

Question # 1Key Learning Out Come

1. Articulate the series of steps/processes and strategies to achieve end results
2. Determine, procure, optimize all resources (human, material and financial) needed
3. Define and appraise task
4. Calculate time on task
5. Initiate the task
6. Perform the task
7. Manage the task and the performance of all involved
8. Complete the task
9. Evaluate the task (Pre and Post analysis)
10. Forecast and set procedures for subsequent years.

# Practicle Approach to Project Management

## Practicle Project Management

At the core of practicle project management is an ability for keeping things simple. Not getting bogged down in lengthy and unwieldy processes. It does not mean cutting corners. Good project management practice is still necessary; it is about keeping it lean and mean. This, and getting the basic right, will help you deliver a successful project.

### Beginning

Following these basic principles will give your project a good stand.

- ★ Keep it simple
- ★ Identify the stakeholders
- ★ Ask who benefits
- ★ Gain agreement to proceed
- ★ Deliver the plan
- ★ Follow the project idea through use.

## Requirements Gathering

Take a piece of paper and draw a house a house. Now ask five people to each draw a house and compare it with the one you have drawn. Hey, presto, five houses different from yours

## Communicating

Does everyone in your team understand the project well enough to give an elevator speech? If the answer is no, create a non-page executive summary of the project that contains all of the essential information.

## Kicking off

By now, you've got an agreed set of requirements and have communicated the project to everyone that needs to know. It's time to begin.

Arrange a project kick-off meeting  
 \* Invite attendees. Everyone needs to be there.

- ★ Send an executive summary to everyone before the meeting
- ★ Involve end-users of the project output
- ★ Stay in control of the meeting
- ★ Request feedback to identify any problem areas.

## Controlling

Now the project is underway you must deliver the plan; Communicate progress and manage resources. Here is where you earn your money.

- ★ Stick to the plan.
- ★ Provide regular updates and don't let the project slip
- ★ put people on the spot
- ★ Get work done no matter what happens
- ★ Test, test and test again
- ★ Keep the end-users involved

## Delivering

You've created something new; now people must use it.

- ★ Make sure it works
- ★ Create a fanfare

- \* Choose the right person to champion it
- \* Don't forget the training

## Problem Areas

Watch out for these commonplace project management gatches.

- \* Creating a 10-page plan you'll never carry out. Heed this advice from General George S.
- \* Filing project assets incorrectly and as a consequence wasting time looking for them.

~~Final thought~~

## Final thought

Keep your project processes simple. Hellish project processes can be a dicaster to killing projects. As English businessman, Sir John Harvey-Jones recognised, "There are times when you have to kill your favorite children." He was talking about business but the same applies to the project.

Question # 2AnswerComponents of Project BudgetProject Budget

The project budget is a tool used by project managers to estimate the total cost of a project. A project budget template includes a detailed estimate of all costs that are likely to be incurred before the project is completed.

Large commercial projects can have project budgets that are several pages long. Such projects often have a large number of costs associated with them, such as labor costs, material procurement costs, and operating costs.

1. Activity Cost estimates

Activity estimates refer to the quantitative process of assessing the possible costs to complete different activities involved in a particular project management strategy with the resource estimates.

and Constraints in mind. It also involves Controlling the Costs so that a particular project can be Completed within the approved budget.

Activity Cost estimating is executed using an activity list. This means that all pertinent activities related to a particular task or project are listed so that the Cost for each activity can be determined.

In project management, activity Cost estimation uses different techniques but what matters in the entire process is that documents of the necessary activity are Collected to Create the estimate and arrive at a basic value.

## 2. Work package estimator:-

Work package is a group of related tasks within a project. Because they look like projects themselves, they are often thought of as subprojects within a larger project. Work packages are the smallest unit of work that a project can be broken down to when creating your work breakdown structure (WBS).

The objective of the work package is to ensure that the project meets its objectives within budget and schedule timescales.

### 3 Control Account Estimator

Control Account is a management Control point at which budgets (resource plans) and actual costs are accumulated and compared to earn value for management Control purposes.

A Control account is a natural management point for planning and Control since it represents the work assigned to one responsible organizational element on one project work breakdown structure element.

### 4. Projects Estimator

The process of project Cost estimation is Central to setting up the foundation for making ~~money~~ key decisions, taking initiatives, budgeting activities and controlling expenditure. Cost forecasts and projections are used to establish a set of metrics against which project success will be measured and to Communicate work progress to the stakeholders at any given point in time.



## 5. Contingency Reserve

The Contingency reserve is used to manage identified risks, while the management reserve is used for unidentified risks. The Contingency reserve is an estimated figure, while the management reserve is a percentage of the cost or duration of the project.

