

## 1: Project Management | From the Archives: 5 Essential Elements of a Successful Project

*She's right. However, Williams breaks down project management into three components: initiating, planning, and closing the project. Yet, the project management body of knowledge (PMBOK), published by the Project Management Institute states there are five phases of project management, the author lumps phases two, three and four into one.*

As a their leader, your team will look to you as a teacher, mentor and problem solver; you will need to be ready to help them with any questions or problems. Also, you need to communicate with the client. They will expect that you are organized and up to date with all elements of the project. Here are some tips to help you streamline your process and increase the efficiency of your team. **Have Clear Project Goals** Make sure you have all the details in front of you before you start. Get everything in writing so that a detailed timeline and a realistic budget can be drawn up and agreed on by stakeholders. Having this at the beginning, will make you instrumental in choosing the right team for the project. You will be able to select members whose skill-sets are right for each task. When this happens, suddenly the project can look very different than how it started. **Be Dynamic** Once you have your plan in place, remain flexible. All sorts of things can happen which could change the plan slightly. But if you can anticipate these and are ready to act when they come up, you will find yourself better equipped to deal with them. Before your project starts think about potential issues that could arise, how to prevent them, and, if they arise, how you will resolve them. You need to fulfill your role as a team leader in these situations and deal with these issues confidently and calmly. Make sure that everyone knows what the aims of the project are and how to achieve them. **Short and regular meetings** keep everyone updated, instead of long and infrequent ones. In doing this, you will be able to spot any problems emerging more quickly. Therefore, having meetings frequently, you will maintain a high level of motivation and morale within the team as it helps everyone feel included and promotes a good group dynamic. **Stay on Track** One of your main tasks as project manager is to make sure that the team is working well together " that they are on the right track and sticking to the schedule. There is project management software which can help you track the progress your team is making. Gantt charts also work in a similar way, helping you to visualize the tasks that need to be done against the time they are likely to take for completion. Encourage your team members and clients to give you feedback to help with this. Project management is a continuous process of analyzing, prioritizing and reviewing in order to make right decisions quickly. Final tip, stay focused and organised at every stage and you will do great work.

## 2: The Key Elements of a Good Project Plan | Project Smart

*Project Manager: A professional project manager creates the project plan and ensures that it meets the budget, schedule and scope determined by the sponsors. The project manager is also responsible for risk assessment and management.*

Key Elements in Project Management written by: According to the author, a project manager is someone who makes the project happen, stays within budget, and ensures a valued product. However, Williams breaks down project management into three components: Yet, the project management body of knowledge PMBOK , published by the Project Management Institute states there are five phases of project management, the author lumps phases two, three and four into one. Williams begins her description of project management basics with the Initiation phase, describing it as the contract or agreement phase. This is where you sit with your client to find out why this project is happening, what they are trying to achieve, and what are they expecting from this project. Many projects that are not set up correctly are likely to fail; therefore it is extremely important to make clear the project expectations and objectives from the very beginning. During the Initiation phase and throughout the project, an effective project manager is armed with a variety of tools including a simple project initiation document. This document ensures that everyone involved thoroughly comprehends the purpose and objective for the project, how the project goals are going to be achieved, time constraints, and the final product. The Planning phase is the next step and a crucial one. This is where you form a better understanding of what needs to be done and the goals to achieve, identify tasks and priorities, develop preferred ways of communication with the client, and gather your project team members so that everyone fully understands how to execute the project to a successful final closure. The project plan is a tool you use to categorize tasks, create timelines, and assign tasks to team members, and is often tracked using project management software. According to Williams, when assigning milestones, it is better to break them down into mini-milestones and assign them to one person. You can count on something going wrong while working on the project - it will happen. If you have a risk plan, you will know how to deal with what might go wrong and what you are going to do in order to rectify the situation. It is recommended that you discuss this plan with your client so that they can be prepared should something go wrong whether it is minor or severe. While the author recognizes the importance of keeping your client informed and even admits that, "most of your time will be spent doing the work executing , keeping things on track controlling , and re-planning as needed," she neglects to highlight the Execution and Controlling or, Monitoring phases with the same emphasis she places on the other three phases. Once your project is finished and launched, you can begin the final phase: During this phase, it is important to have a close-out meeting. Depending on the circumstances of your particular project, the latter will either center around a Service Level Agreement SLA or a training plan.

