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PROJECT MANAGEMENT

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Enterprising Futures at LSBU

Why Project Management for your business?

- Planning and organising. Understand the work needed to achieve your goals
- Managing tasks. Coordinate efforts and timelines with teams, contractors, vendors
- Budgeting, controlling costs and other factors
- Identify and prepare for risks (delay, departure of critical team member, change in project direction…)
- Keeps the team on page and aligned
- Achieve the desired outcome on time and within the budget

TAKE CONTROL OF YOUR BUSINESS (GOALS, TIME, BUDGET)

PLANNING, EXECUTING AND DELIVERING

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Project Life Cycle – Main phases

1- Initiate the project

- Define goals
- Determine resources, people, etc.
- Project approval

2- Make a plan

- Create budget
- Set the schedule
- Establish your team
- Determine roles and responsibilities
- Plan Risk and change
- Establish communications

3- Execute and complete tasks

- Manage the progress
- Communicate
- Make adjustments

4- Close the project

- Ensure all tasks have been completed
- Confirm acceptance of the project outcome
- Reflected on lessons learned (Retrospectives)

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Some advice in Project Management for your Business

- **Focus on flexibility and adaptability** to quickly respond to changes in the market, customer needs, and internal priorities. Agile methodologies (like Scrum or Kanban) allow for iterative development, frequent feedback, and continuous improvement.

- Minimize waste by **focusing on customer feedback, iterative development, and validated learning**.

Build-Measure-Learn Loop: Quickly create a minimum viable

- Define **clear project goals, objectives, and deliverables** to avoid scope creep, which is common in startups where priorities can shift rapidly.

- **Efficiently manage time and resources** to ensure high-priority tasks are completed first.

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Some advice in Project Management for your Business

- **Risk Management. Identify, assess, and manage potential risks early** on, such as market uncertainty, financial constraints, or technological challenges.

Risk: **Potential** event which can occur and can impact your product.
Issue: **A Known or Real** problem that can affect the ability to complete a task.

1. Identify the risk
2. Analyse the risk
3. Evaluate the risk
4. Treat the risk
5. Monitor and control the risk

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Waterfall vs Agile

WATERFALL	AGILE
• LINEAR (previous task or phase has to be completed before the next can start)	• ITERATIVE (some phases and tasks will overlap or happen at the same time that other tasks) • Enables a project to move quickly and adaptive to change and adapt
• Phases of a project are clearly defined (expectations, goals, resources are not likely to change)	• Willing to change and adapt. Project phases and tasks are completed in iterations (Sprints)
• For limited budgets or when making changes in project will increase budget • Predictability and tries to avoid change	• Focused on customers, not only on a product or service • Embraces the reality that markets, world and users are uncertain and unpredictable

Agile has different methodologies Scrum, Kanban, XP, Lean

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Exercise – Gantt Chart

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Key Elements in Project Management for Business

- ## Project Phases

Define clear phases or stages of the project like planning, execution, testing, and launch

- ## Tasks and Subtasks

It’s the work to be done to complete the project

- ## Tasks Duration

Estimate the time required for each task or subtask. This helps in allocating resources efficiently and ensuring that project deadlines are realistic.

- ## Start and End Dates

Assign start and end dates to each task to visualize how long each activity will take. This is critical for tracking progress and ensuring deadlines are met.

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Key Elements in Project Management for Business

- **Dependencies**

Identify which tasks need to be completed before others can start

- **Milestones**

Define milestones to track major achievements or key checkpoints throughout the project.

- **Risk**

It’s a potential event which can occur and can impact your product.

- **Critical Path**

The path of tasks that directly affect the project's overall timeline. These are the tasks that, if delayed, will cause the entire project to be delayed

- **Task Prioritization**

Prioritize tasks based on their importance and deadlines. Highlight high-priority tasks and ensure that they are completed first to avoid delays in critical areas

