

January 2017

Basic Project Management Tips

For members and chapters leaders



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“A **project** is a temporary endeavor undertaken to create a unique product, service, or result.”

PMI, *A Guide to the Project Management Body of Knowledge*

(PMBOK® Guide)



Project Attributes

A project:

- Has a unique purpose
- Is temporary
- Has a beginning and an end
- A project ends when its objectives have been reached, or the project has been terminated
- Not to be confused with operations (work done to sustain the business)
- Projects can be large or small and take a short or long time to complete
- Requires resources, often from various areas

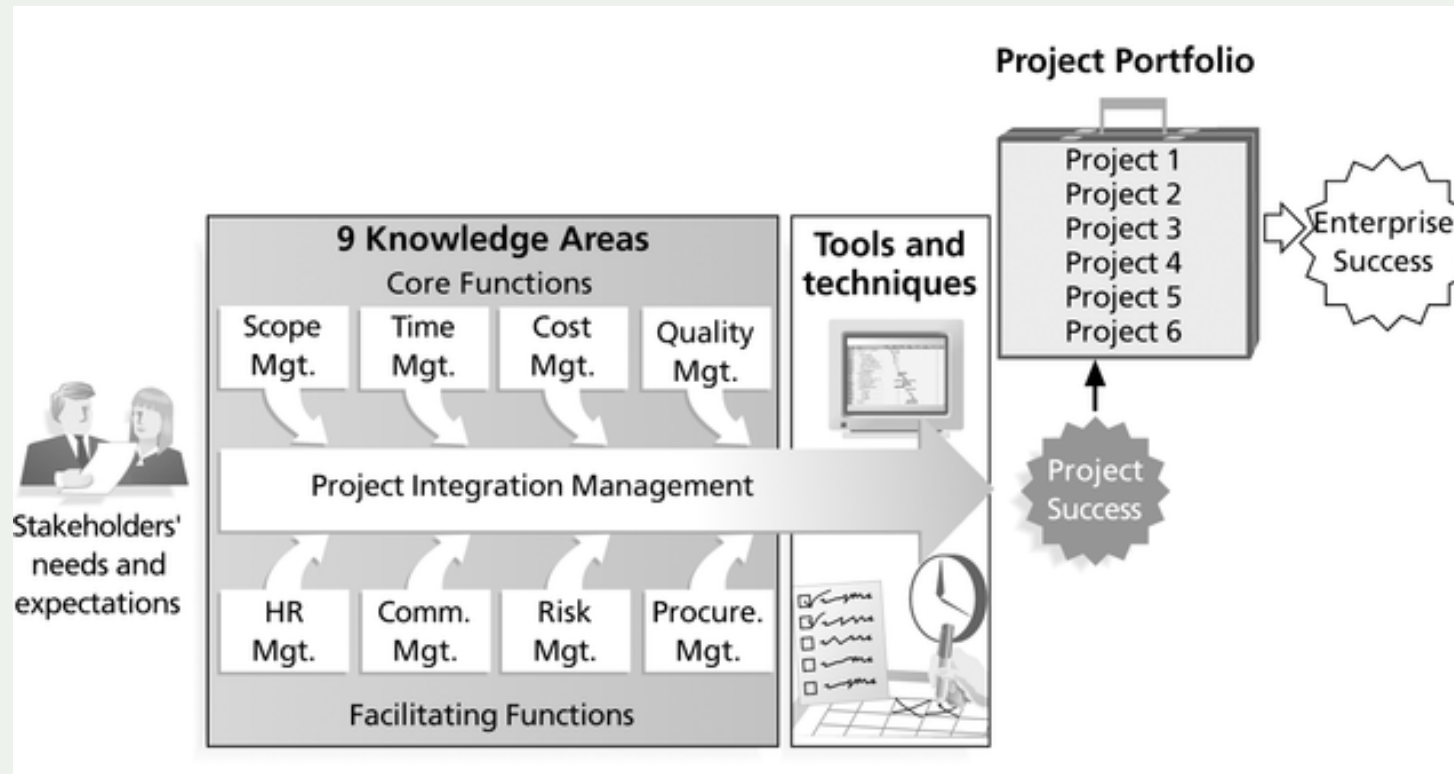
“Project Management is the application of knowledge, skills, tools and techniques to project activities to meet project requirements”

PMI, A Guide to the Project Management Body of Knowledge

(PMBOK® Guide)



Project Management Areas



Nine Project Management Knowledge Areas

Knowledge areas describe the key competencies that project managers must develop.

- Four core knowledge areas lead to specific project objectives (scope, time, cost, and quality).
- Four facilitating knowledge areas are the means through which the project objectives are achieved (human resources, communication, risk, and procurement management).
- One knowledge area (project integration management) affects and is affected by all of the other knowledge areas.

