



Military Outreach Veterans Transition PM 101: Project Management Fundamentals

Rick Sabedra, PMP®, ITIL v3, CSSGB, CCMP

March 25, 2017

Agenda

- What is a Project
- Roles of a Project Manager
- Work Breakdown Structure
- Risk Management
- Scheduling
- Managing and Controlling

What is a project

- **What is a project**
 - A finite endeavor that –
 - Has a definite beginning and a definite end
 - Is unique
 - Consumes resources which are limited and finite
 - Goal oriented
- **What is a program**
 - A group of interrelated projects managed together

Roles of a Project Manager

- Assemble Project Team
- Kick-Off Meeting with Stakeholders
- Project Plans and Processes to Control the Project
- Team Roles and Responsibilities
- Track technical performance of project schedule and cost
- Track financial performance of project
- Assess and manage project risks
- Deal with issues and/or problems affecting the project
- Communications with team/stakeholders
- Change Control
- Building and maintaining morale of the project team
- Follow defined processes that enable you to plan, organize and manage

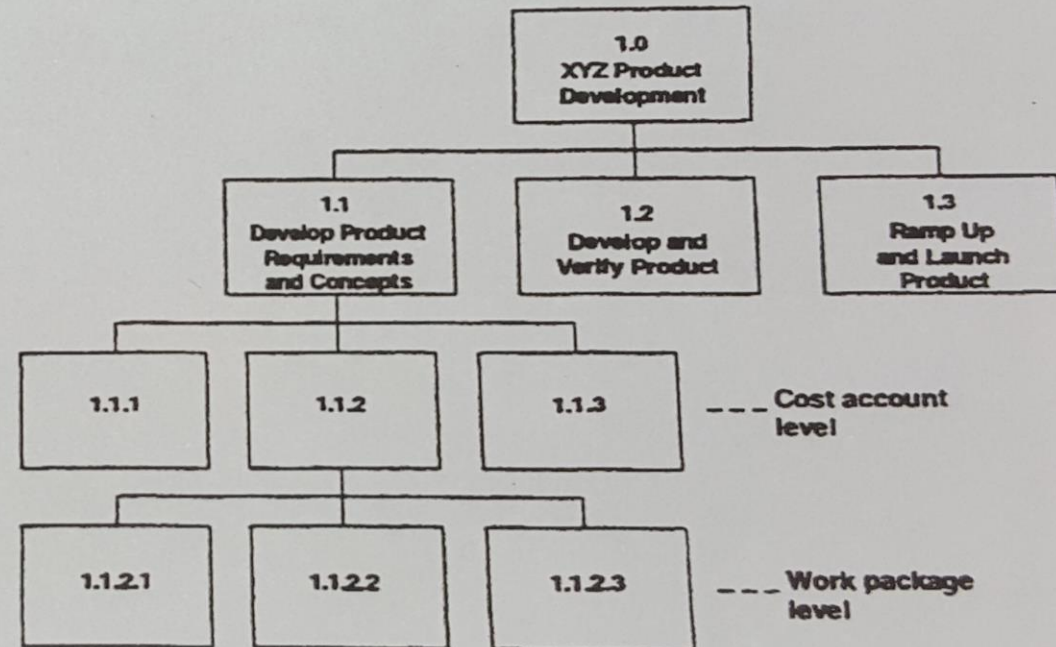
Work Breakdown Structure (WBS)

- A family tree division of hardware, software, services, data and work tasks that completely define the project
- A WBS is not time oriented
- Is a breakdown of all work that needs to be done to successfully complete a project

