

Colorado Family Support Council Project Management Tools and Techniques

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CSG
Government
Solutions



Healthcare



Human
Services



Unemployment
Insurance



Project
Assurance
Services

- Defining a Project
- Organizing by Process Groups
- The Role of the Project Manager
- Project Management Framework
- Stakeholder Management
- Critical Path
- Managing Issues and Risks
- Project Close Out

- What is a PMP
- The PMBOK
 - ✓ Global Standard
 - ✓ Basis for Certification
- PMI
 - ✓ www.pmi.org

- PMBOK Definition
 - ✓ A temporary endeavor undertaken to create a unique product, service or result
- Real Life Examples
- Project Governance

- Ladislav Sutnar
- Butterfield 7 – 5309
- 867-5309
- (440) 867-5309

Project Process Categories

- Project Management Processes
- Product Oriented Processes

PM Process Groups

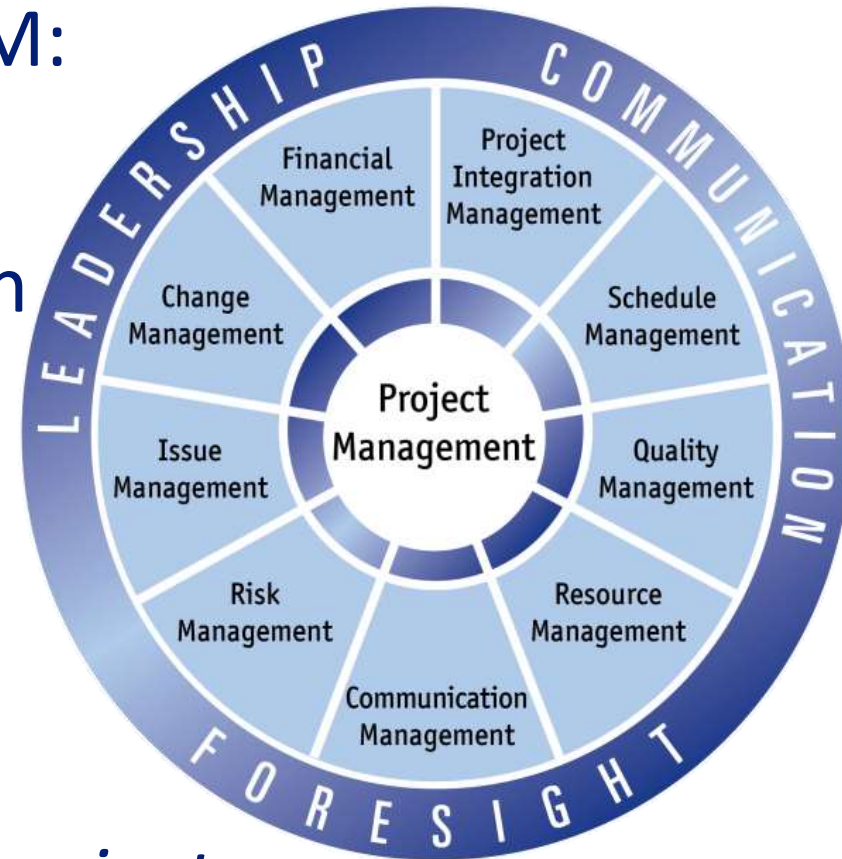
- Initiating
- Planning
- Executing
- Monitor and Control
- Closing

- Every project has requirements
 - ✓ Business or Program Need
 - ✓ Project Objectives
 - ✓ Project Scope
 - ✓ Outcome Design and Development
 - ✓ Testing and Evaluation

Requirements Traceability Matrix									
Project Name									
Project Description									
ID	Associate ID	Requirement Description	Business Need, opportunities, goals, objectives	Project objectives	WBS Deliverable	Product Design	Product Development	Test Case	Complete
001	1.1								
	1.2								
	1.3								
	1.4								
	1.4.1								
	1.4.2								
002	2.1								
	2.2								
	2.2.1								
003	3.1								
	3.2								
	3.3								
004	4.1								
005	5.1								

- **PMBOK Definition**
 - ✓ The application of knowledge, skills, tools and techniques to project activities to meet the project requirements.