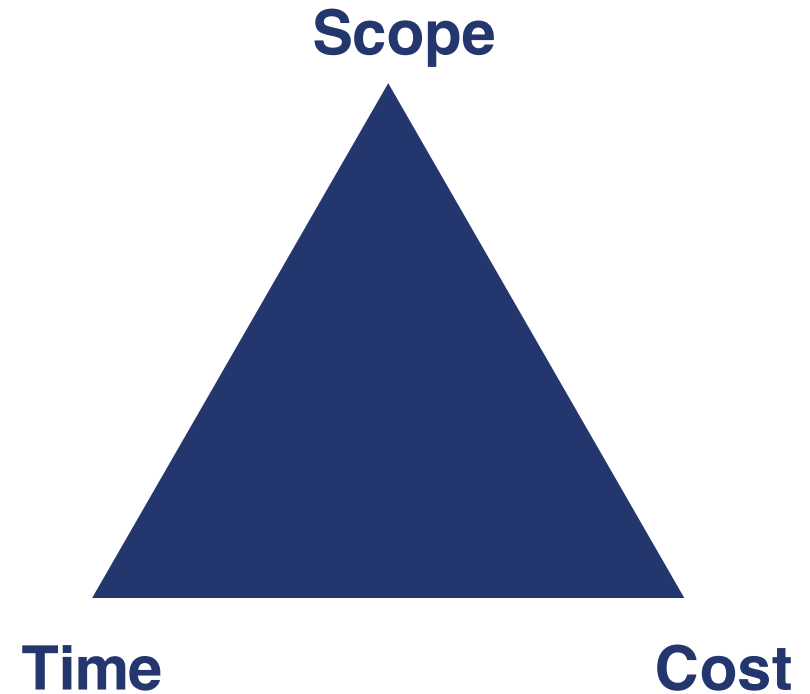
Core Project Management Variables

- **Scope:** What work will be done?
- **Time:** How long should it take to complete?
- **Cost:** What should it cost?

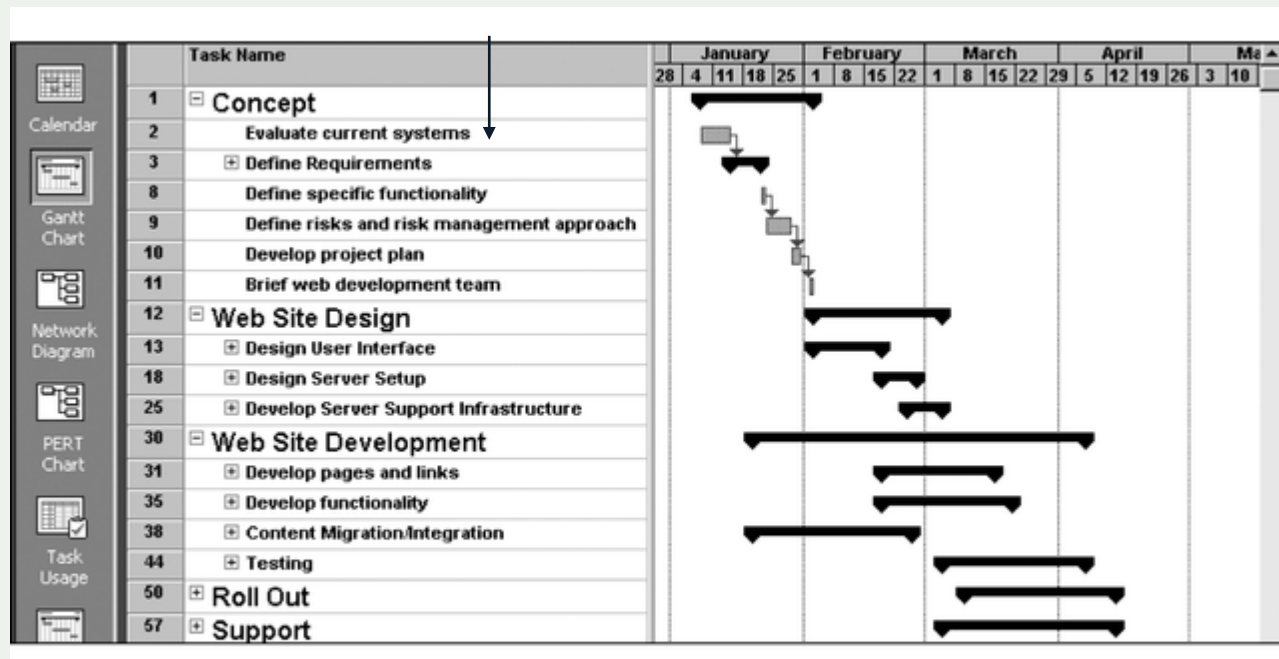
Triple Constraint Challenge

Successful project management means meeting all three goals (scope, time, and cost)

It is the project manager's duty to balance these three often-competing goals



Work Breakdown Structure (WBS) or Gantt Chart



The WBS is shown on the left, and each task's start and finish dates are shown on the right

First used in 1917, early Gantt charts were drawn by hand.

Table 1-3. Fifteen Project Management Job Functions*

- Define scope of project.
- Identify stakeholders, decision-makers, and escalation procedures.
- Develop detailed task list (work breakdown structures).
- Estimate time requirements.
- Develop initial project management flow chart.
- Identify required resources and budget.
- Evaluate project requirements.
- Identify and evaluate risks.
- Prepare contingency plan.
- Identify interdependencies.
- Identify and track critical milestones.
- Participate in project phase review.
- Secure needed resources.
- Manage the change control process.
- Report project status.

*Northwest Center for Emerging Technologies, “Building a Foundation for Tomorrow: Skills Standards for Information Technology,” Bellevue, WA.

Example

NetNite Event



Sample Example (NetNite Project)

| Activity | Week1 | Week2 | Week3 | Week4 | Who | Cost |
|---------------------------------------|-------|-------|-------|-------|---------|--------------------|
| Identify speaker and topic | ■ | | | | Nelly | |
| Send invitations | | ■ | | | Layal | \$50 |
| Prepare venue and seating arrangement | | | ■ | | Nelly | \$300 (for 50 pax) |
| Order refreshments | | | | ■ | Nelly | Included |
| Send reminders and/or call | | | | ■ | Sabrina | |
| Social media | | ■ | | | Layal | \$250 |
| Write blog about event | | | | ■ | Sabrina | |



Thank you.

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