Intro to Project Management

A brief primer on the PMBOK®

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What is a project?

A project is a temporary endeavor undertaken to create a unique product, service or result.

It has a defined beginning and end in time, and therefore a defined scope and resources.
What is scope?

SCOPE:
“... the work required to output a project’s deliverable.

...[You must] manage scope changes and make sure the project will still come in on time and within budget.”
Don’t fall for SCOPE CREEP

In the chat box, give an example of when you didn’t define your scope well and wound up paying in time or resources?
Scope Management

- Use diligence in gathering requirements in the beginning
- Develop a process to consider changes to your scope mid-project
- Consider alternatives to changing scope, if the request is still a good one (Phase II!)
Stakeholders and requirements gathering

**Stakeholder:** Anyone who is affected by or can affect your project.

In the chat box, type out a stakeholder for a project like Developing a Canvas course site.
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<th>Knowledge Areas</th>
<th>Initiating</th>
<th>Planning</th>
<th>Executing</th>
<th>Monitoring and Controlling</th>
<th>Closing</th>
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<td>4.2 Develop Project Management Plan</td>
<td>4.3 Direct and Manage Project Work</td>
<td>4.5 Monitor and Control Project Work</td>
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<td>5.3 Define Scope</td>
<td>5.5 Validate Scope</td>
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</table>
5.1 Plan Scope Management
5.2 Collect Requirements
5.3 Define Scope
5.4 Create WBS
A “deliverable-oriented breakdown” of your project into manageable bits of work.

1. Start with your “deliverables”
2. Break each down into components
3. Break components down into consistent “units of work”
4. Define the time and resources needed to complete each unit of work.
5. Identify “dependencies”
6. Create your schedule
Sample WBS

Launch
new class

Syllabus

Canvas Site
Sample WBS

Launch new class

Syllabus

Outline semester plan

Type up

Upload to Canvas

Canvas Site
Sample WBS

Launch new class

Syllabus
- Outline semester plan
- Upload to Canvas

Type up

Canvas Site
- Take ITAC and ID classes
- Consult with Inst Designer
- Create Template
Sample WBS

Outline semester plan 12 hrs

Type it up 1 hr

Upload to Canvas 2 hrs

12 + 1 + 2 = 15 hrs for Syllabus
Sample WBS

Canvas Site

Take ITAC and ID Classes
8 hrs

Consult with Inst Designer
10 hrs

Create Template
5 hrs

8 + 10 + 5 = 23 hrs for Canvas Site
Sample WBS

- Project
  - Deliverables
    - Work to be done
  - Syllabus
    - Outline semester plan 12 hrs
    - Upload to Canvas 2 hrs
  - Launch new class 38 hrs
    - Type up 1 hr
  - Canvas Site 23 hrs
    - Take ITAC and ID classes 8 hrs
    - Consult with Inst Designer 10 hrs
    - Create Template 5 hrs
Wrap up: What you can take away

• First: Do you have a project? Temporary and Unique.

• Next: Define your 3 major constraints:
  • Time
  • Scope
  • Resources

• Then: Identify your stakeholders and get their requirements

• * Develop a “Scope Management” Mindset

• Next: Create a WBS to help you with developing your schedule
  • Note its positive effects on also knowing your resources and managing your own scope
Wrap up: Where you can learn more.
Sources & Q&A Time

