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# How to Successfully Manage your First Project

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# Contact Info



@CHRCAP

Telegram Class Chat Group



# Certified Associate in Project Management



## AM I ELEGIBLE?

- ✓ Have at least **23** contact hours of project management of education completed before the exam
- ➔ Have a secondary degree, such as a high school diploma

This course fulfill the 23 contact hours requirement. An equivalent PMI Course (PMI Project Management Basic online course) has a cost of \$400

# Difference between CAPM® and PMP® certifications

	CAPM®	PMP®
Who's it for?	Entry-level project managers	Those with at least three years of project management experience
Requirements	Secondary degree, plus 23 hours of project management education	35 hours of project management training, and 36 months of experience leading projects with a four-year degree, or 60 months with a secondary degree
Average US salary (from Payscale, October 2022)	\$68,000	\$111,000
Cost	\$300	\$555
Exam	3 hours, 150 questions	3 hours 50 minutes, 180 questions

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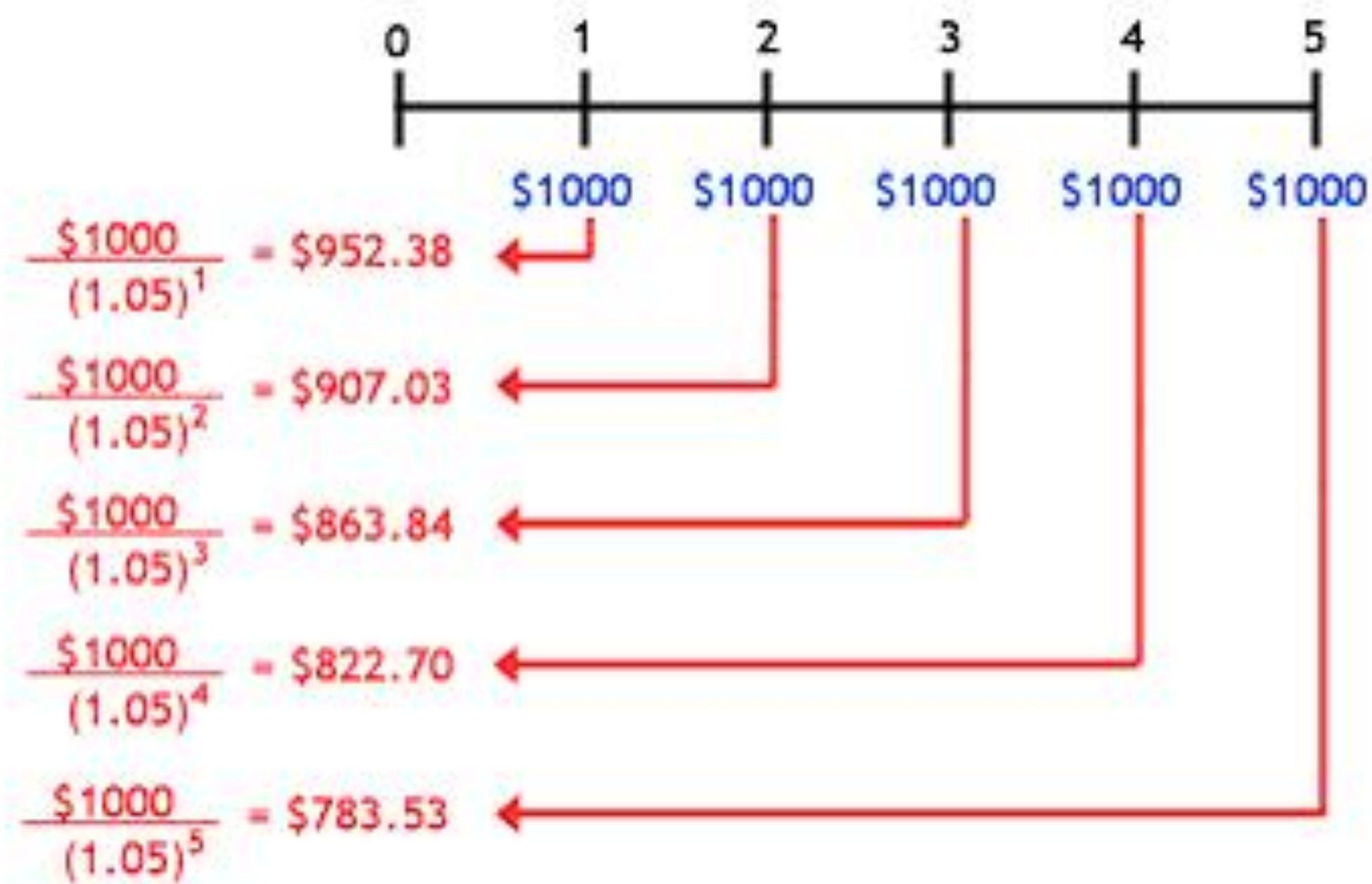
# Sessions 1-6 Content

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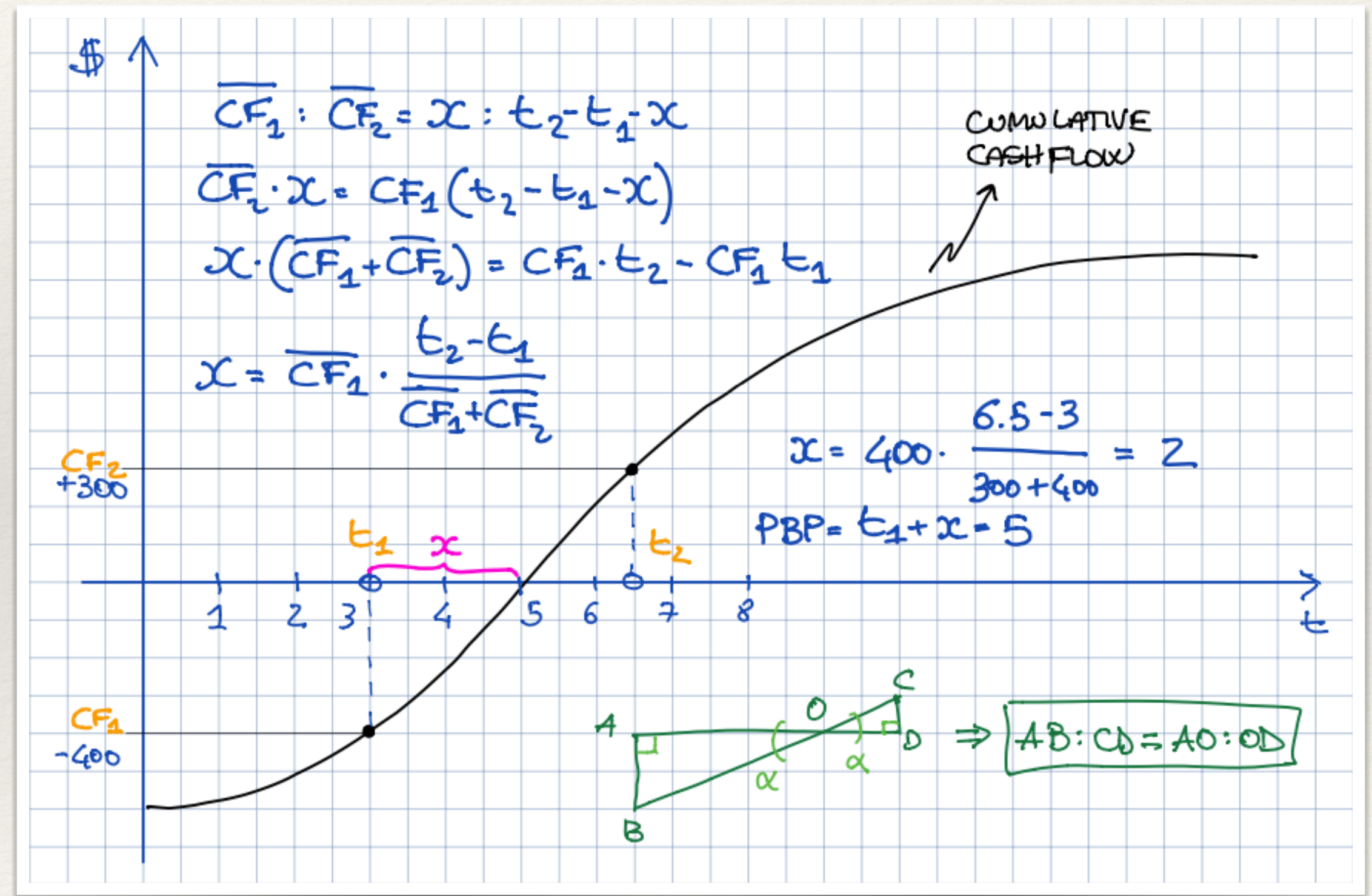
1. Introduction to Project Management. Structure and Culture Organization.
2. Project definition. Project selection.
3. Project estimation. Project Plan.
4. Scheduling resources. Project Cost.
5. Project Optimization.
6. Project Leadership. Managing Project Teams.