## 3: An Overview of PMBOK - The Nine Elements of Project Management

*The project will require elements and services that are easier to purchase than to construct specifically as part of the project. It's important to think about the right time to buy, contract management, finding the best price and ensuring you get what you paid for.*

Activity list, Activity attributes, Milestone list Activity sequencing[ edit ] Inputs: Expert Judgment Collections, Alternative Analysis, Publishing estimating data, Project management software implementation, Bottom up estimating Outputs: Activity resource requirements, Activity attributes, Resource breakdown structure, resource calendars, request change updates. Activity duration estimating[ edit ] Inputs: Enterprise environmental factors, organization process assets, Project scope statement, activity list, activity attributes, activity resource requirements, resource calendars, project management plan, risk register, activity cost estimates Tools: Expert judgment collection, analogous estimating , parametric estimating , Bottom up Estimation, Two-Point estimation, Three-point estimation , reserve analysis Outputs: Activity duration estimates, activity attribute updates and estimates Schedule development[ edit ] Inputs: Organizational process assets, Project scope Statement, Activity list, Activity attributes, project Schedule Network diagrams, Activity resource requirements, Resource calendars, Activity duration estimates, project management plan, risk register Tools: Schedule Network Analysis, Critical path method, schedule compression, what if scenario analysis, resources leveling, critical chain method, project management software, applying calendars, adjusting leads and lags, schedule model Outputs: Project schedule, Schedule model data, schedule baseline, resource requirements update, activity attributes, project calendar updates, request changes, project management plan updates, schedule management plan updates Schedule control[ edit ] Inputs: Schedule management plan, schedule baseline, performance reports, approved change requests Tools: Progressive elaboration reporting, schedule change control system, performance measurement, project management software, variance, analysis, schedule comparison bar charts Outputs: Schedule model data updates, schedule baseline. Cost[ edit ] To develop an approximation of a project cost depends on several variables including: Tools used in cost are, risk management , cost contingency , cost escalation , and indirect costs. But beyond this basic accounting approach to fixed and variable costs, the economic cost that must be considered includes worker skill and productivity which is calculated using various project cost estimate tools. This is important when companies hire temporary or contract employees or outsource work. Cost Process Areas[ edit ] Cost Estimating is an approximation of the cost of all resources needed to complete activities. Cost budgeting aggregating the estimated costs of resources, work packages and activities to establish a cost baseline. Cost Control factors that create cost fluctuation and variance can be influenced and controlled using various cost management tools. Using the cost of similar project to determine the cost of the current project Determining Resource Cost rates: The cost of goods and labor by unit gathered through estimates or estimation. Using the lowest level of work package detail and summarizing the cost associated with it. Then rolling it up to a higher level aimed and calculating the entire cost of the project. Measuring the statistical relationship between historical data and other variable or flow. Aggregate the cost of each activity on the network path then add a contingency or reserve to the end result of the analysis by a factor determined by the project manager. Cost of Quality Analysis: Estimating the cost at the highest quality for each activity. Project management software can be used to calculate the cost variances for a project. Scope[ edit ] Requirements specified to achieve the end result. The overall definition of what the project is supposed to accomplish, and a specific description of what the end result should be or accomplish. A major component of scope is the quality of the final product. The amount of time put into individual tasks determines the overall quality of the project. Some tasks may require a given amount of time to complete adequately, but given more time could be completed exceptionally. Over the course of a large project, quality can have a significant impact on time and cost or vice versa. These constraints construct a triangle with geometric proportions illustrating the strong interdependent relationship between these factors. If there is a requirement to shift any one of these factors then at least one of the other factors must also be manipulated. This widespread use of variations implies a level of ambiguity carried by the

nuance of the third constraint term and of course a level of value in the flexibility of the Triangle Model. While there is merit in the addition of "Quality" as a key constraining factor, acknowledging the increasing maturity of project management, this model still lacks clarity between output and process. The Diamond Model does not capture the analogy of the strong interrelation between points of the triangles however. The star variables are:

## 4: What are the Key Elements in Project Management?

*Project management is one of the most critical components of a successful business. It affects revenues and liabilities, and it ultimately interacts with customer or client satisfaction and retention. Your company might have only one project in the works at a time, while other larger corporations and entities might juggle several projects at once.*

Each discipline may require measuring, reporting and adjusting to ensure the project stays on track. The degree of effort each discipline deserves depends on the type, size and complexity of the project.

**Project planning** Planning is about how to capture, document and maintain data on each of the disciplines. Ideally, your project management office PMO will have guidelines, standards and templates to assist with this. The data must be summarised in a regular project status report. For more information on project management, please see Service development projects.