- The Role of the PM:
 - ✓ Leadership
 - ✓ Communication
 - ✓ Foresight



*These are the keys
to every **successful** project.*

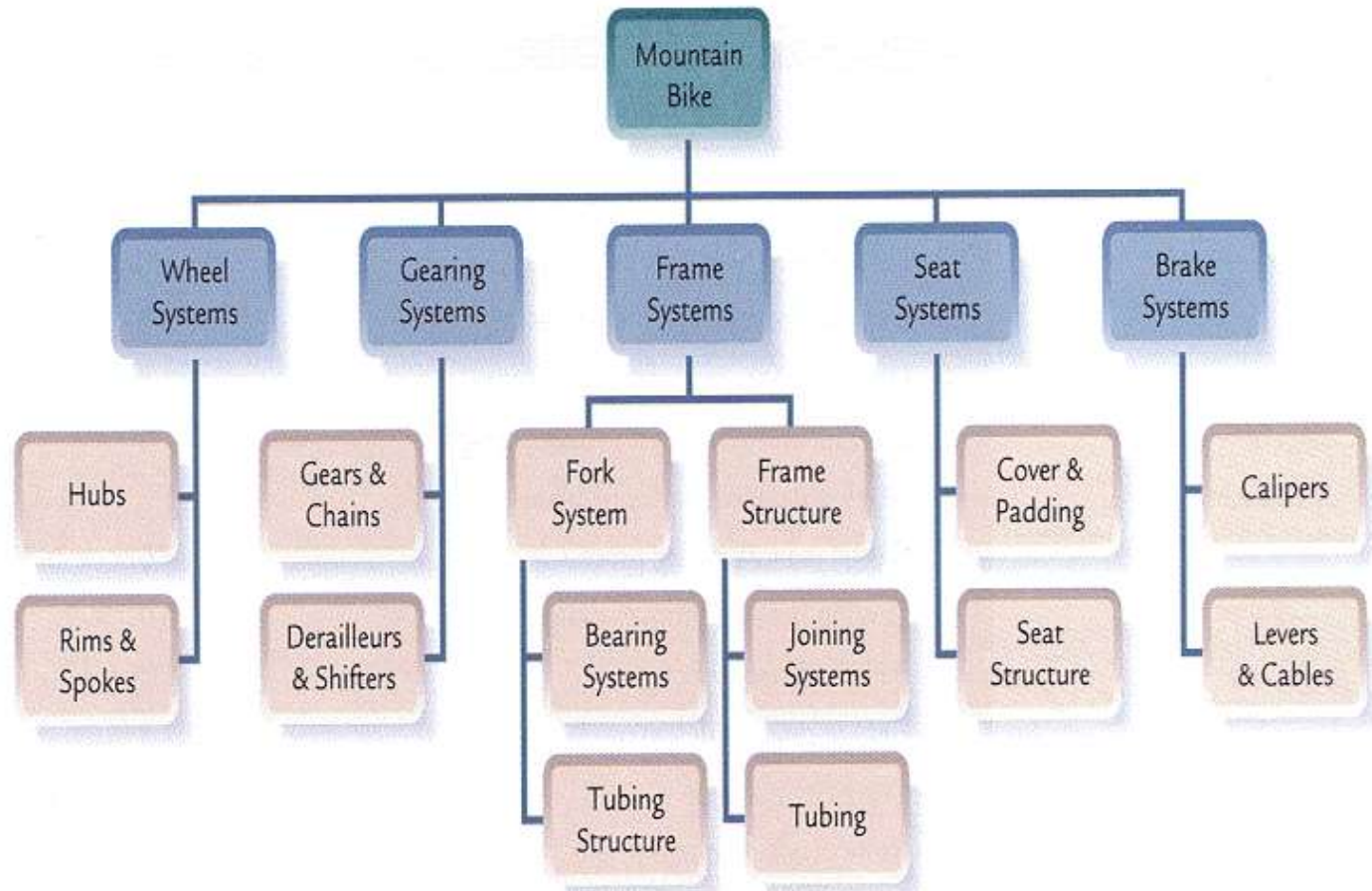
- Project Charter
- Project Management Plan
- Communication Management Plan
- Work Breakdown Structure
- Project Schedule