# Investment Appraisal

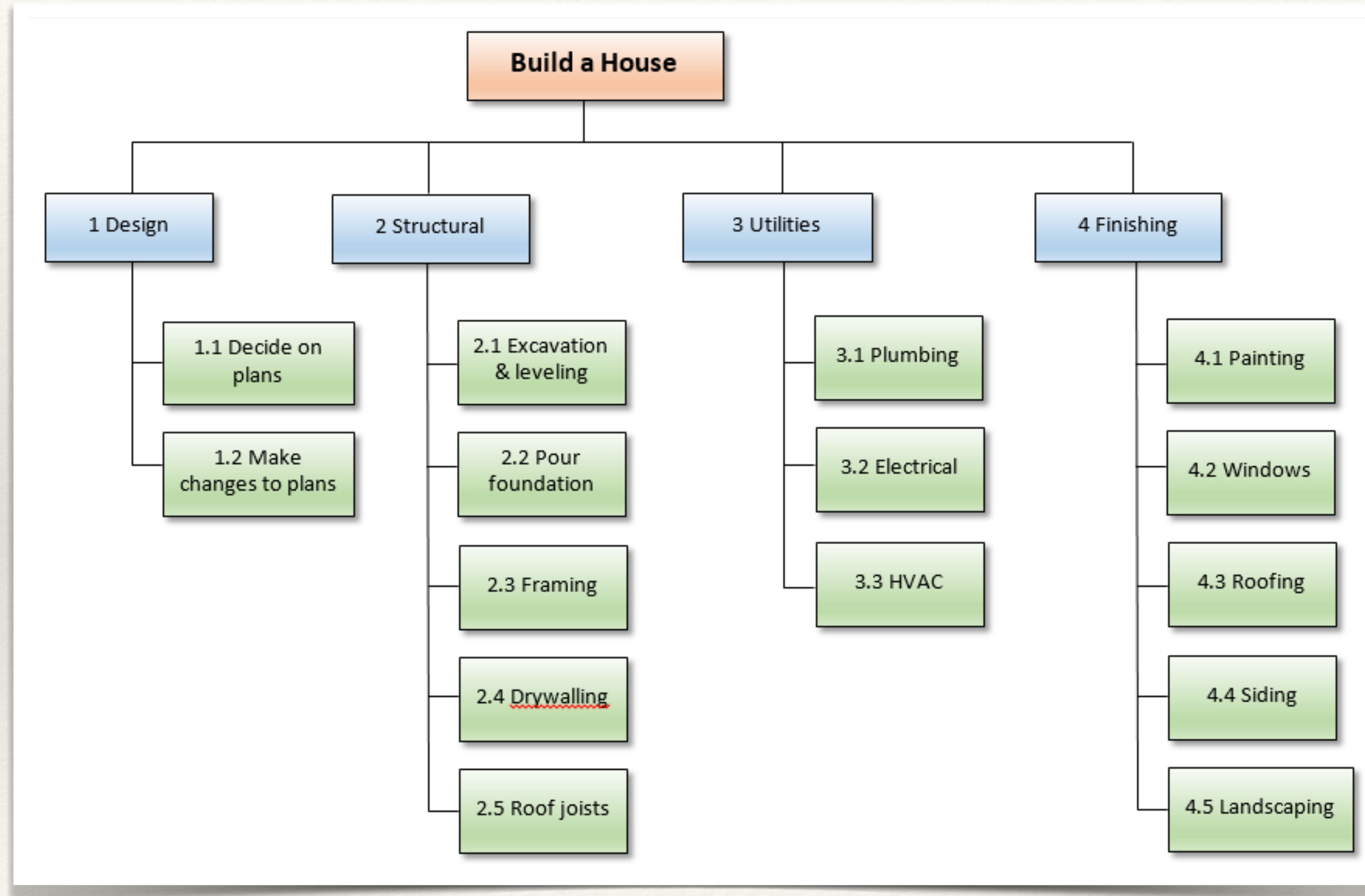
## Net Present Value



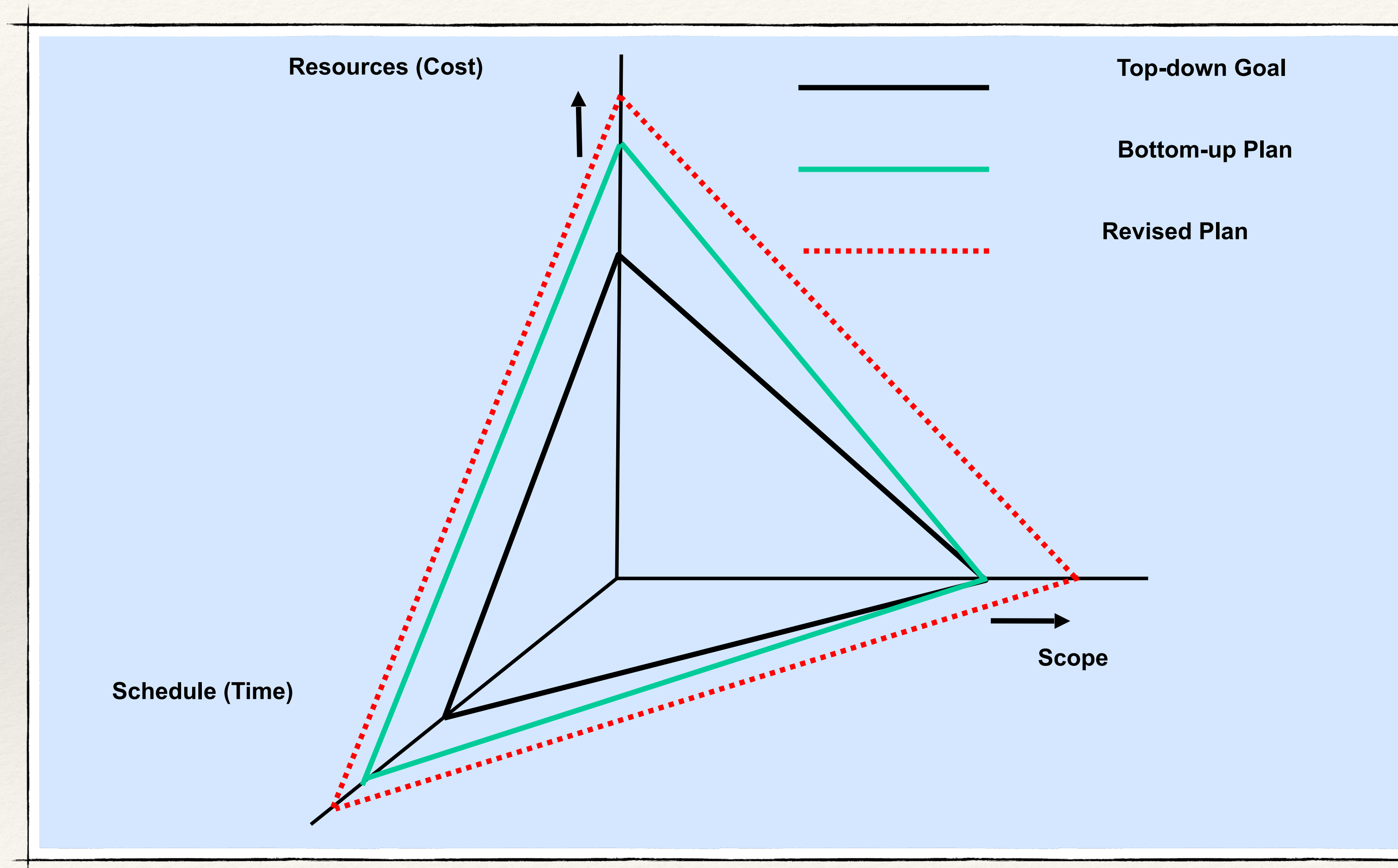
## Discounted Payback Period



# Work Breakdown Structure

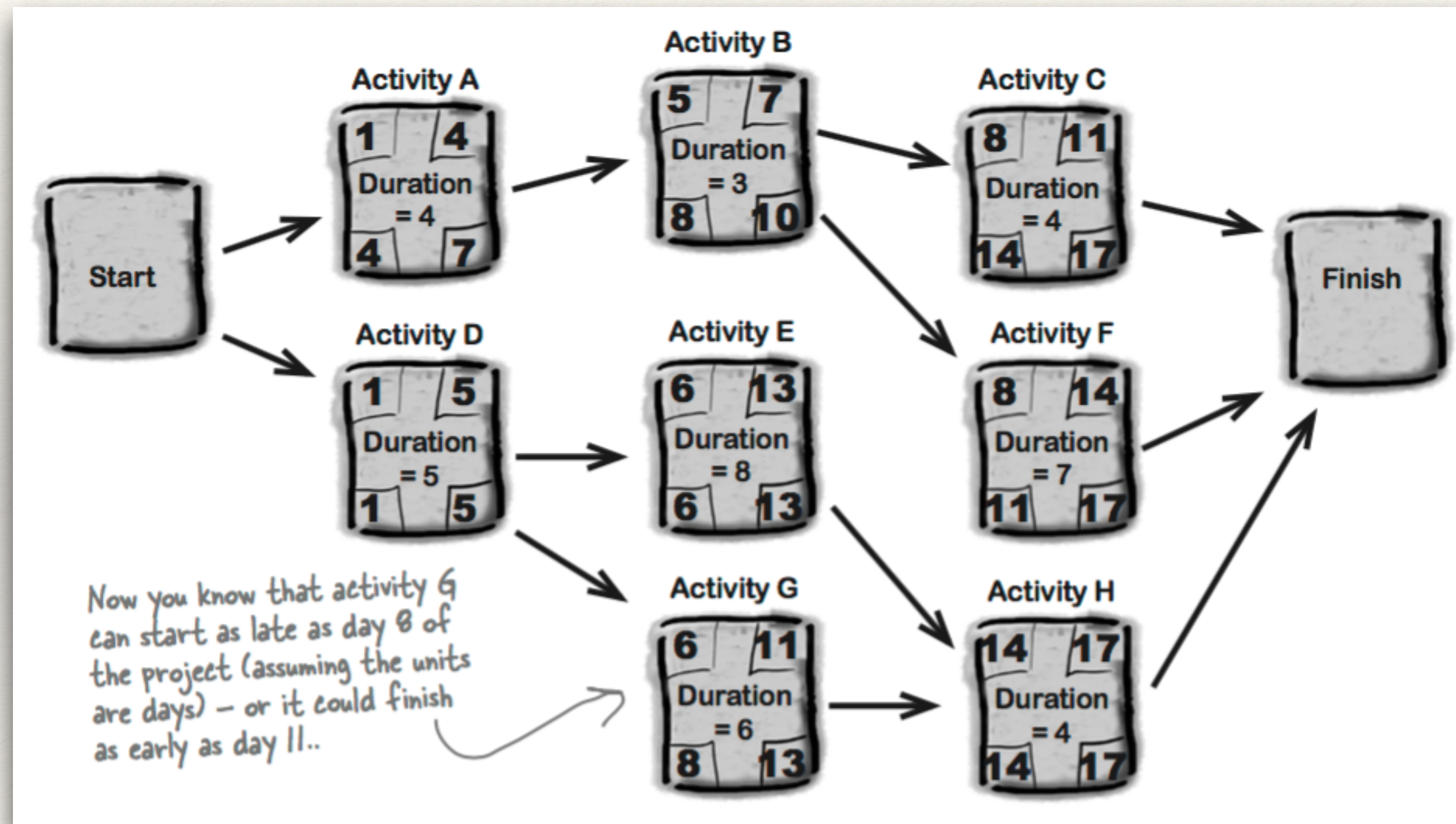


# Exploring Opportunities





# Project Network



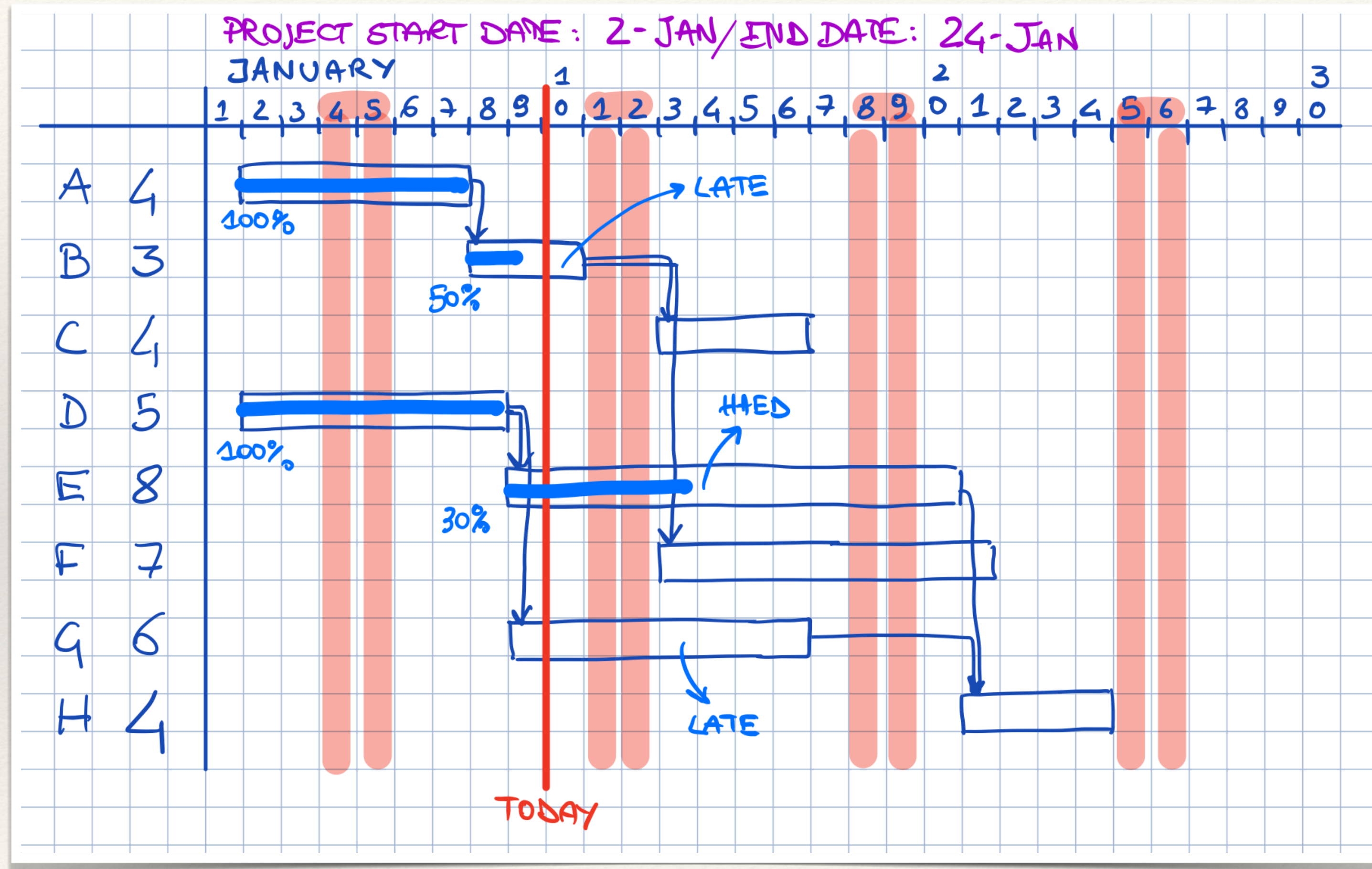