**Project scope** The scope is what is in this project and what is not. Scope creep the clandestine addition of activities without re-evaluation of impact is one of the greatest killers of projects. Make sure that the project is not undertaking any activity that is not in its charter to do so, and list all of the deliverables. How long will each activity take and what are the dependencies between them? This is where Microsoft Project comes to the fore.

**Costs** Each activity has an associated cost. It may be in the resources spent, operational costs in its undertaking and any items that must be bought such as hardware, licences and plant. What is the budget for the project and each activity, and how is the project tracking against that budget?

**Resources** When it comes to resources, ask yourself: Which resources are needed to perform the required activities? What skills sets are required? How many resources are required? When do they start and when do they finish? Are they available on demand, a lead-time involved or only for a certain period?

**Communications** Build a communications plan of who needs to be consulted, the frequency of communication and their preferred method of discussion. Even the simplest project can have many stakeholders, so it is important to have a communications plan, a to make sure you deliver to that communication plan. There is nothing worse for a stakeholder than receiving too little or too much communication.

**Logistics** When it comes to logistics, ask yourself: Are all the components at the right place at the right time? How do components move from where they are constructed to where they are needed? What is the cost and time involved? Can it physically be done?

**Procurement** The project will require elements and services that are easier to purchase than to construct specifically as part of the project.

**Quality** When it comes to quality, ask yourself: Will it have the capacity, availability and strength that are required? Decisions elsewhere in the project may impact on the quality, and hence the value, of the product outcome. Is risk likely to happen? What will be done if it does happen and how to prevent it from happening? Is there any contingency allowed for? Can the project activities be scheduled to tackle the high risk activities first risk-driven scheduling?

**Integration** No project runs in isolation. Will it affect the critical path? Change control All of the above elements of the project will change over the lifespan of the project. Requests for change to the elements must be tracked and their impact managed.

**Ethics** When it comes to ethics, ask yourself: Does the project comply with good corporate citizenship? Are we treating those impacted by the project fairly? Have we engaged the unions, civil authorities, government, environment and other interested parties?

**Governance** How do we know the project is delivering on what it promised? An independent body needs to review the progress of the project and its relevance to the changing environment in which it sits. I have yet to see a juggler manage 15 balls at once. He has worked in operations, application development and support, and well as project management and service management.

## 5: The Four Elements of Project Management

*Integration Management. Project integration management is a collection of processes that outline the project so that the venture is successful. Project integration management consists of seven steps.*

But, what exactly does effective project planning look like? Project planning is crucial for project success, but it does not exist in a vacuum. Planning is essential for several reasons; it ensures that: By monitoring progress against a plan, you can identify when there are deviations that could hurt the project. You get all your thoughts down on paper and can break down the project into manageable chunks. Of course, the success of the project depends on how good your planning is. You just have to make sure you include these simple eight elements of effective project planning – tailored to you – the small business owner. But the problem is that when you start any new project, pinning down those details can be difficult – which can cause overwhelm. This overwhelm can contribute toward the project never getting off the ground in the first place. The better approach is to focus on basic milestones and goals. To help you with this, here are 8 crucial elements that you should incorporate into the project planning process.

**The Identification of Stakeholders Needs Stakeholders** include anyone affected by the project. These could be end users, employees, project sponsors, and clients. Regardless you need to consider all stakeholders and their needs. Identify the stakeholders, meet with them, write down and prioritize their needs. However, when meeting with stakeholders make sure you lead a structured conversation. The objectives need to be specific, measurable, attainable, realistic, and timely. Consider these two objectives: **Clear Deliverables and Deadlines** What specific products or services do you need to deliver to your client? These are your deliverables and, for each deliverable, you should set a due date.

**Off-page SEO** refers to methods you can use to improve ranking in search engines that extend beyond your site such as social media promotion. **A Detailed Project Schedule** Your schedules include the deliverables, tasks for each deliverable, due dates for each task and deliverable, and who will complete them. Think of the entire project as a cake. Each slice is a deliverable, and each bite of a slice is a small task. If improving on-page SEO is your deliverable, a task may be to produce four blog posts per month as part of your blogging strategy. **Identify Dependencies** You also want to look at dependencies. Are there specific tasks that depend on the completion of other tasks? For example, you may need client approval on a design before you can take it to the printer. For example, Trello lets you organize projects by combining lists, cards and boards. Boards can be your deliverables and the lists tasks assigned to certain people. As you complete tasks you can move Trello cards through the project process. **Related Small Business Owners:** For example, a content writer may be responsible for producing blog posts and report to the content editor who manages a team of writers and the content schedule. The content director, in turn, reports to the project director, and so on. But do remember that no matter how defined the roles are responsibilities are, you need regular check-ins to make sure everything is on track. These check-ins may take the form of meetings, weekly reports or short daily conversations using your favorite project management software. Certain checkpoints in a project may also need client approval before you can move on to the next stage. Your client should understand that their input plays a role in moving the project forward.

