Project Management – The Basics

What is a "Project"? A temporary endeavor undertaken to create a unique product, service, or result"

What is Project Management: The application of knowledge, skills, tools, and techniques to project activities to meet project requirements. Project Management consists of five interacting process groups defined as:

INITIATING – Authorize the project, develop Project Charter, assign Project Manager
PLANNING – Document scope, business requirements, tasks, schedules, costs, risks, staffing needs
EXECUTING – Coordinate people and resources to carry out the plans
MONITORING & CONTROLLING – Monitor progress and revise the plan(s) as necessary
CLOSING – Formally accept the project deliverables and close the project

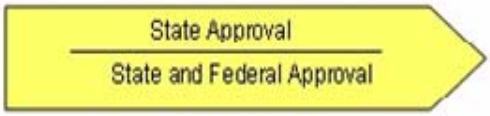
Monitoring and Control processes are applied throughout Initiating, Planning, Executing, and Closing phases of a Project.

Planning (PLAN), Executing (DO), Monitoring & Controlling (CHECK & ACT) is an ongoing cycle from the initiation to the closing of a project.

Benefits of Project Management: The management and mitigation of risk by applying proven, well-documented repeatable processes to deliver quality product, service and/or results within the established scope, on time and within budget. Other benefits include: clear objectives and completion criteria, improved communication and customer satisfaction, staff time is spent on priority efforts, accurate reporting to executive staff, and reduces team stress across multiple projects.

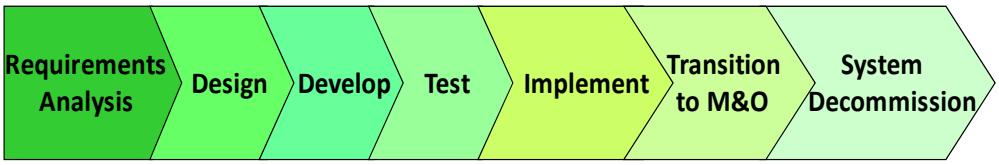
Project Management Life Cycle

Project Funding Approval Life Cycle



Acquisition Life Cycle

System Development Life Cycle



PROJECT MANAGEMENT PROCESS MAP

Office of Systems Integration "SERVING CALIFORNIA"

Development Life Cycle	Initiation	Concept Development	Planning	Reqmts. Analysis	Design	Development	Test	Imple-mentation	M & O	System Decom-mission

Knowledge Area Processes	Project Management Process Groups				
	INITIATING	PLANNING	EXECUTING	MONITORING & CONTROLLING	CLOSING
Integration	Project Charter	Project Management Plan, Formal Project Approval	Execute Project Plan, Complete Work Packages or Tasks	Monitor & Control Work, Change Control Reassess Plans, Corrective Action	Formal Project Closure, Lessons Learned, Archive Records, Release Staff
Scope Management		Scope Planning, Definition, & Work Breakdown Structure (WBS)		Scope Verification Scope Control	
Time Management		Activity Definition, Sequencing, Resource Estimation, Duration Estimation, & Schedule Development		Schedule Control	
Cost Management		Develop Budget, Cost Estimating & Budgeting		Cost Control	
Quality Management		Quality Management Plan	Quality Assurance	Quality Control	
Human Resource Management	Assign Project Manager	Human Resource Planning	Acquire and Develop the Project Team	Manage Project Team	
Communications Management		Plan Communications Management	Manage Communications	Control Communications	
Risk Management		Risk Planning, Identification, Analysis, & Response Planning		Risk Monitoring & Control	
Procurement Management		Procurement Plan, Plan Purchases, Acquisitions, & Contracting	Request Bids Select Vendors	Contract Administration	Product Acceptance, Contract Closure Performance Audits Contractor Evaluation (STD 4)
Stakeholder Management	Identify Stakeholders	Plan Stakeholder Management	Manage Stakeholder Engagement	Control Stakeholder Engagement	