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# Sessions 7-12 Content

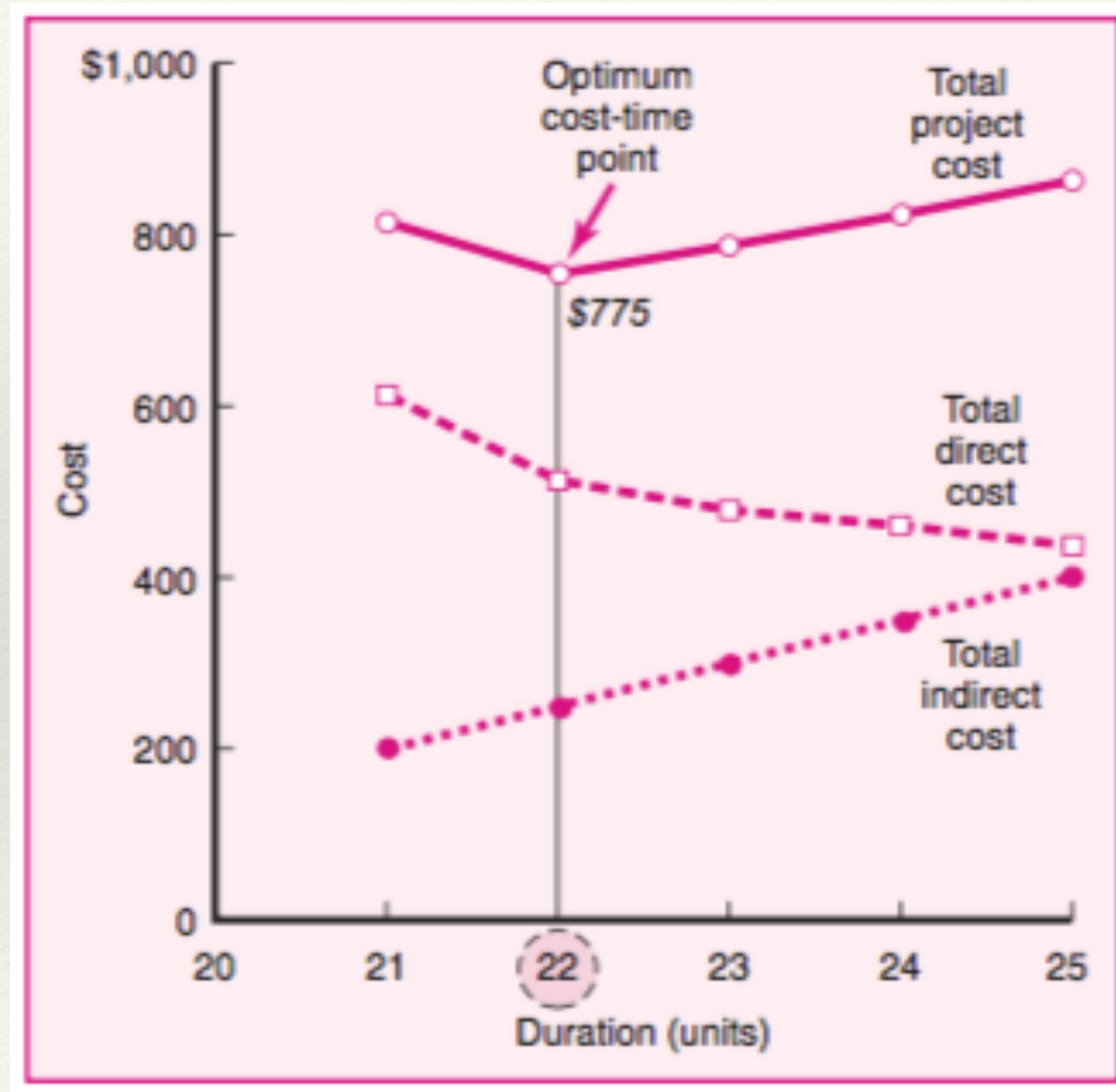
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7. Project Risk Analysis and Management.
8. Project Control and Evaluation.
9. Earned Value Management.
10. Project Closure.
11. Introduction to Agile Project Management.
12. Introduction to Scrum®.