**Project Costs That Help Identify Shortfalls** Any plan should specify upfront costs so that you can allocate budgets and identify shortfalls. You can deal with these shortfalls by using proven ways to get more working capital. Additionally, you should also have a plan for monitoring and controlling costs. This will allow you to remain on budget and may include regular team meetings and meetings with the client. These meetings are important because going over budget is sometimes unavoidable. You should communicate when there are project changes. You should also communicate and let the client know when you need their input. And so it goes. This all forms part of your communication plan which should specify: Will it be daily, weekly or monthly? The updates the client expects to receive: Are these face-to-face meetings, weekly status reports sent via email, or even telephone calls? How often the client expects to receive these updates The project checkpoints that require client input before the project can proceed

8. **The Right Process and Systems to Track and Manage Projects** All seven previous points are an essential part of the planning process, but an often overlooked one, is the processes: What procedures will you use to communicate to team members? What

systems will you use to track projects? Will you give clients visibility into the project? Should they have access to your planning tools? How will you ensure that you deliver what your client wants? Now, you could create all these schedules in a spreadsheet and manage projects and communication via email and telephone. The problem is that this often leads to miscommunication. Besides Trello, other platforms such as FreshBooks let you collaborate seamlessly and communicate about existing projects. You can invite employees and clients to collaborate effectively giving them access to your planning tools. It helps you better manage your time, resources, and team and ensures everyone is on the same page. But, project success will depend on a solid plan, one that includes 8 essential elements:

## 6: Key Elements of a Project Plan

*Page 2 The Five Elements of a Project In order to understand project management and project leadership in general it is imperative to first define the term "project".*

Each of these elements ties into the others, and together, they form the fabric that is your project. Understanding what these are and how they interrelate can help make you a more effective PM, regardless of your industry or niche. A Look at the Prime 4 The prime four elements in your project in any project, actually , include the following: Your resources include people, equipment, materials, software, hardware and more. Technically, anything that provides aid or must be used during your project can be deemed a resource. Time

â€” Time is a fickle thing. And it has an immense impact on your project. Time impacts every area of your project, throughout its duration. Money impacts every aspect of project completion, from paying your team members to the cost of materials and components, ensuring that you have those resources available to you in the first place and more. Money also implies profit, which may not be something relegated only to the end of the project. Scope

â€” Scope is one of those things that can be difficult to determine. Scope can be anything, but there are several factors that go into making it up. These include project requirements, project goals and project size size and scope are not necessarily mutually exclusive. While scope might be one of the most fluid of the four elements, its one with some serious impact and will affect every other element. You and Your Team When it comes to managing these four prime elements, you and your team are the most important considerations. While your stakeholders will have a definite impact particularly in terms of scope and money , it will fall on your team to manage all of those things mentioned above. There are a few things you need to know to ensure that you can do this effectively. First, communication with your team is essential. Each team member needs to understand the importance of immediate, accurate, ongoing communication, both with you and with other team members. Finally, you have to ensure that you communicate with your stakeholders and higher ups in the case of things like scope creep and budget changes. Avoid those problems by communicating well at all times. We offer daily thought leadership, news, and tips to enhance your knowledge as a project manager. Network with local project management professionals, find new project management jobs, explore the latest tools and technology, and get inspired every day for greater success.

## 7: Key Elements to Project Management - Project Managers

*The second application of the Nine Elements of Project Management is project management organizational assessment. The feature for a company to have a customized version of the Nine Elements to fit their particular business or industry was the catalyst that led to the development of the Project Management Organizational Assessment Model.*

## 8: The 5 Most Important Elements of Successful Project Management

*Scheduling - project management tools are used to design a detailed project plan of a project from initiation to closing. Tasks in the project plan can be based on a specific order, Tasks in the project plan can be based on a specific order.*

## 9: The 5 elements of good project management

*This situation has led to the advent of complementary disciplines like complex project management, program and portfolio management and the creation of project or program management offices (PMOs) and its derivatives as a structure to organise the practice of project management across the organization (Thiry, ).*

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