## 6. Cost Baseline

The Cost Baseline handles the amount of money the project is predicted to cost and on the other side when that money will be spent. It is an approved budget usually in a time distribution format used to estimate, monitor, and control the overall cost performance of the project.

$$\text{Cost Baseline} = \text{Cost Estimate} + \text{Contingency Reserve.}$$

## 7. Management Reserves

The management Reserve is defined as the Cost or time reserve that is used to manage the unidentified risks or "unknown-unknown".

The management is a part of the project budget but not the Cost Baseline

It is not an estimated reserve;

It is a figure that is fashioned according to the organization's policies.



## Question # 3

### Project Quality

Project quality can be defined as a product or services that has the ability to perform satisfactorily and suitable for its ~~int~~ intended purpose.

### Project Quality Management

Quality management is the process for ensuring that all project activities necessary to design, plan and implement a project are effective and efficient with respect to the purpose of the objective and its performance.

A product may be of good quality (no defects) and be of low grade (few or no extra features).

Quality management is a continuous process that starts and ends with the project.

P.T.O

## The Purpose of Quality Management

The main principle of project quality management is to ensure the project will meet or exceed stakeholder's needs and expectations.

The project team must develop a good relationship with key stakeholders, specially the donor and the beneficiaries of the project, to understand what quality means to them. One of the causes for poor project evaluations is the project focuses only in meeting the written requirement for the main outputs and ignore other stakeholders need and expectations for the project.

Quality must be viewed on an equal level with scope, schedule and budget.

## Project Quality Management Process

It consist of four main process

### 1. Quality Definition

The first step on the quality management is

to define quality, the project manager and the team must identify what quality standards will be used in the project, it will look at what the donor, beneficiaries, the organization and other key stakeholders to come up with good definition of quality.

Sources of quality definition

One source for definition of quality comes from the donor; the project must establish conversation with the donor to be familiar with and come to a common understanding of what the donor defines as quality.

2. Quality Assurance

Assurance is the activity of providing evidence to create confidence among all stakeholders that the quality-related activities are being performed effectively; and that all planned actions are being done to provide adequate confidence that a product or service will satisfy the stated requirements for quality.

Quality assurance is the process to provide confirmation based on evidence to ensure to the donor,

beneficiaries, organization management and other stakeholder that product meet ~~are~~ needs, expectations and other requirements.

One of the purposes of quality management is to find errors and defects as early in the project as possible.

### 3. Quality Control

Quality Control is the use of techniques and activities that compare actual quality performance with goals and define appropriate action in response to a shortfall. IQC is the process that monitors specific project results to determine if they comply with relevant standards and identifies different approaches to eliminate the causes for the unsatisfactory performance.

The goal of quality control is to improve quality and involves monitoring the project outputs to determine if they meet the quality standards.

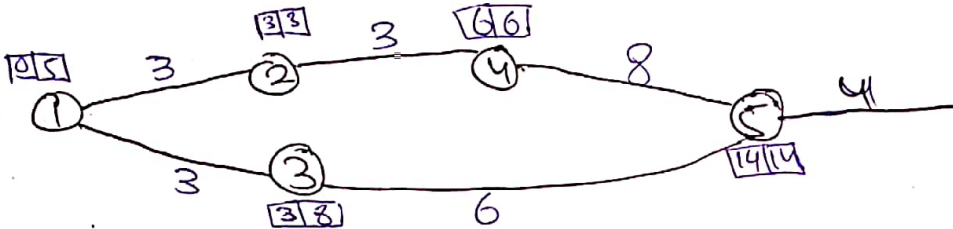
## 4. Quality Improvement

QI is the systematic approach to the process of work that leads to remove waste, loss, rework, frustration, etc. in order to make the process of work more effective, efficient, and appropriate.

Quality improvement refers to the application of methods and tools to close the gap between current and expected level of quality by understanding and addressing system deficiencies and strengths to improve, or in some cases, re-design project processes.

# Question # 4

## Critical path Diagram



Path 1 = 1 - 2 - 4 - 5 = 3 + 3 + 8 + 4 = 18

Path 2 = 1 - 3 - 5 = 3 + 6 + 4 = 13

Critical path duration = 18

Activity	Time	EST	EFT	LST	LFT	zema	TF	F	T+E	I-F
1-2	3	0	3	3	3	C	0	0	0	0
1-3	3	0	3	5	8		5			
2-4	3	3	6	3	6	C	0	0	0	0
4-5	8	6	14	6	14	C	0	0	0	0
3-5	6	3	9	8	14		11			
5-6	4									

Time up