# Gantt Chart

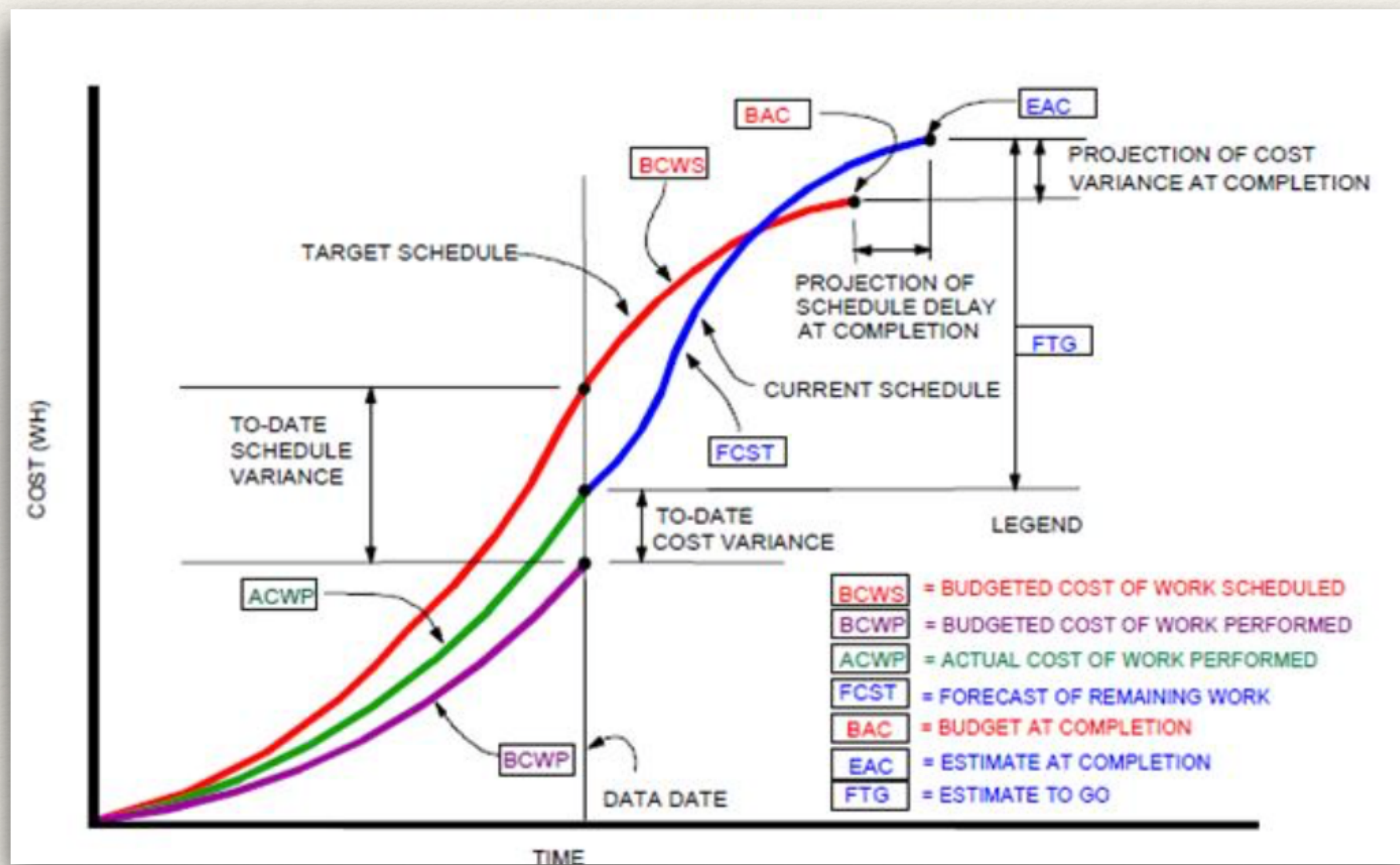


# Cost Optimization

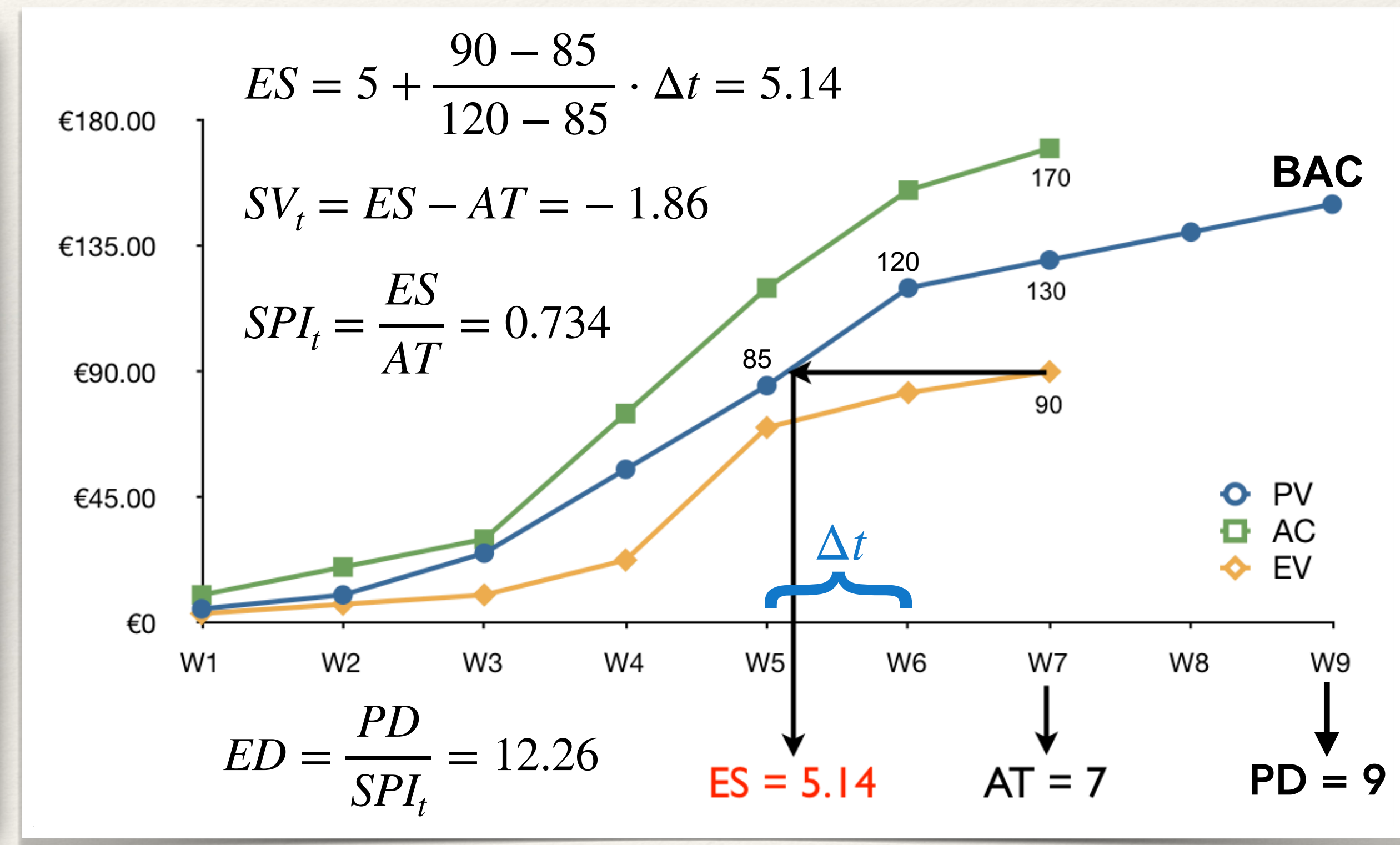


# Project Monitor and Control

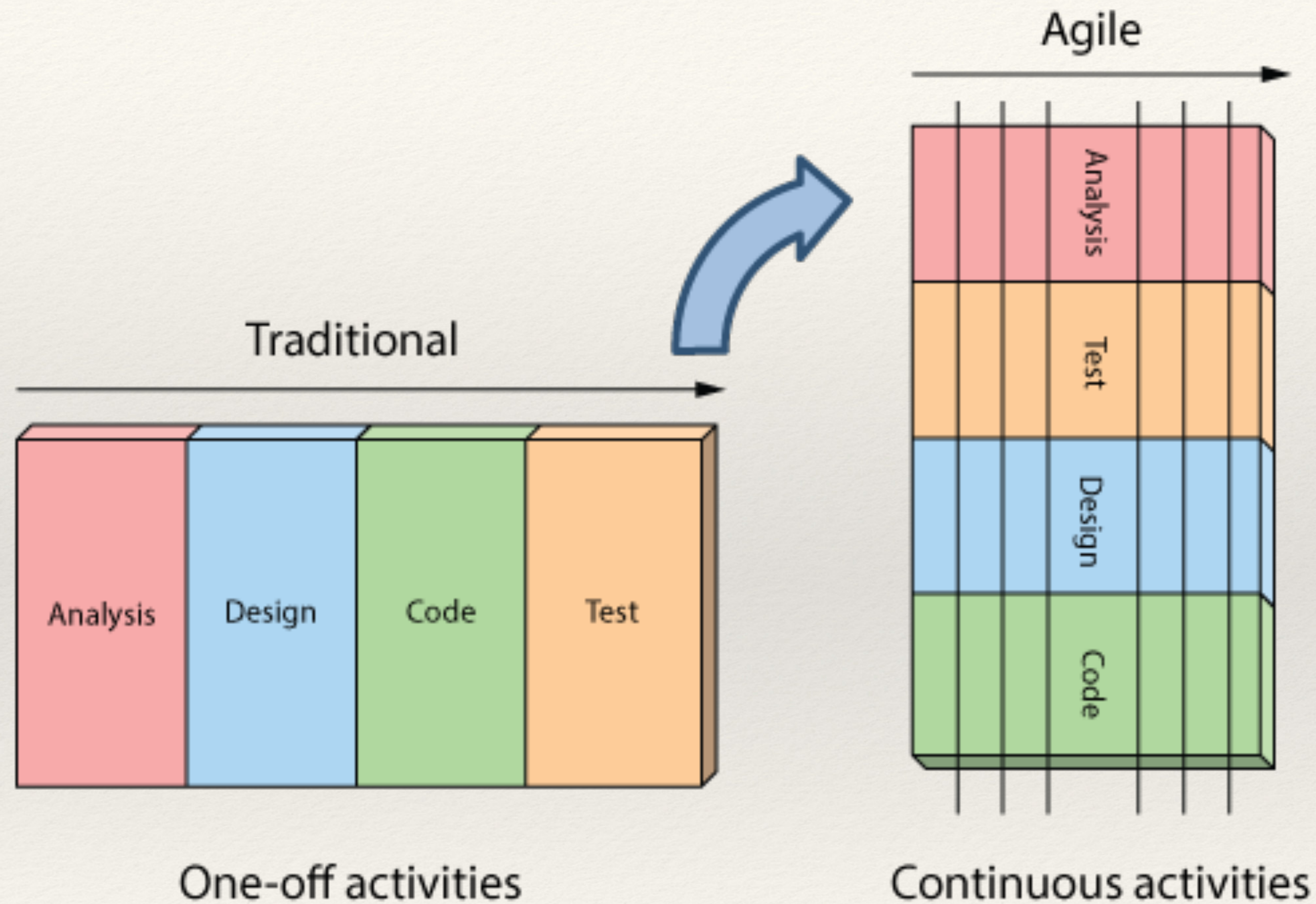
## Earned Value — Cost



## Earned Schedule — Time



# Agile versus Waterfall



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# What is a Project?