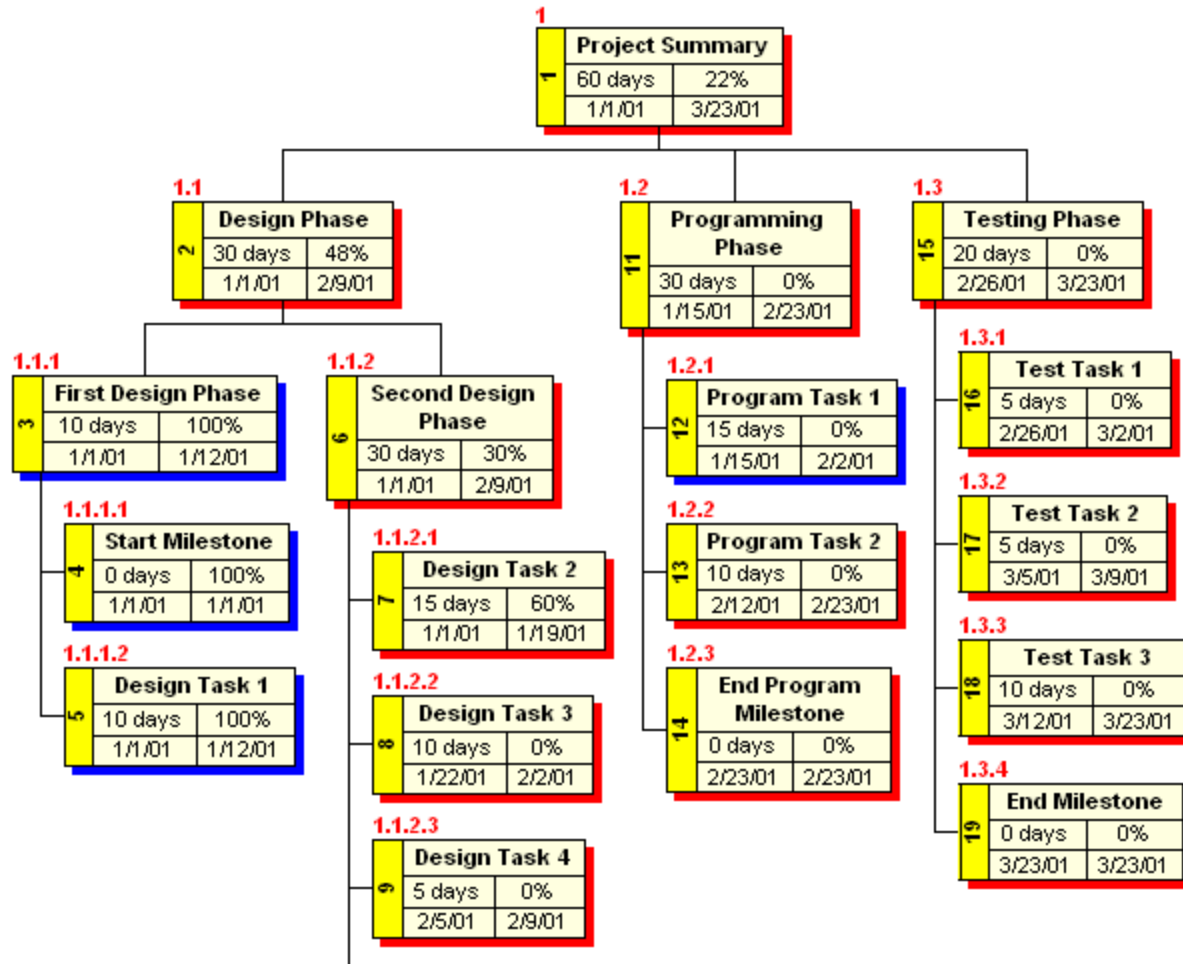
- Project Charter
 - ✓ Defines the project
 - ✓ Gives authority

- **Project Management Plan**
 - ✓ Defines the approach, staffing and other resources needed to complete the tasks, and activities, meet the milestones and maintain the schedule

- **Communication Management Plan**
 - ✓ Ensures that information disseminated to all internal and external stakeholders is relevant, timely, accurate, and consistent.