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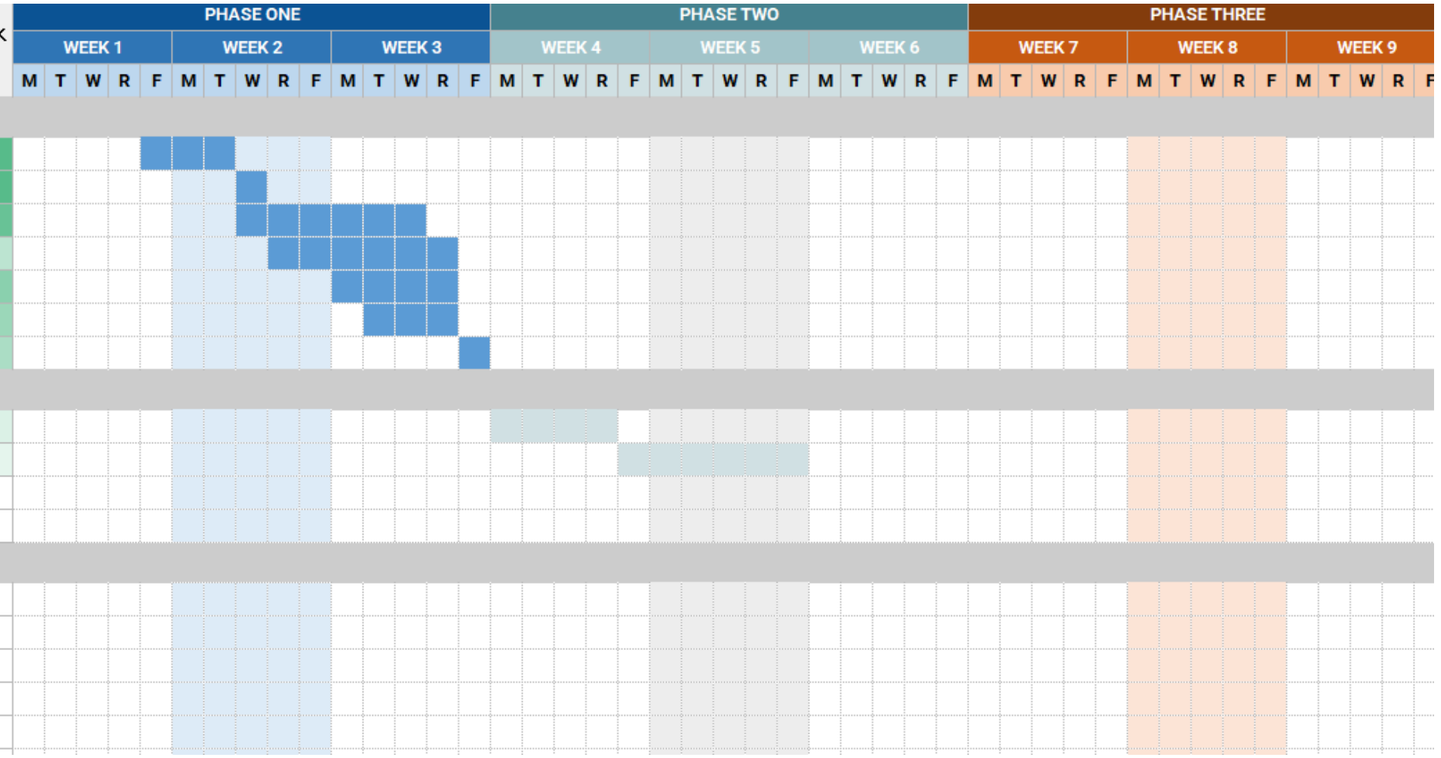
Tools

GANTT CHART

WBS NUMBER	TASK TITLE	TASK OWNER	START DATE	DUE DATE	DURATION	PCT OF TASK COMPLETE
1	**Project Conception and Initiation**					
1.1	Project Charter	Leon W	3/12/18	3/15/18	3	100%
1.1.1	Project Charter Revisions	Kylie R	3/15/18	3/16/18	1	100%
1.2	Research	Pete S	3/15/18	3/21/18	6	90%
1.3	Projections	Steve L	3/16/18	3/22/18	6	40%
1.4	Stakeholders	Allen W	3/18/18	3/22/18	4	70%
1.5	Guidelines	Malik M	3/19/18	3/22/18	3	60%
1.6	Project Initiation	Malik M	3/23/18	3/23/18	0	50%
2	**Project Definition and Planning**					
2.1	Scope and Goal Setting	Steve L	3/24/18	3/28/18	4	22%
2.2	Budget	Allen W	3/29/18	4/2/18	3	16%
2.3	Communication Plan	Malik M			0	0%
2.4	Risk Management	Malik M			0	0%
3	**Project Conception and Initiation**					
3.1	Status and Tracking	Pete S			0	0%
3.2	KPIs	Leon W			0	0%
3.2.1	Monitoring	Kylie R			0	0%
3.2.2	Forecasts	Kylie R			0	0%
3.3	Project Updates	Pete S			0	0%



