



Defining Projects and Project Management

Assignment 1

Total Marks: 20

Answer the following Questions:

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| 1. What is a project? How do projects differ from routine work? | 4 |
| 2. What are five process groups in Project Management? | 5 |
| 3. Name nine knowledge areas of Project Management. | 4 |
| 4. Outline key responsibilities of a project Manager. | 3 |
| 5. Define the project lifecycle and explain its phases | 4 |

1. Project Management is the process of achieving project objectives and goals through a set of activities that start at definite time and end at a specified time of the calendar and produce tangible results per the initial objectives and goals.

2. The five process groups in project management are

- Initiating process group; It defines the processes, activities, skills that are needed for the start of the project.
- Planning process group; Project team decides what they want, how to do, when to do and who to do.
- Executing process group; It's the actual implementation of the project.
- It involves managing performance of all the activities to ensure that the project is within the scope.
- Termination process group; It's the final phase of the project, it's the stage where the customers and sponsors make their decision as far as the project is concerned in terms of productivity.

3. Knowledge areas of project management

- Integration
- Scope management
- Time
- Cost
- Quality

- Communication
- Risk management
- Procurement

4. Responsibilities of project manager

- Obtain staff
- Assign roles and responsibilities
- Develop organization chart
- Develop communication plans
- Conduct risk assessments
- Bringing the team together

5. Project life cycle are the activities from the beginning of the project, to the middle period towards the completion and the end of the project.

- INITIATION PHASE, the project objective or need is identified; this can be a business problem or opportunity.
An appropriate response to the need is documented in a business case with recommended solution options.
- PLANNING PHASE, is where the project solution is further developed in as much detail as possible and the steps necessary to meet the project's objective are planned.
- IMPLEMENTATION PHASE, the project plan is put into motion and the work of the project is performed.
- CLOSING PHASE, the emphasis is on releasing the final deliverables to the customer, handing over project documentation to the business, terminating supplier contracts, releasing project resources, and communicating the closure of the project to all stakeholders.