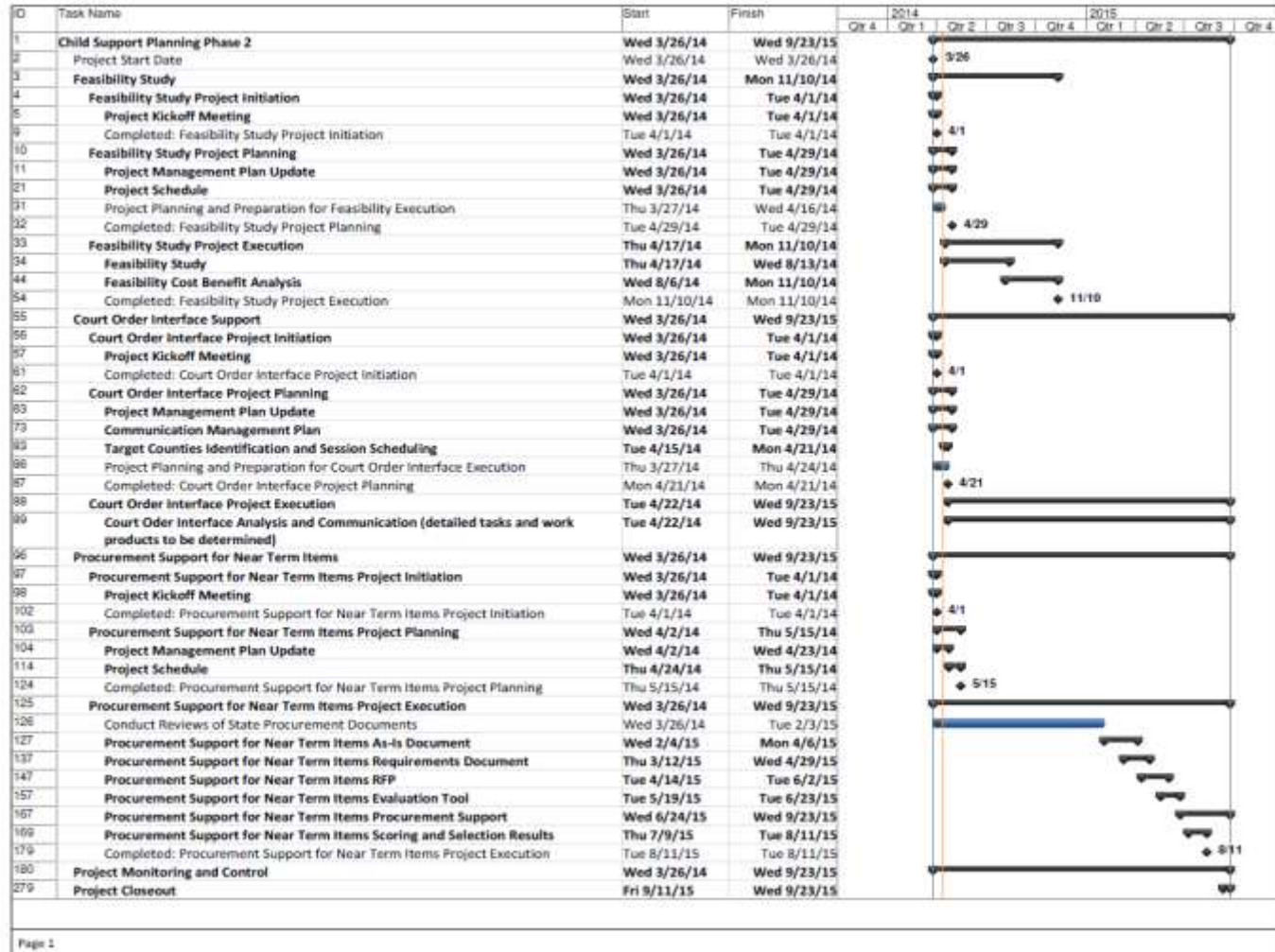
- **Work Breakdown Structure**
 - ✓ Decomposition
 - ✓ Expert Judgment
 - ✓ Scope Baseline





