

LIS 4910: IT Project

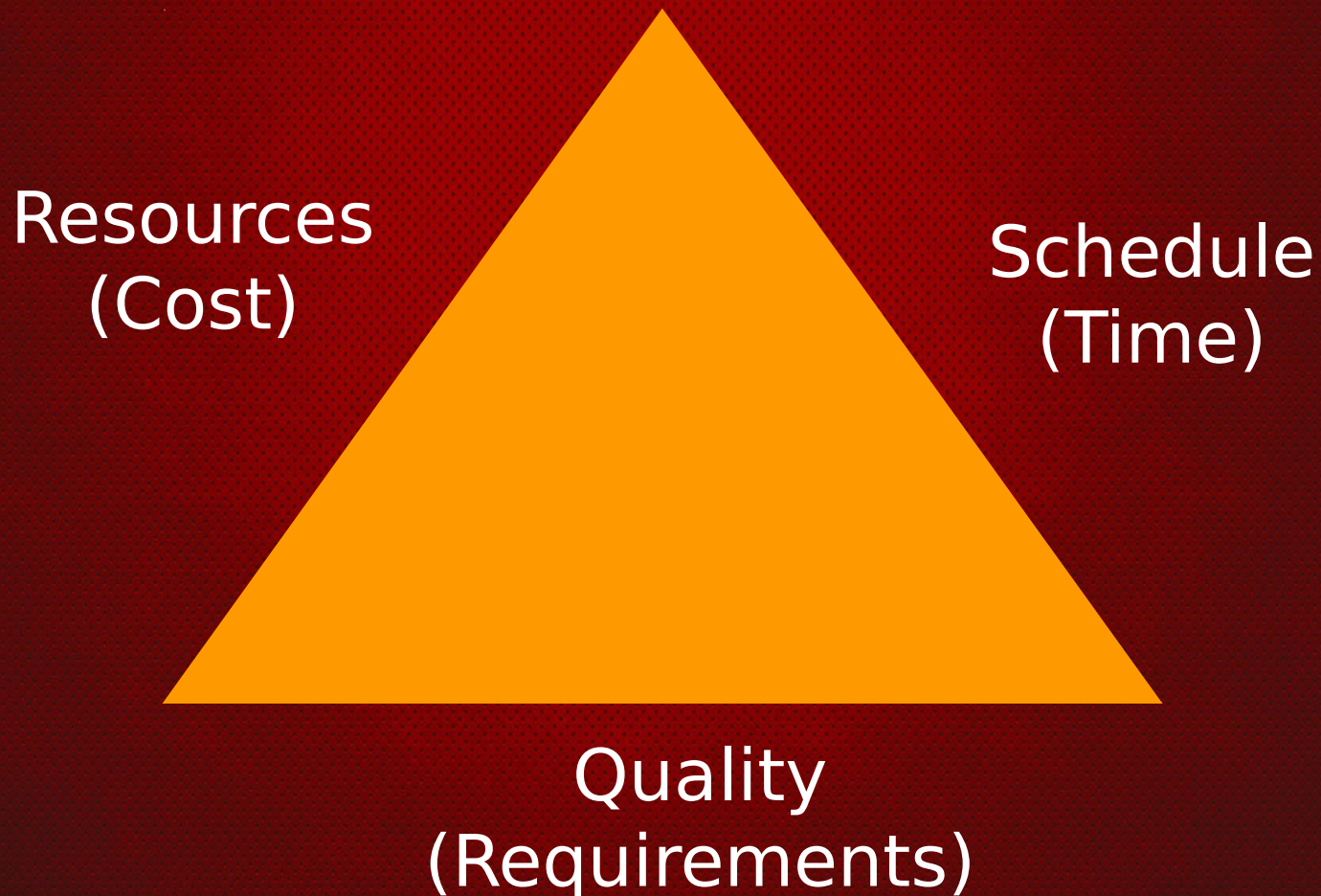
Introductions &
Project Management

Course Goals

- Major Goals:
 - Gain Familiarity with Project Management
 - Complete a Term Project
- Secondary Goals
 - Learn Project Software
 - Create Portfolio-ready deliverables
 - Learn communication, teamwork & leadership
 - Develop Contacts

Why practice project management?

- Time, resources, capabilities



Cost of planning vs. not planning

- Increased likelihood of project success
- Caution – The purpose of planning is NOT to produce “the plan;” – but to create a guide to implementation and execution in order to achieve the desired results.
- Amount of planning should depend on project size and scope

Basic Project Management

1. Project charter
2. Goal breakdown schedule (GBS)
3. Scope of Work
4. Work breakdown schedule (WBS)
5. Project schedule
6. Project budget
7. Risk Management Plan
8. Communication Plan
9. Hand-off plan (continuity)

Project Charter

- General description of:
 - What is being done.
 - Why it is being done.
 - Who wants it done.
 - How it is being done.
 - When does it need to be done.
 - Any resource limitations

Goal Breakdown Schedule

- Ensures alignment (project & organization)
- Identifies and documents
 - Goals
 - Objectives
 - Requirements
 - Specifications

Scope of Work

- Evolves from project charter
 - Time
 - Cost
 - Performance objectives (specifications)
- Scope management
 - Planning, definition, WBS, verification, control
 - Also identifies
 - Exclusions, constraints, risks, & assumptions

Work Breakdown Structure

- Standard template
- List and short description of all tasks
 - Purpose
 - Identify tasks by number (and short name)
 - Estimate time required
 - Estimate resources (personnel & other)
 - Sample provided
 - Template provided
- Include the charter and the schedule

Project Schedule

- Track project schedule and bottlenecks
- Shortest time to completion
- Estimating times is not easy
- For each task on the WBS identify
 - Task # (and short name)
 - Start date
 - End date
 - Who will do it

Project Budget

- Help control costs
- Reduce risk of cost overrun
- For each item on WBS identify
 - Cost of personnel
 - Cost of other items
- Summarize
 - Cost for each major task
 - Total project cost

Risk Management Plan

- What could go wrong
 - How do we prevent it
 - What do we do if it happens
- Examine unknowns
 - Plan to minimize impact of problems
 - Threats to budget
 - Threats to resources
 - Threats to quality

Communication Plan

- Helps organize many people
- Helps control scope creep
- Helps control expectations

Hand-off Plan

- Projects last longer than employees
- What does the next project manager need to do to keep the project on track until they know what to do

What's in your plan

- Planning effort depends on:
 - Size
 - Cost & other resources
 - Time
 - External factors
 - Competition
 - Cost of failure
 - Opportunity costs

Next Time

- Project charters
- Goal Breakdown Structure
- Scope of work