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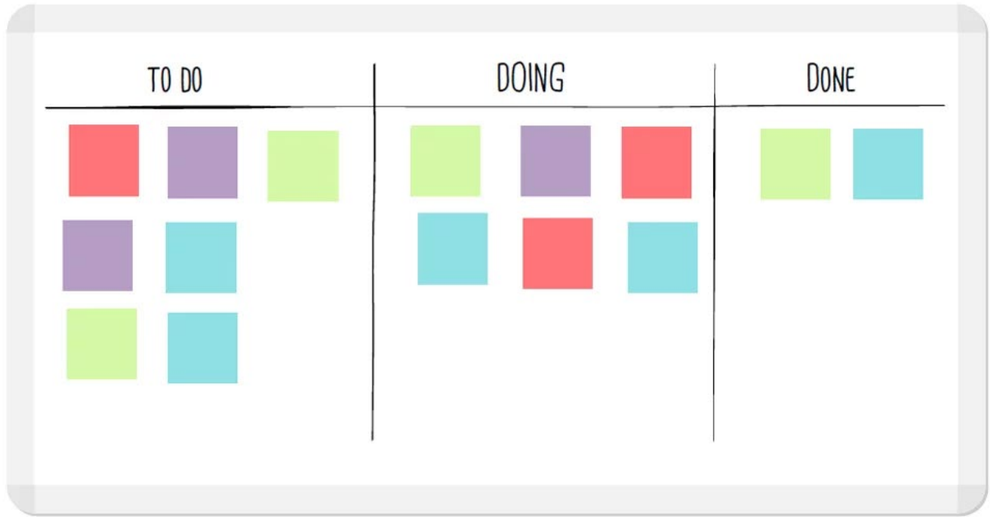
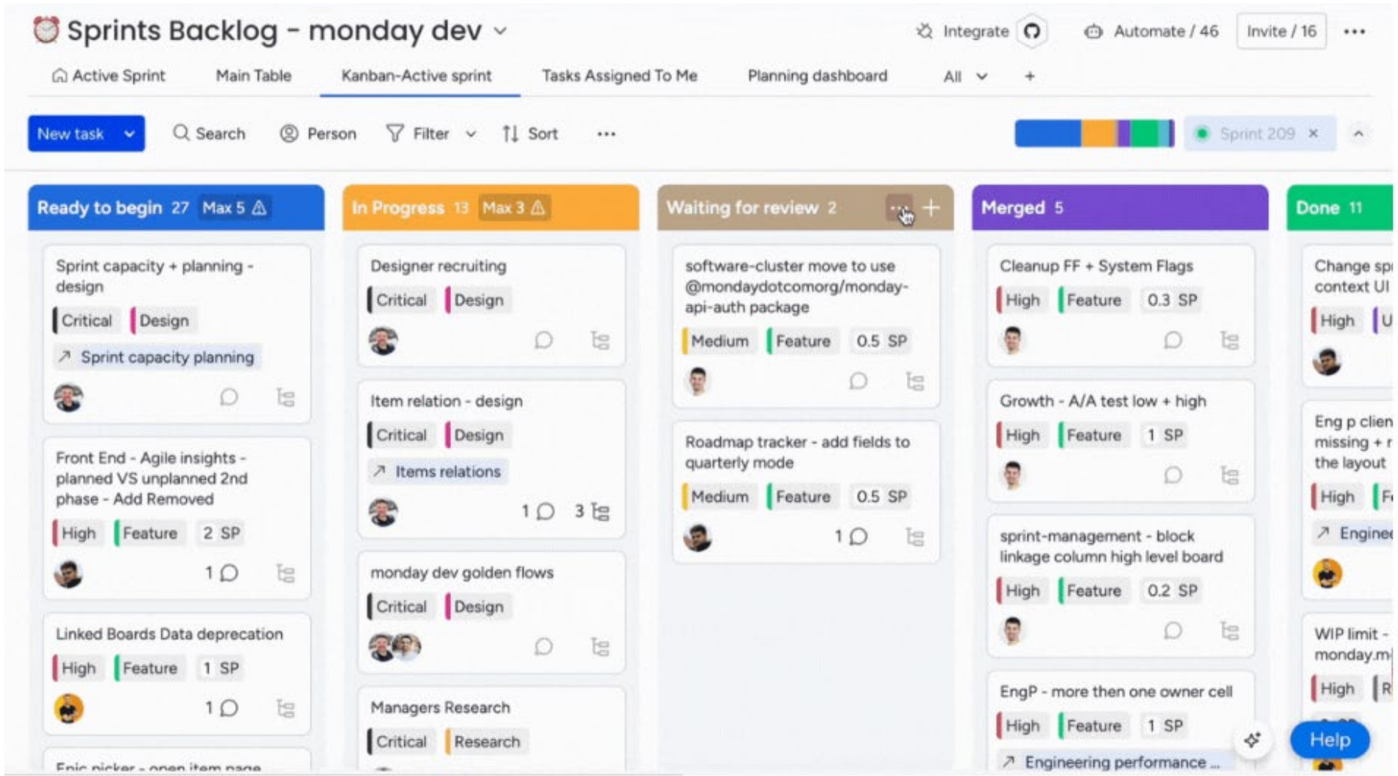
Tools