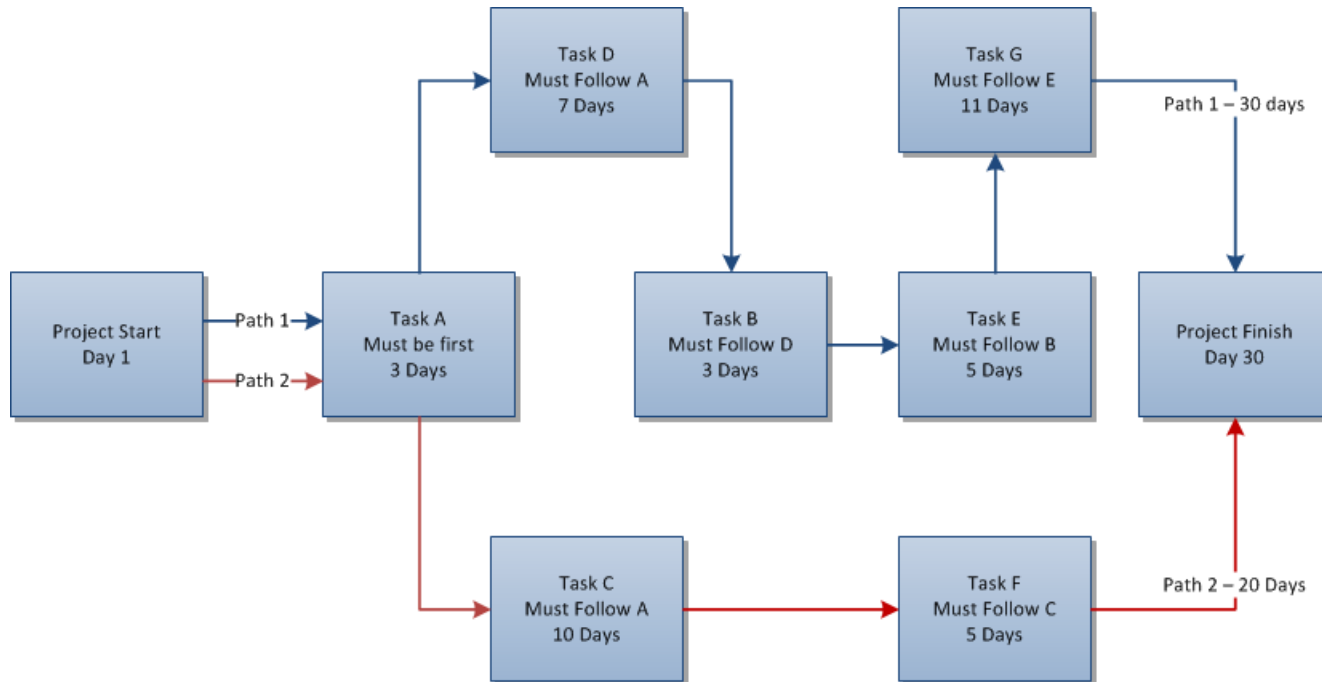
➤ Project Schedule

- ✓ Component of the PM Plan
- ✓ Regular reviews
- ✓ Establish the Schedule baseline
 - Track changes from baseline
 - Lessons learned
- ✓ Determine the appropriate level of detail
 - Milestone dates
 - Task Level
 - Detailed task level

