



Project Management

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What is a „project“?

A project is...

- unique
- time-limited
- Uncertain
- budgeted

- needs resources
- follows specific aims
- includes a risk factor
- beneficial style



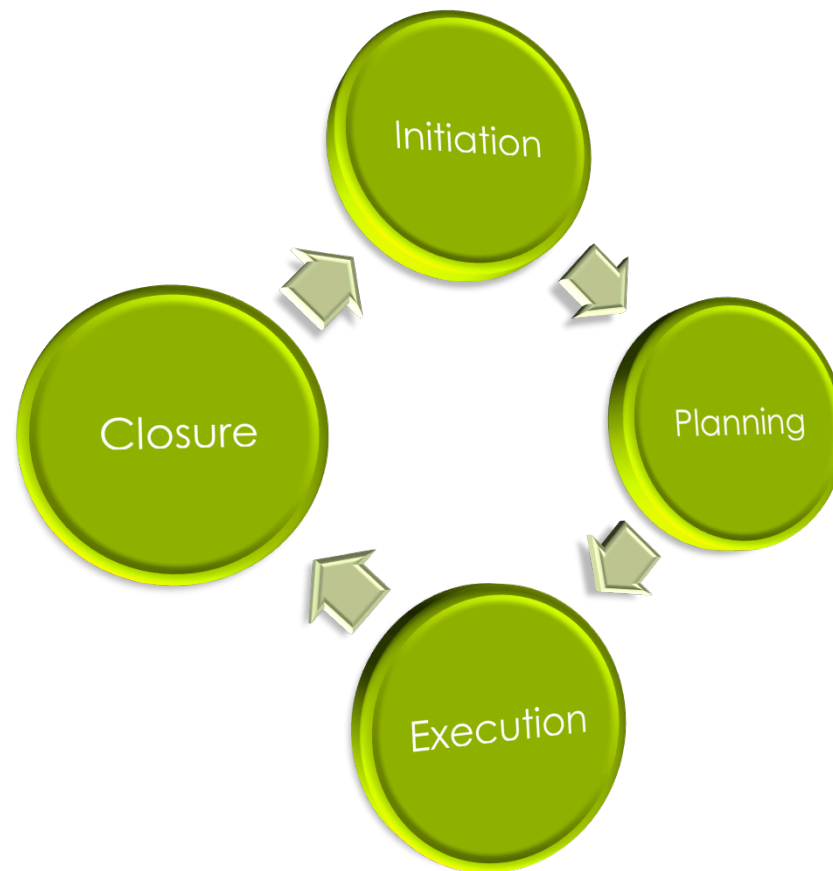
What is „project management“?



Characteristics

- Tool to reach the aim of a project
- Definition of aims
- Planing
- Control
- Coordination
- Regulation
- Needed: skills, tools and management

Project Life-Cycle



Initiation

- kick off or start up
- identify a problem or opportunity
- brainstorming of ideas
- collection of solutions
- checking the likelihood of possible solutions
- project manager
- formation of a project team

Planning

- Outline tasks, activities, milestones and time frames
- Checklist of resources available and needed
- financial plan
- definition of quality standards

Execution



- tasks and activities are being executed
- identify changes and risks
- measurement of products and outputs

Closure

- finishing the last task of the project
- delivering the last products
- final report
- communicate closure of the project
- check overall success of the project
- list the lessons learned



Tools

- SMART
- ABC method
- Brainwriting
- Brainstorming
- SWOT-Analysis
- Financial plan
- Gant diagramm
- Evaluation: Interviews, reports etc.

SMART

- **S**pecific
- **M**easurable
- **A**ccepted
- **R**ealistic
- **T**imely

ABC method

A	B	C

Gant chart