- Jira, Asana, Monday, Trello, Clickup

KANBAN





[Kanbanchi]

[Monday-Kanban]

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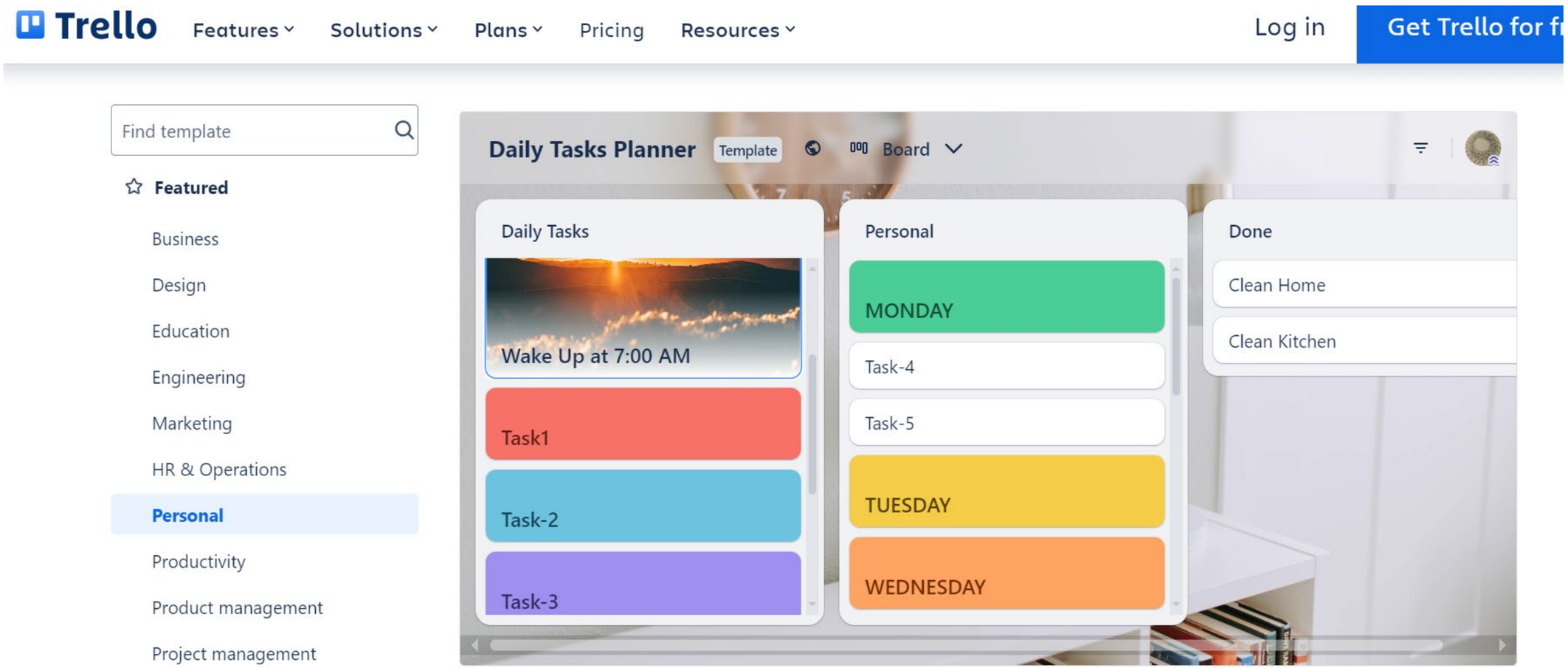
TRELLO