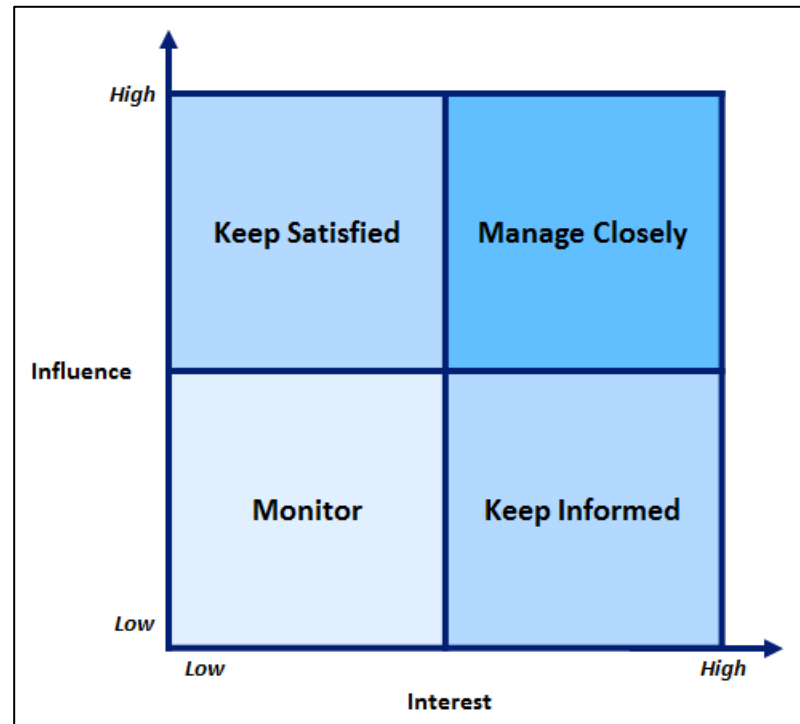


➤ Scheduling Method

- ✓ Used to estimate the minimum project duration
- ✓ Used to estimate the amount of scheduling flexibility
- ✓ Used to calculate available float
- ✓ Identifies critical activities that will impact the overall schedule



- Stakeholder Identification
- Being Inclusive
- Managing expectations
- Meeting goals and objectives
- Controlling the schedule and the scope



Stakeholder	Unaware	Resistant	Neutral	Supportive	Leading
SH 1					
SH 2					
SH 3					
SH 4					
SH 5					

- Define Risks
 - ✓ An uncertain event or condition that, if it occurs, has a positive or negative effect on one or more project objectives
- Risk Tracking and Analysis
 - ✓ Part of the normal management process
 - ✓ Done as part of Monitor and Control

Overall Issue Ranking Matrix

Priority	<i>High</i>	Medium (3)	High (6)	Very High (9)
	<i>Medium</i>	Low (2)	Medium (4)	High (6)
	<i>Low</i>	Very Low (1)	Low (2)	Medium (3)
		<i>Low</i>	<i>Medium</i>	<i>High</i>
		Severity		

- Strategies for Negative Risks
 - ✓ Avoid
 - ✓ Transfer
 - ✓ Mitigate
 - ✓ Accept
- Strategies for Positive Risks
 - ✓ Exploit
 - ✓ Enhance
 - ✓ Share
 - ✓ Accept

- Define Issues
 - ✓ A Risk that has occurred and now must be addressed.
- Issue tracking
 - ✓ Tracked and monitored similar to risks
 - ✓ Categorized based on impact to the project
 - ✓ Part of the regular reporting and project status updates.

- Qualitative Analysis
 - ✓ How does the issue impact the outcomes or quality of the project
- Quantitative Analysis
 - ✓ How does the issue impact the cost

Project Closeout

- Proactive planning for decommissioning
 - ✓ Structured and organized approach, begins up front during requirements
- Complete knowledge transfer
- Archive all project documentation
- Conduct project closeout lessons learned
- Celebrate your accomplishment

Questions and Answers