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- ❖ A project is a temporary endeavour undertaken to create a unique product, service, or result. (PMBok 6<sup>th</sup> edition)
- ❖ Projects are complex, one-time processes.
- ❖ Projects are limited by budget, schedule, and resources.
- ❖ Projects are developed to resolve a clear goal or set of goals.
- ❖ Projects are customer-focused.

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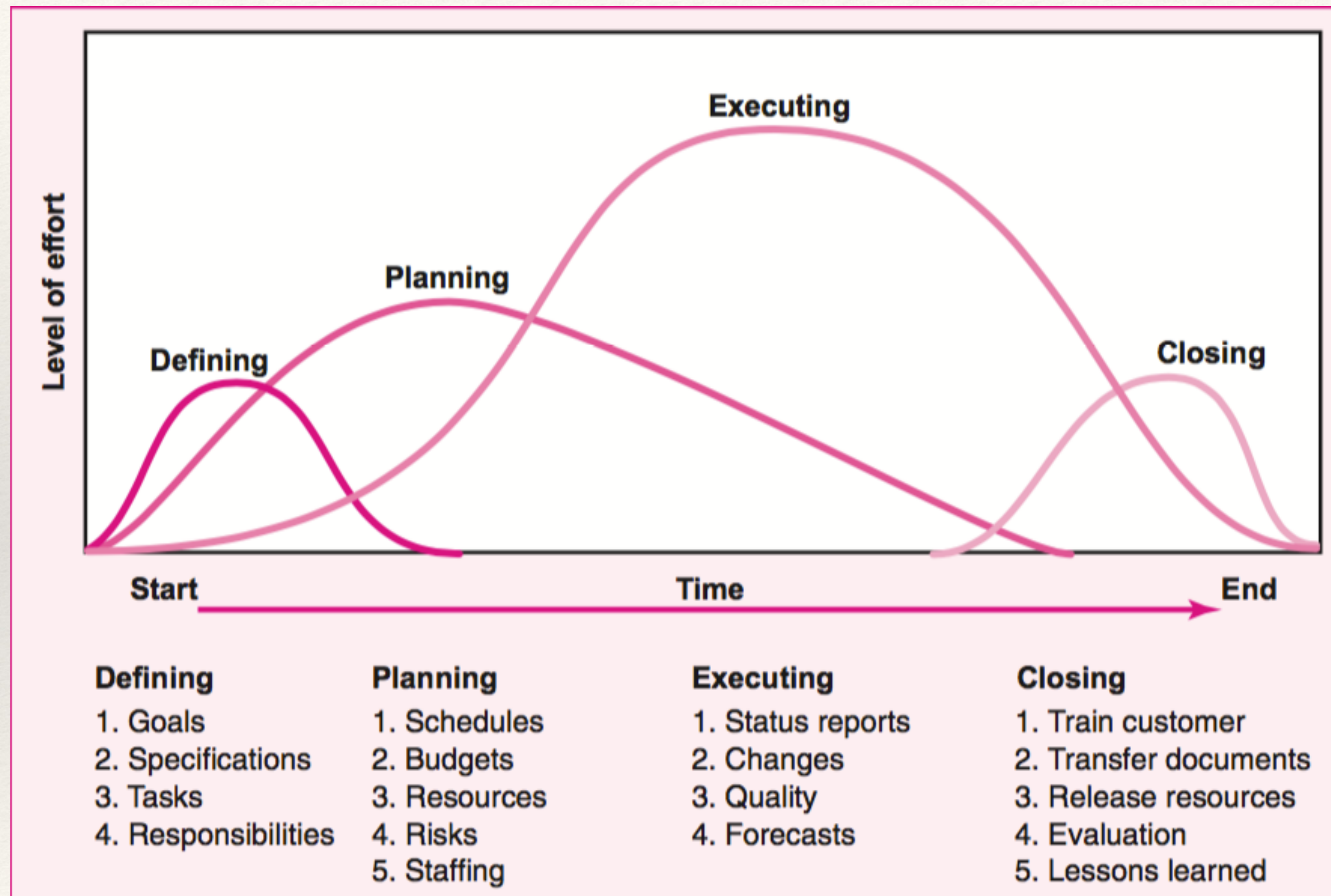
# Importance of Project Management

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- ❖ Shortened product life cycles
- ❖ Narrow product launch windows
- ❖ Increasingly complex and technical products
- ❖ Emergence of global markets
- ❖ An economic period marked by low inflation



# The Project Life Cycle



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# Projects Success Rate

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- ❖ Software & hardware projects fail at a **70% rate**.
- ❖ Over half of all IT projects become runaways.
- ❖ Only 30% of technology-based projects and programs are a success.
- ❖ Ten major US government contracts have over \$16 billion in cost overruns and are a combined 38 years behind schedule.
- ❖ Only 2.5% of global businesses achieve 100% project success and over 50% of global business projects fail.
- ❖ Example? More than \$8 billion of \$53 billion the Pentagon spent on Iraqi reconstruction projects was lost due to fraud, waste, and abuse.
- ❖ According to a PMI research in 2018, about 2 trillions of dollars (30 times UZ GDP) globally are wasted per year due to poor project management practices.

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# Organisational Structure

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## Consists of three key elements

### 1. Designates formal reporting relationships

- ❖ number of levels in the hierarchy
- ❖ span of control

### 2. Identifies groupings of:

- ❖ individuals into departments

- ❖ departments into the total organisation

### 3. Design of systems to ensure:

- ❖ effective communication
- ❖ coordination
- ❖ integration across departments

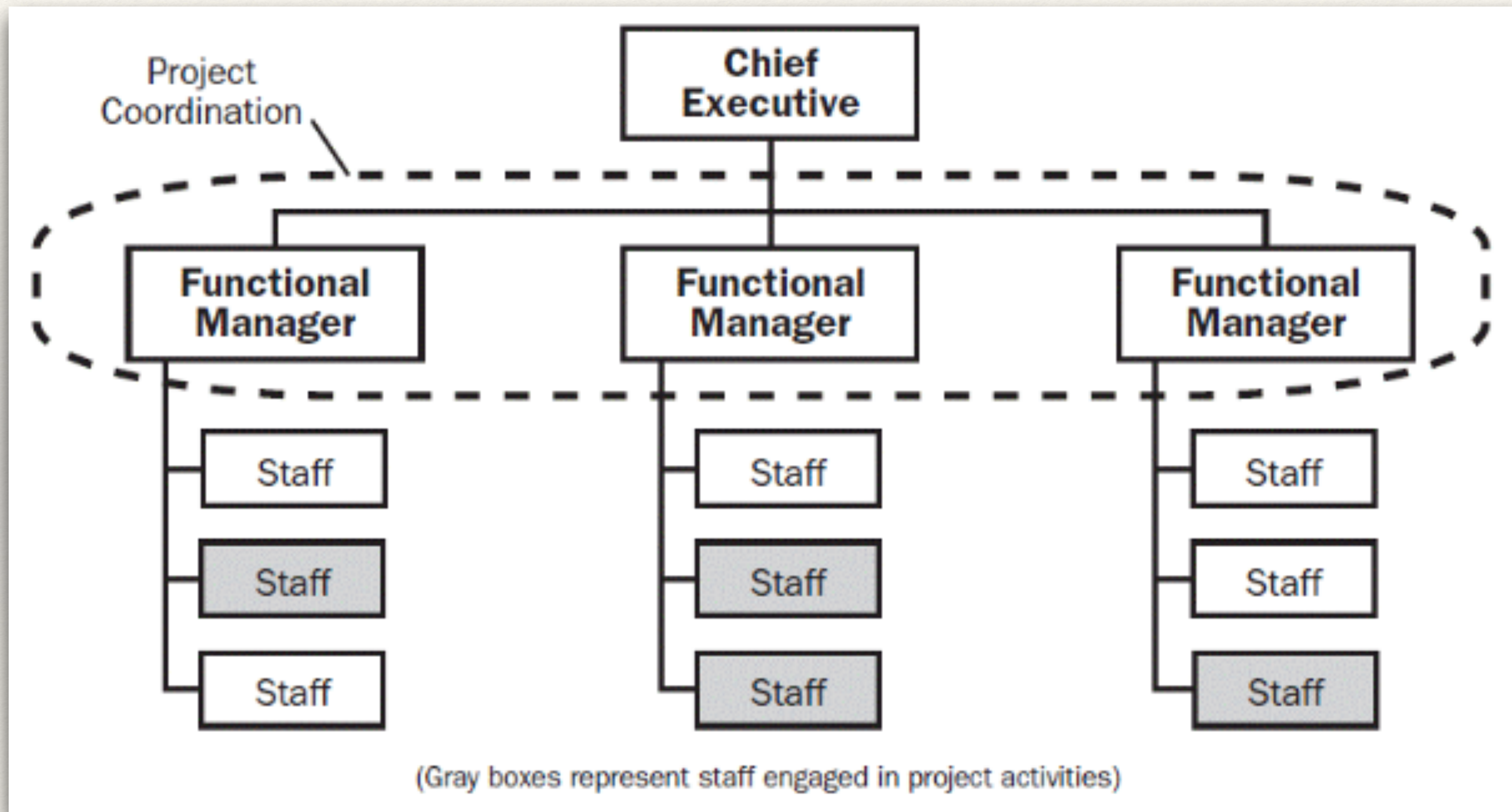
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# Project Management Organizational Structures

