direction.

Scrum

Was introduced in 1986 for teams to work as a unit to reach a common goal. It combines the previous Traditional and Agile ideas, to have a structured yet flexible way to manage projects. A Sprint is a two to four-week slot of time dedicated to ship that phase of the project. Some projects can have daily sprints to ship some part of that phase.







Lean

The project is broken down into smaller pieces, but workflow processes are added to each task that ensures the same quality.



Lean



Lean

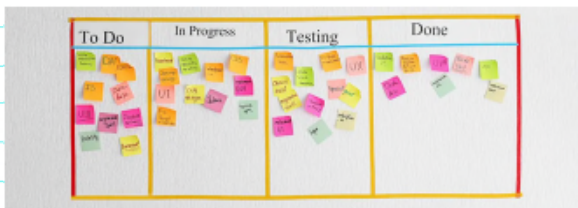
- **Strength**
You can build the system you need for your specific projects.
- **Weakness**
Every project doesn't need the same level of management or the same steps. There is not anything to make sure the final project is completed, which makes it easy for projects to last longer than necessary.

Kanban

Created by a Toyota engineer in 1953, it is working on a project, then passing it to the next part in its process to be added to it. There are no set sprint times and meetings are planned according to your team's needs. You will use a visual card system.

- Each task has a card that includes all relevant info about it.
- Limit how many cards are used at once to keep the team from over-committing.
- Move down the list of backlogs in order of importance, something should always be getting worked on.
- There should be continuous improvements.

Kanban



Kanban

- **Strength**
It is great for teams that don't need a lot of management or deadlines.
- **Weakness**
For it to work efficiently you need a team that has members with cross-trained skills. This way anyone on the team can help with various tasks and move the backlog list to zero.

Six Sigma

A Motorola engineer creating Six Sigma in 1986. It is more structured than Lean and creates specific stages that save resources, ship quality products, and eliminate bugs and problems along the way.

Six Sigma has five steps - Define, Measure, Explore, Develop and Control.

- Define - The scope of the project is determined. Information is collected, and the business goals are set.
- Measure - Ways are set to calculate progress and goals.
- Explore - The project manager lets the team know when to meet, keeps them on budget and deadlines.
- Develop - A detailed plan and qualitative methods are created.
- Control - A documented review full of lessons learned is applied to current and future projects.

Six Sigma



Six Sigma

- **Strength**
Defining the goals, reviewing them later, measure project success and lessons learned.
- **Weakness**
Cost savings are not guaranteed because customer satisfaction takes priority.

PRINCE2

The British government work to establish their management with PRINCE2 in 1989. It means Projects In Controlled Environments version 2. This method focuses on 3 things. The business interest (making money), the user interest (do customers want it) and the supplier interest (can we make this happen). It has 7 stages.

PRINCE2



- Startup
- Initiation
- Direction
- Control
- Boundary Management
- Delivery
- Closing

PRINCE2



PRINCE2

- **Strength**
Best used for large organizations and governments.
- **Weakness**
There are many checks and balances which can cause a backup of work waiting on signatures.

Project Management Apps

Will save time and money!

It offers structure to your project, ways to manage your task workflows and deadlines.



When looking for a Project Management tool



- Get a clear understanding of your company's needs and processes.
- Define the features and functionalities required by your teams.
- Check customer reviews, tech support, and security features.
- Review trial and identify any challenges or opportunities.
- See if the tool allows you to plan and delegate work in dashboard with tasks, subtasks, folders, templates, workflows, and calendars.
- It needs to allow comments, and proof or approve changes.
- Avoid missing or outdated files with file management features that allow for editing, versioning, and storing files.
- Track and assess productivity and growth through resource management and reporting.
- Tool can also include cross-functional resource management, reporting, charts and timesheets.

