

Project management short course assignment.

QN 1: What is the difference between a project and routine work?

Answer:

According to lake (1997) defined project as an effort that involves a series of activities and resources aimed to achieve a certain output, considering constraints, like time, quality and cost which always introduces a change.

Further more a project characterized by limited of time, this means have starting and end dates, also it is said to be successful if it meets the expectations of the stakeholders I.e. the people or institution who have the gain or loose from the project.

While

The routine work is something you regularly repeat at a current place. Routine work also known as an operation work, this is a daily repetitive tasks that keep the project going e.g. Computer maintenance for project activities, day to day opening and closing the office doors etc.

The common characteristics of routine work is that: it occur frequently to the point of its execution doesn't need to be planned and the people doing it do t need daily instructions, permission or training. Routine work generally doesn't have an end date because it occur repeatedly.

QN 2: Describe different stages of project life cycle.

Answer:

Project cycle has a beginning and end and passes through several phases of development known as life cycle phases. These phases are varied depending upon the industry involved but all follow the same basic steps. The following are five main steps of the project life cycle.

Initiating phase

Is the first phase through project life cycle, is the phase where the project objectives are defined and the conceptual aspect of the project agreed. Is the phase where the problem are identified and potential solution suggested. Through this phase is where the business case presented and creation of business contract.

Planning and organizing

Is a second phase of project life cycle. The phase typically involves determining resources availability, creation a project budget and beginning to allocate task to a certain resources. This stage can determine the success and failure of project. In this regard the stakeholders should be committed o success in order to avoid failure of the project.

Implementing the plan/project execution

This is the phase where the project start to be implemented and the project becomes really here. At this stage the project need a highly disipline of organizational team work to achieve the success. Through this phase all resources are being tracked, I.e. human resources, financial and other working tools.

Monitoring and controlling.

This is a stage where project need carefully regular follow up and review to determine the objectives are achieved against time and budget. carefully monitoring against the key dates and milestones you have in the project plan will be needed.

Project closure and evaluation

This means the end of project where the project an be evaluated to determine the success and likely impact.

QN 3: outline the key skills every good project manager should possess

Answer:

Project manager is a person who is trusted and assigned by organization to accomplish project objectives and bring expected results and outcomes to the intended community or institution. A project manager needs a variety of skills that can enhance him/her to perform project activities in an effective way.

The following below are some important skills that every manager should possess.

Communication skills

This is the most important skill that a project manager should possess in all stages of project implementation. Both written and oral communications are the backbone of all successful projects. During the lifetime of a project, there will be many forms of communication. Ensuring that the information is explicit, clear, and complete so that your audience will have no trouble understanding what has been communicated, is the job of the creator or manager of the project communication (project documents, meeting updates, status reports, etc.). It is the responsibility of the person receiving the information to make sure they understand it, once the information has been distributed.

Organizational Skills

Organizational and planning skills are another most important skill of a project manager. Organization can be of many forms. There will be project documentation, requirements information, memos, project reports, vendor quotes, contracts, personnel records, and much more to track for the manager and he must be able to locate them in a short notice. He will also have to put together teams, organize meetings, and perhaps manage and organize media release schedules depending on your project.

Budgeting Skills

Project managers have to establish and manage budgets. So they need knowledge regarding finance and accounting principles. Performing cost estimates for project budgeting is the most important skill in this area. Project costs can be calculated using different methods available. These methods range from estimating the project's cost in one big chunk, to estimating individual activities and rolling the estimates up. Budgeting skills like reading and understanding vendor quotes, preparing or overseeing purchase orders, and reconciling invoices will be used by the project manager on most projects. These costs will be linked back to expense items in the project's budget and project activities.

Leading

Management and leadership are not synonymous terms. Leaders impart vision, inspire and motivate others, establish direction and gain consensus for strategic goals. On the other hand, managers focus on results and they are concerned with getting the job done according to the requirements. Project managers must exhibit the characteristics of both during different times on the project, even though leaders and managers are not the same. Understanding when to switch from leadership to management and then back again is a finely tuned and necessary talent.

Problem solving and negotiation

Effective problem solving requires negotiation and influencing skills. Negotiation skills are used by us all in one form or another every day. For example, I am asked every day, "Honey, what do you want for dinner?" Then the negotiations begin, and the swordfish versus fried chicken discussion commences.

Negotiating is basically working with others to come to agreement. Negotiation on projects will be essential in almost every area from scope definition, to contracts, budgets, resource assignments, etc. Influencing can be thought of as ability to convince the other party that swordfish is a better

choice than fried chicken even if that is what they want. Simply put, it's the ability to get people to do things they wouldn't do otherwise. It's also the ability to change of the course of events and minds, and to influence outcomes.

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Team Building and Human Resources

Team building and human resource management skills will be heavily relied on by project managers. People from different parts of the organization often form the teams. These people may or may not have worked together before—so there may be some component of team-building groundwork that will involve the project manager. The tone for the project team will be set by the project manager. He will help them work through the various team-forming stages to become fully functional. The project manager may take on a variety of roles during this initial team-building process.