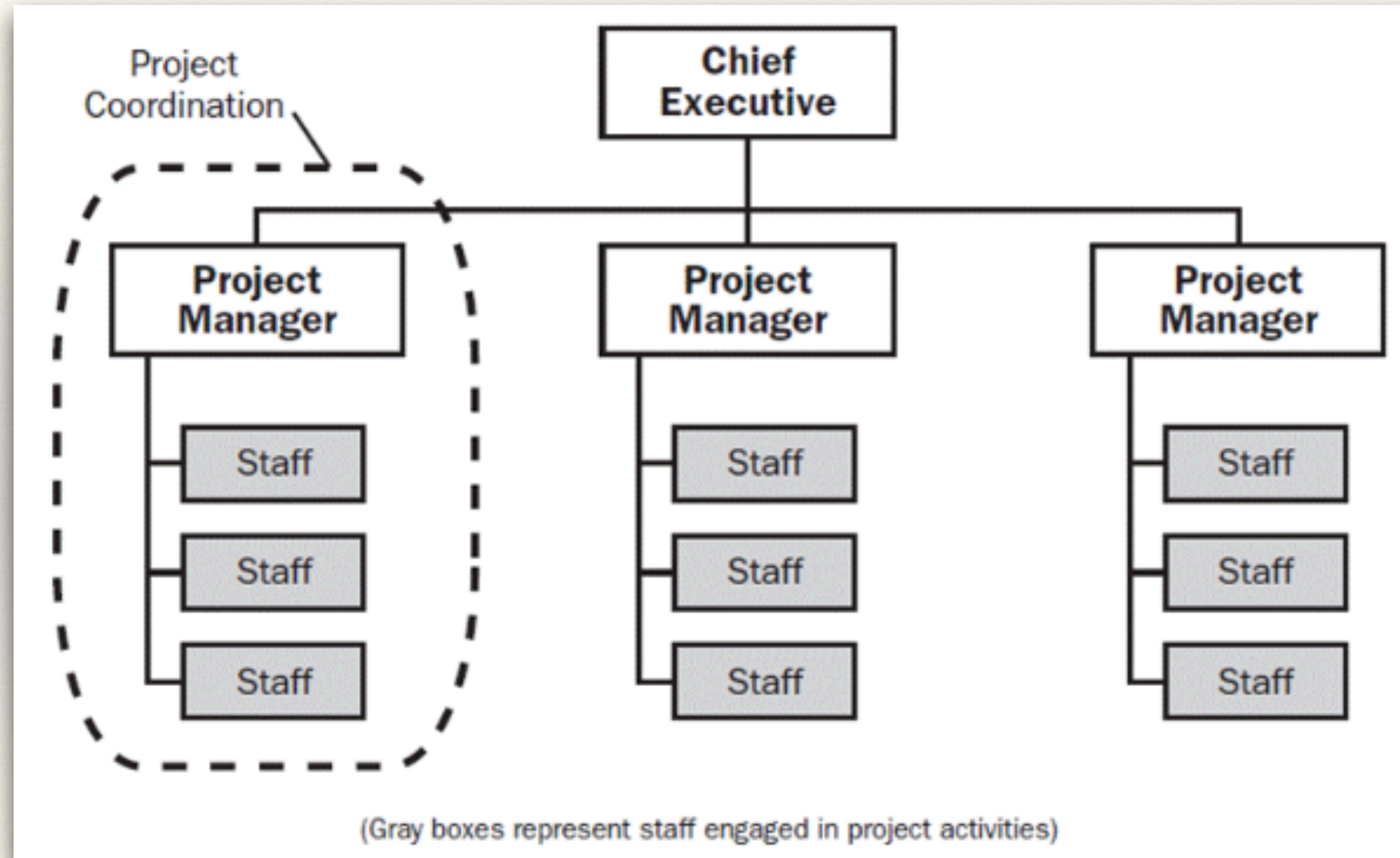
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- ❖ How do organisational structures affect projects and project management?
- ❖ The structure of an organisation can have a major impact on project management
- ❖ Understanding your working environment better will help you to rise organisational issues and smooth the way to successful project management
- ❖ There are 3 main different types of organisational structures:
  - ❖ Functional
  - ❖ Projectised (Project Dedicated)
  - ❖ Matrix

