

What is a project?

Project will be described as a temporary scope of work undertaken to create a unique product or service. It is however expected for project to have a start and end date irrespective of scope assigned. For a project to be considered reaching its definite end, there must be a visible confirmation of objectives or task being completed.

How do projects differ from other kinds of work?

Projects are time oriented and unique which requires execution time frame, exit period, scope, and constraints while other kinds of work have no laid definite execution time or exit period. Projects are undertaken according to work program or targets to meet on a daily basis while other kinds of work are ongoing processes that requires continuity. Other kinds of work teams are often stationed standby or available while projects collectively allows for multi-disciplinary team with an exact expertise to lead due to the uniqueness of scope of work for any given task to complete.

What are five process groups in Project Management?

- Initiating
- Planning
- Executing
- Closing
- Monitoring and Controlling

Name nine knowledge areas of Project Management?

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management

Outline key responsibilities of a project Manager?

Key responsibility of a project manager are as follows:-

- Planning and defining scope
- Resource planning
- Time estimation
- Cost estimation and Budgeting
- Developing schedules
- Managing risks and issues
- Monitoring and reporting
- Documentation
- Strategic influence

Define the project lifecycle and explain its phases?

Project lifecycle refers to activities mandatory to complete project goals or objectives. Irrespective of a project undertaken, all projects must pass through a lifecycle structure of a project.

Phases of a Project Lifecycle are as follows:-

Phase One: Conceptual

It is referred to as initiation phase where projects are shaped especially when it has been selected. Conceptual phase helps to give direction to the team, task to be accomplished and any possible risks or constraints. Pivotal of this phase is to conduct feasibility, identify, propose alternative, nominate team members, issue proposals, budgets and work program.

Phase Two: Planning

This phase is to identify necessary steps, develop requisite plans as to how and when a project will be accomplished. It is considered as an essential phase in a project but gets neglected. Inability to have a proper planning affects generality of the project but in the event that a laid plan is followed accordingly, the project goes smoothly.

Phase Three: Execution

Once a project is approved, execution phase starts almost immediately according to a laid plan action. In the execution of any given project, an appropriate initiative should be monitoring of

project, any noticeable changes, and recommend changes where applicable, provision of expected resources, ensuring that project is accomplished within its budgets and schedules.

Phase Four: Termination

Final termination or completion phase, the point is on releasing the final deliverables to customer, handing over all project documentation to the business, terminating all vendors contracts, releasing project resources, and communicating the closure of the project to all stakeholders. The last remaining step is to conduct lessons-learned studies to examine what went well and what didn't.