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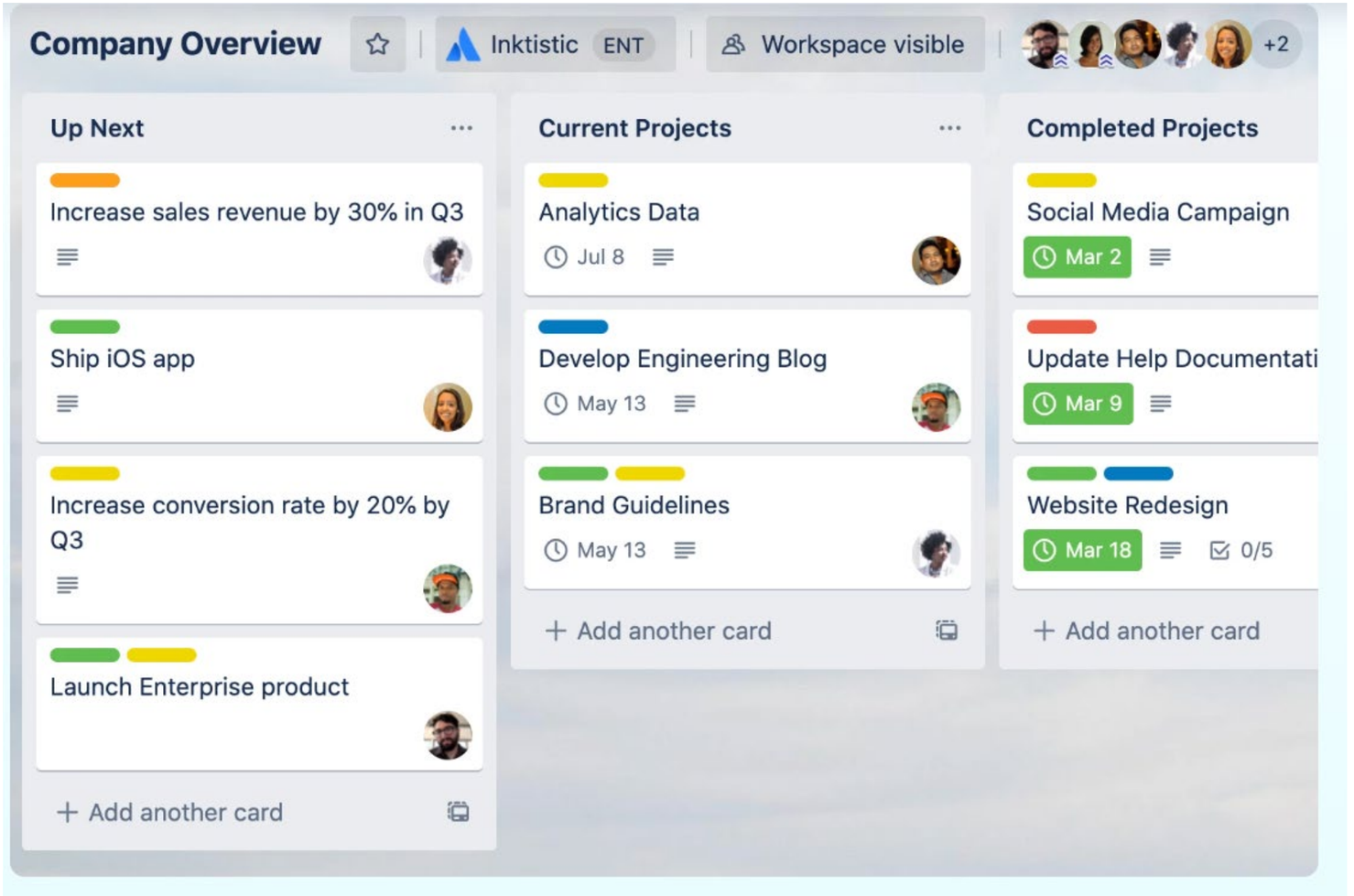
TRELLO



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