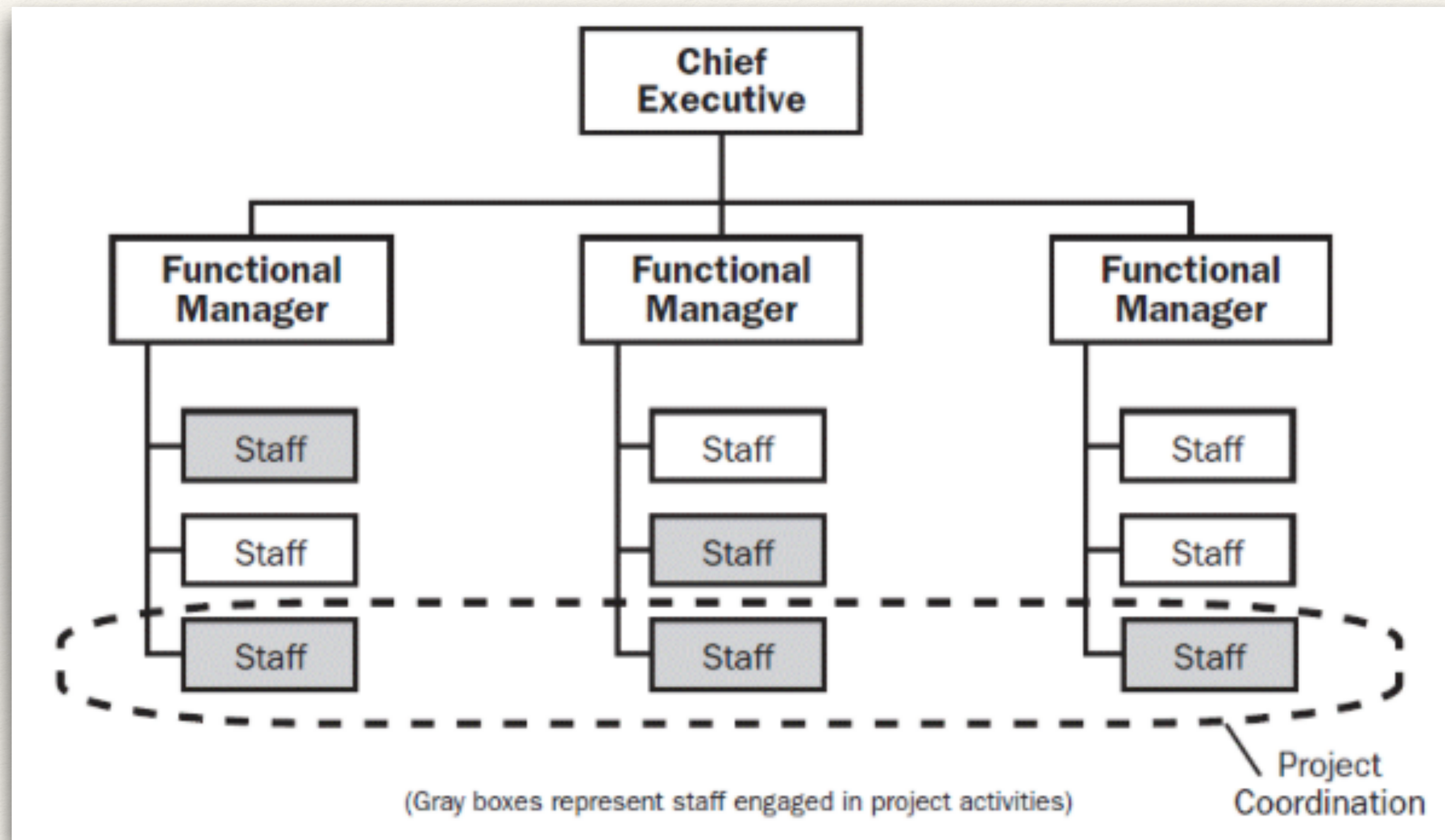
# Functional Organisation Structure



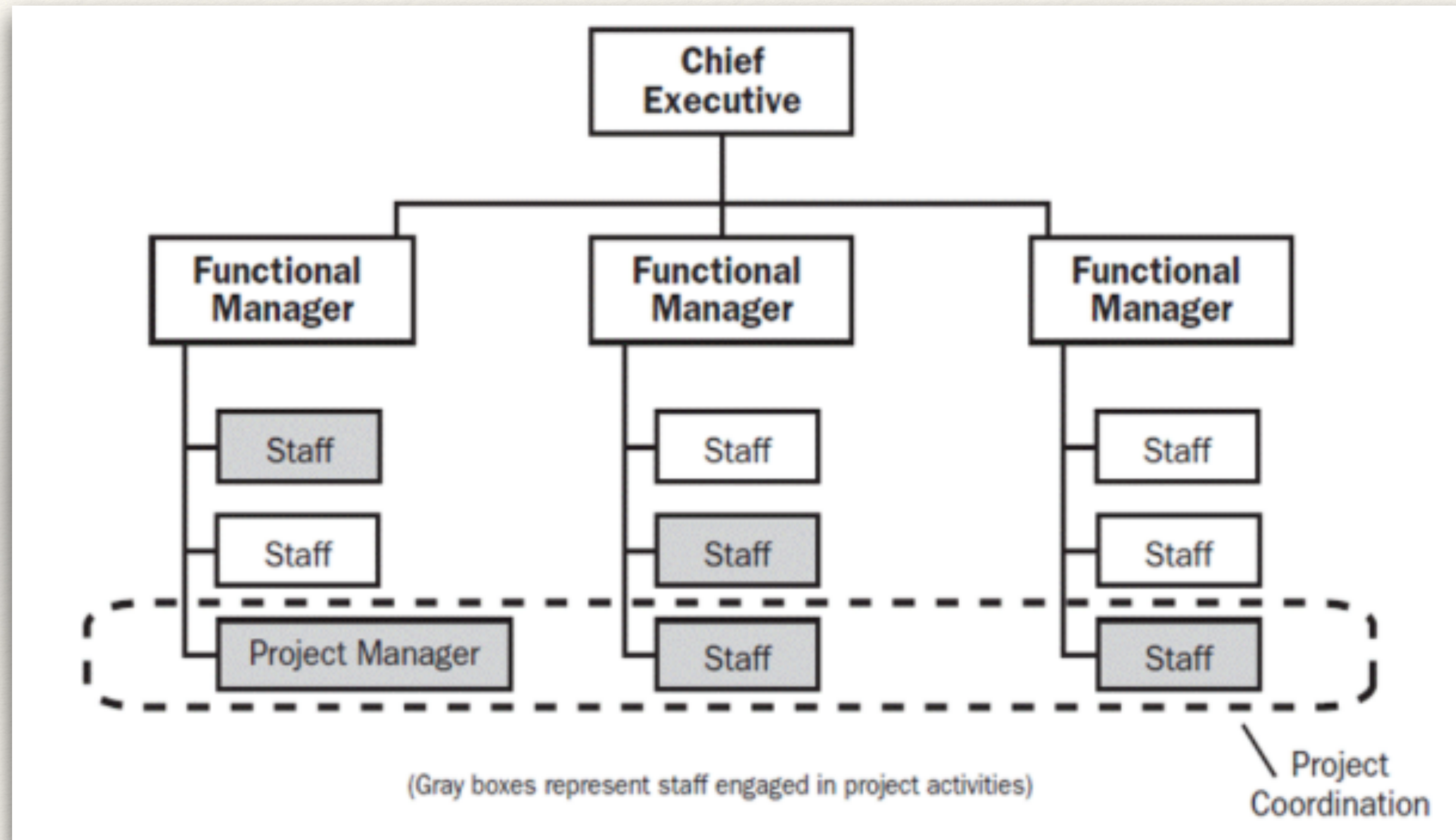
# Project Dedicated Team Structure



# Weak Matrix Organisation Structure

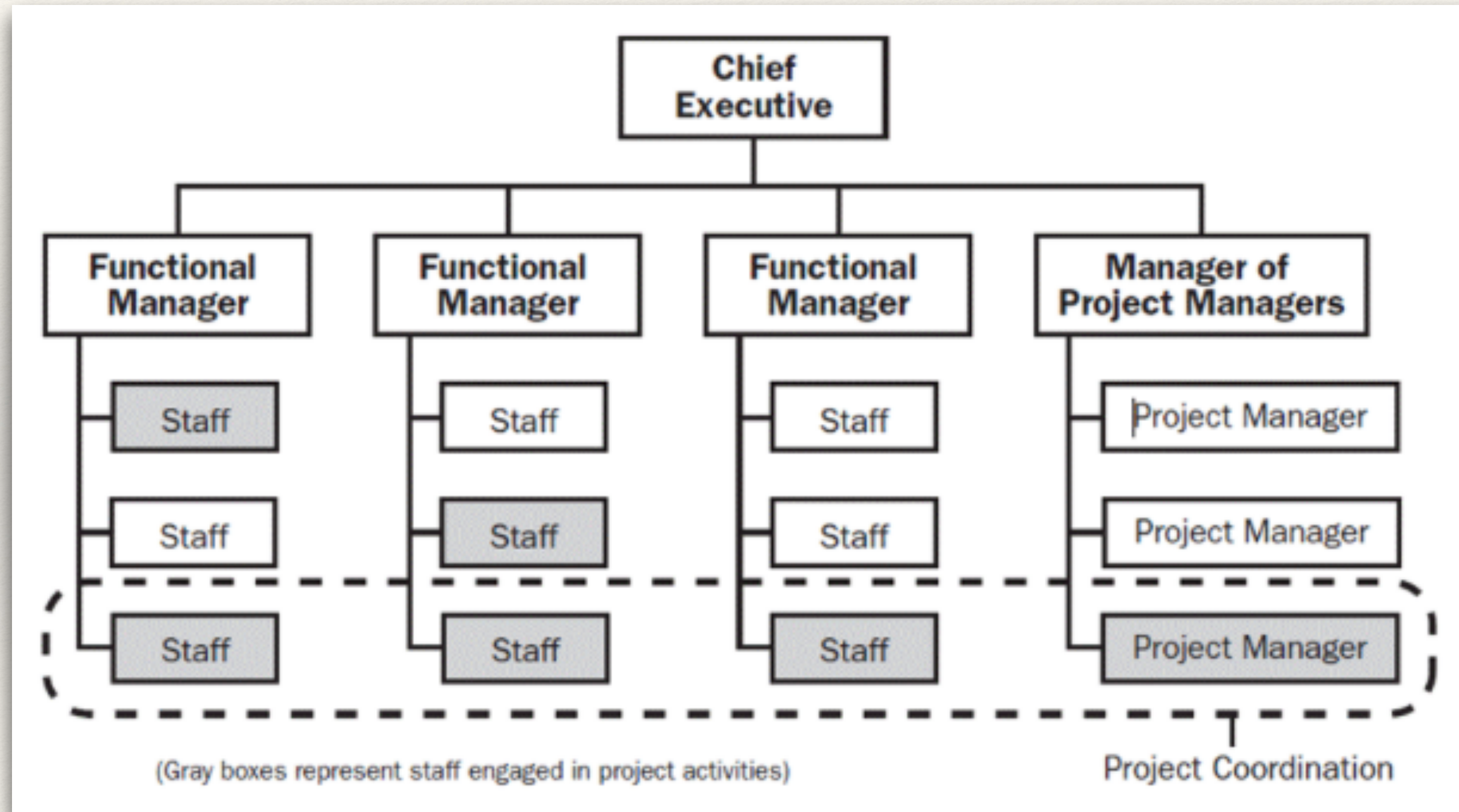


# Balanced Matrix Organisation Structure





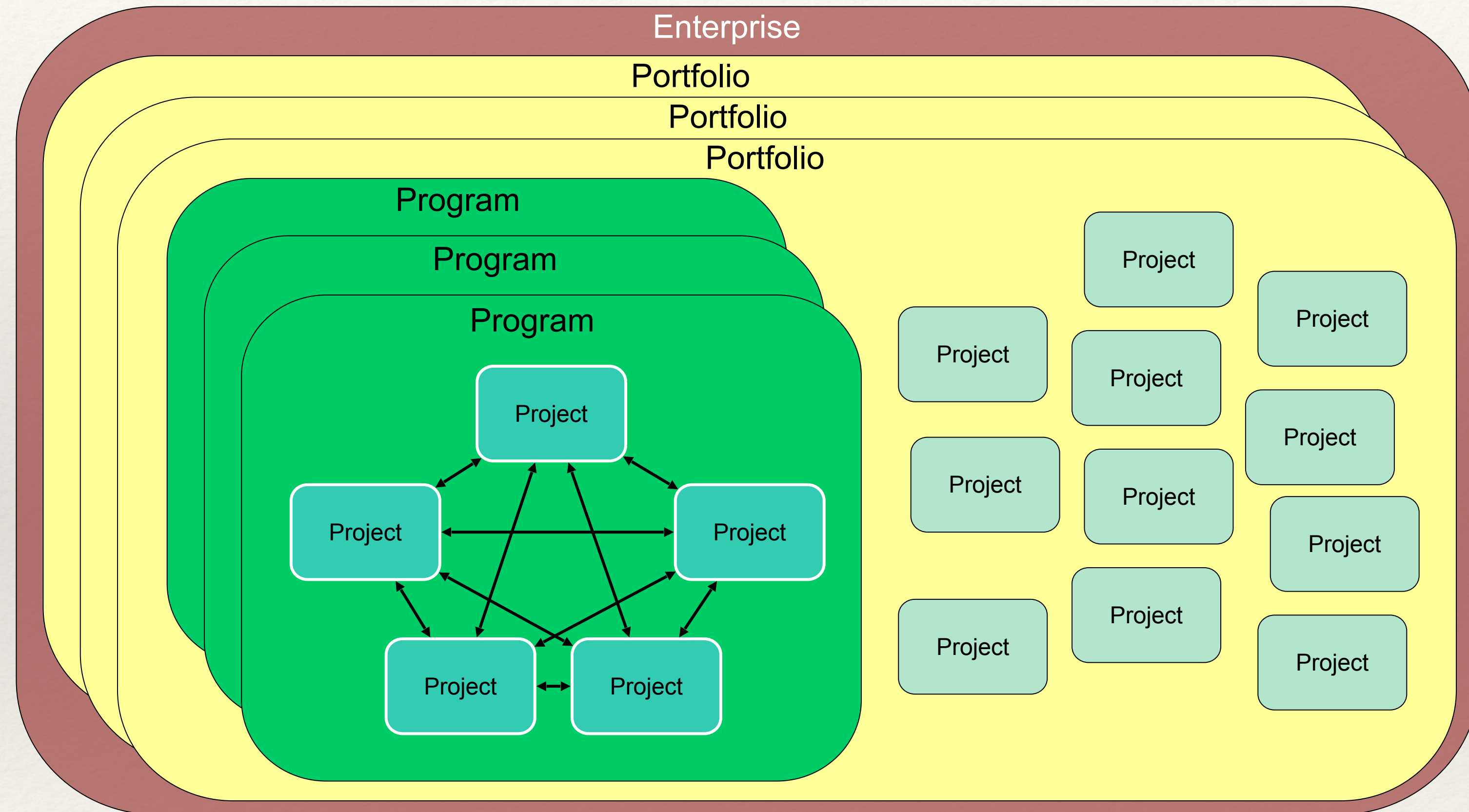
# Strong Matrix Organisation Structure



# Organization Structure Comparison

<b>Organization Structure</b> <b>Project Characteristics</b>	<i>Functional</i>	<i>Matrix</i>			<i>Projectized</i>
		<b>Weak Matrix</b>	<b>Balanced Matrix</b>	<b>Strong Matrix</b>	
Project Manager's Authority	Little or None	Limited	Low to Moderate	Moderate to High	High to Almost Total
Resource Availability	Little or None	Limited	Low to Moderate	Moderate to High	High to Almost Total
Who controls the project budget	Functional Manager	Functional Manager	Mixed	Project Manager	Project Manager
Project Manager's Role	Part-time	Part-time	Full-time	Full-time	Full-time
Project Management Administrative Staff	Part-time	Part-time	Part-time	Full-time	Full-time