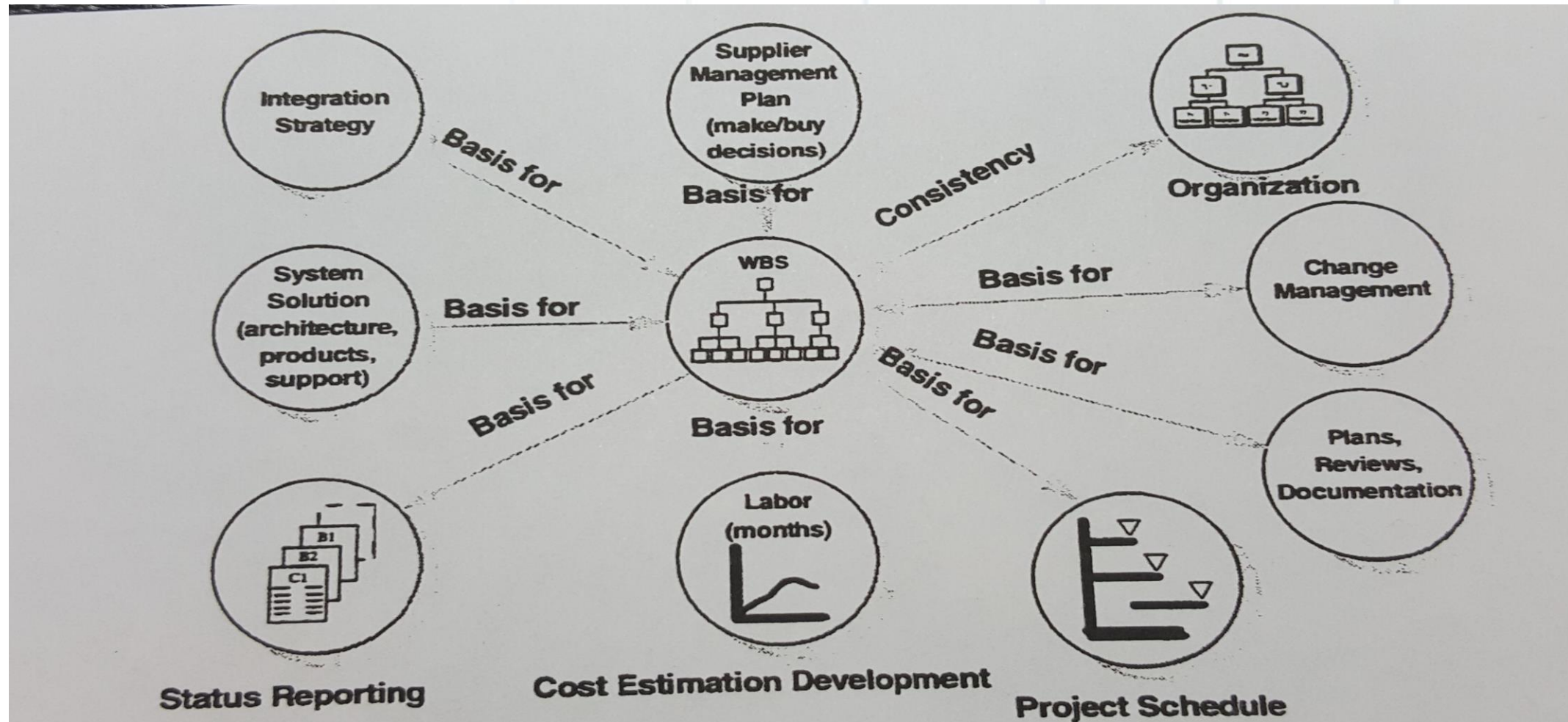
WBS – Family Tree

WBS A product-oriented family-tree division of hardware, software, services, data, and work tasks that completely define the project

- 1.0 XYZ Product Development
 - 1.1 Develop Product Requirements and Concepts
 - 1.1.1 Receive Requests for New Products
 - 1.1.2 Form Product Development Team
 - 1.1.2.1 Identify members
 - 1.1.2.2 Schedule kickoff meeting
 - 1.1.2.3 Conduct meeting
 - 1.1.3 Develop Initial Products Proposal and Plan
 - 1.2 Develop and Verify Product
 - 1.3 Ramp Up and Launch Product



WBS – Family Tree Uses



Risk and Issue Management

- Three Components
 - An event
 - Probability that the event will occur
 - Impact of the event
- Risk = Impact x Probability
- Four steps to manage Risks
 - Risk Identification
 - Risk Evaluation ($R = I \times P$, prioritization)
 - Risk Mitigation (Plan and strategize; Accept, Control, Transfer & Avoid)
 - Risk Monitoring
- All projects have risks and if ignored will increase the likelihood that the project may fail in some way
- Risk vs. Issues
 - Issues are events that have occurred; a risk is an event that may occur

Scheduling

- A schedule shows the planned dates for performing tasks and activities and for meeting project milestones
- Task sequence and Priority
- Resource Utilization
 - Roles
 - People
 - Skills
 - Availability
- **Triple Constraints**
 - Cost
 - Schedule
 - Specifications/Requirements

Managing and Controlling

- Four Stages
 - Establish Standards
 - Observe Performance
 - Compare Actual and Planned performance
 - Take Corrective Action if Needed

Closing

- Lessons Learned
- Release Resources From Project
- Documentation Delivery

- Questions ?????