# Project, Programs, Portfolios and the Enterprise



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# Project/Program Management Offices (PMO)

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- ❖ Centralised units that oversee or improve the management of projects
- ❖ Resource centres for:
  - ❖ Technical details
  - ❖ Expertise
  - ❖ Repository
  - ❖ Center for excellence

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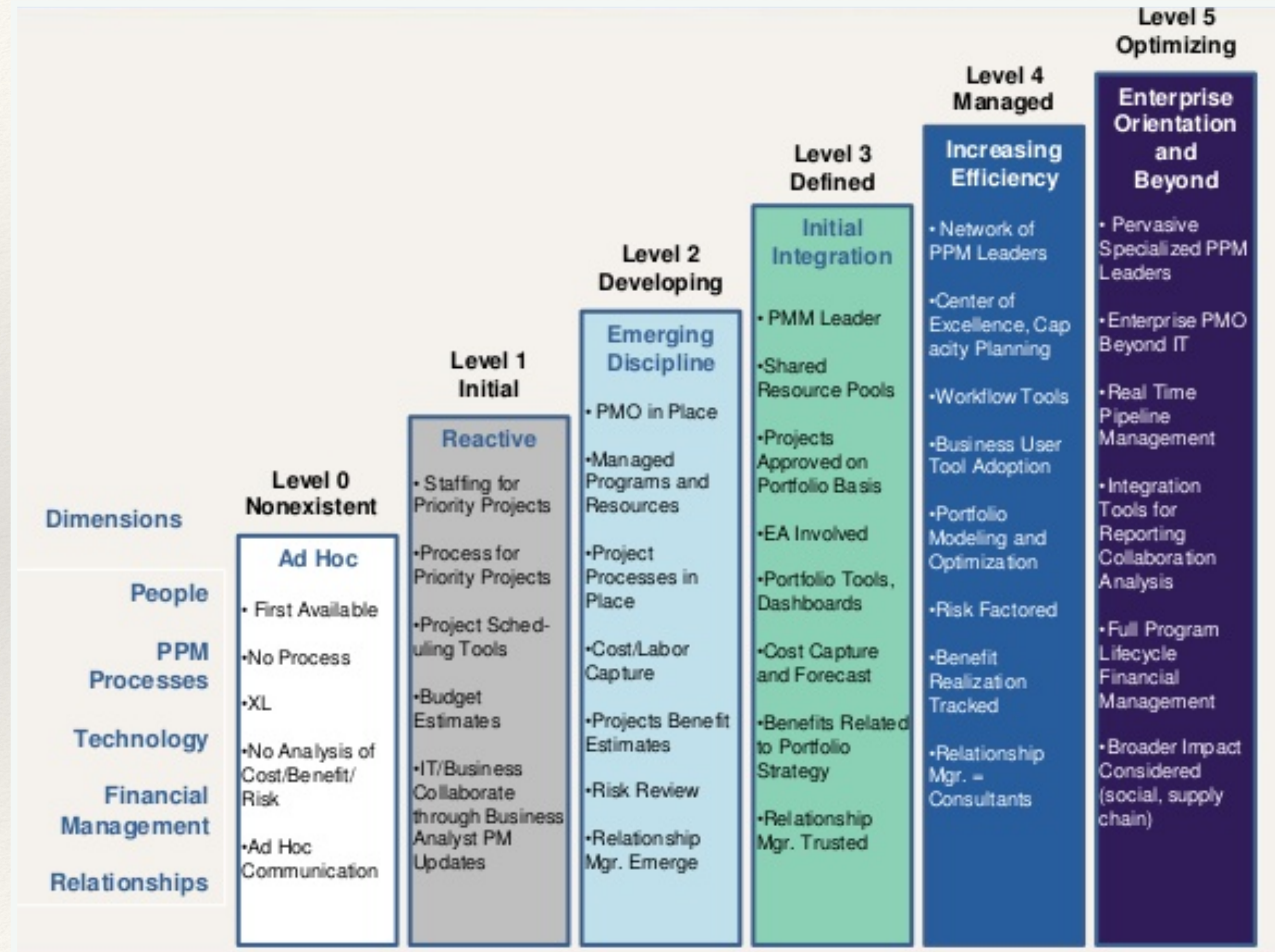
# Project Management Maturity Models

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- ❖ Project management maturity (PMM) models (PMMM or P3M) are used to allow organisations to benchmark the best practices of successful project management firms.
- ❖ Benchmarking is the practice of systematically managing the process improvements of project delivery by a single organisation of a period of time.

# Project Management Maturity Levels

- ❖ **Level 0:** Not Existent Project Approach
- ❖ **Level 1:** Initial Phase
- ❖ **Level 2:** Structure, Process, and Standards
- ❖ **Level 3:** Institutionalized Project Management
- ❖ **Level 4:** Managed
- ❖ **Level 5:** Optimizing



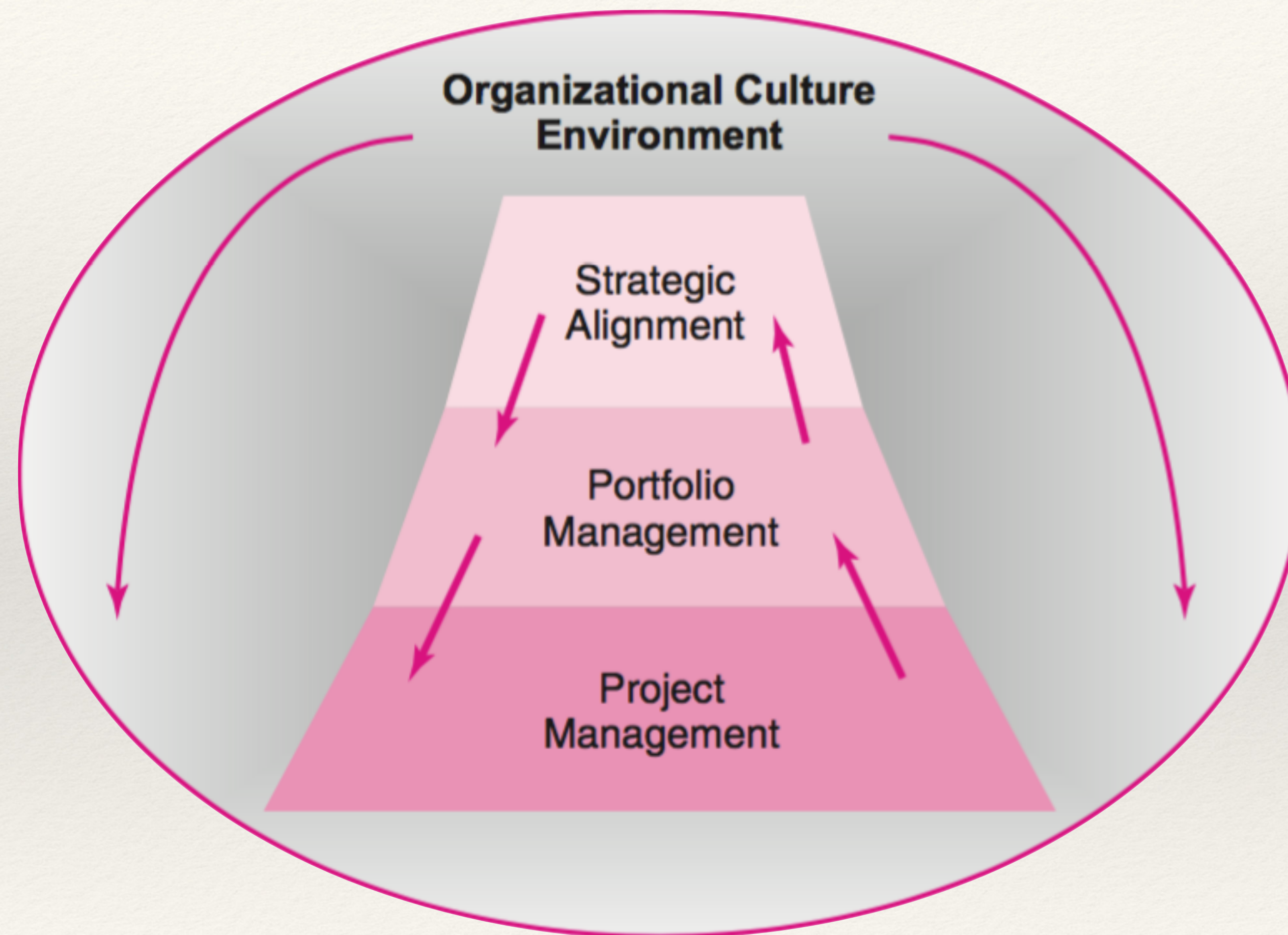
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# Why Project Managers has to understand organisation's mission & strategy?

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- ❖ to be able to demonstrate to senior management how their projects contributes to their firm's mission
- ❖ to be able to explain to team members and other stakeholders why certain project objectives and priorities are critical

# Integration of Projects with Organisational Strategy





**QUESTIONS?**

**ANSWERS!**

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# Review Questions

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- ❖ Why is the implementation of projects important to strategic planning and the project manager?
- ❖ What are the relative advantages and disadvantages of the functional, matrix, and dedicated team approaches to managing projects?
- ❖ What distinguishes a weak matrix from a strong matrix?
- ❖ Why is it important to assess the culture of an organization before deciding what project management structure should be used to complete a project?