



# Project Management Basics knowledge



# What is a project ?

- Develop a new product, service or outcome;
- Changing an organization's structure, processes, people fit or style;
- Develop or purchase a new or improved information system (hardware or software);
- Conduct a study, the results of which will be properly recorded;
- Construct a building, factory or infrastructure;
- ...

In today's society, everything is a project, and everything will be a project.

# Course targets

**After taking this course, you will be able to**

- ❑ **Understand the basics knowledge of project management**



# Project Definition

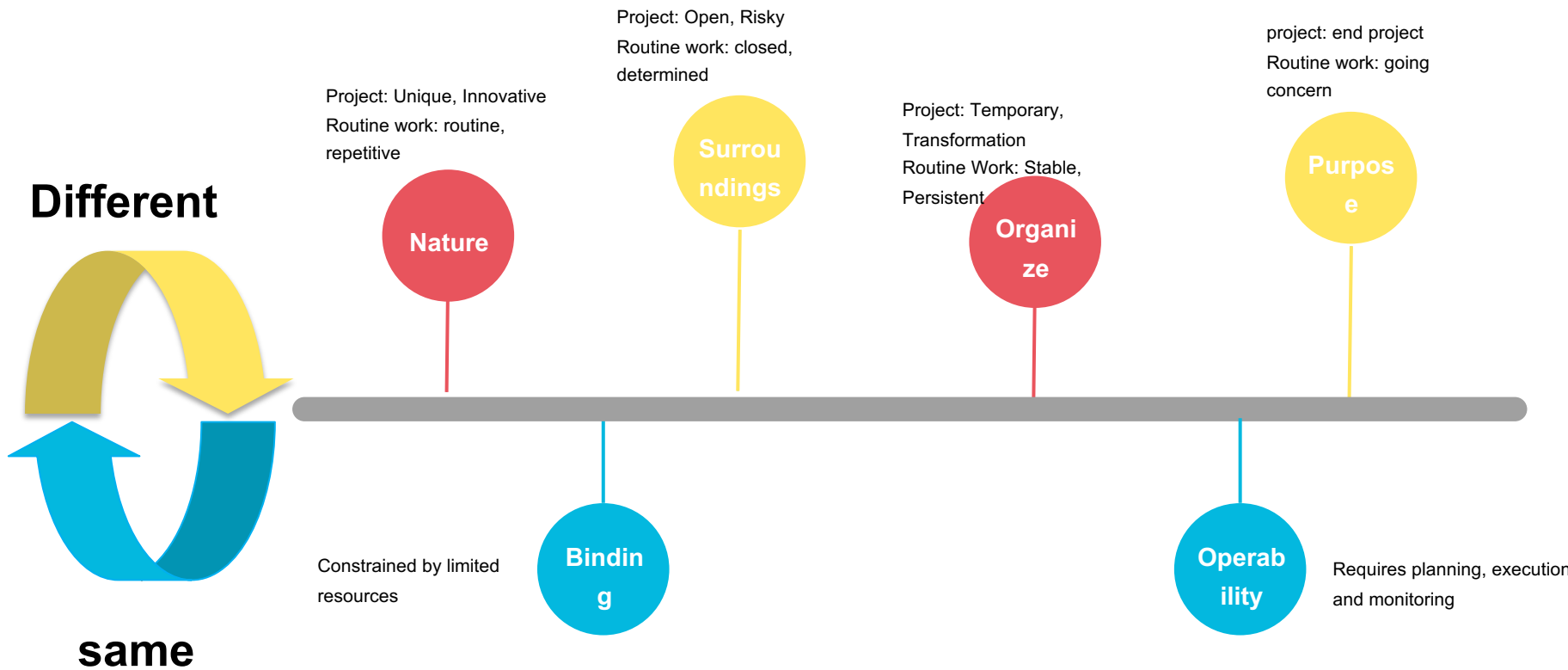
A project is a temporary effort to create a unique product, service, or outcome

- ① Is chasing a girl a project?
- ② Is it a project to send my wife to work every day?
- ③ Is having a baby doll a project?
- ④ Is it a project to change diapers with a baby every day?

- ① Is chasing a girl a project? --- Yes
- ② Is it a project to send my wife to work every day? --- not
- ③ Is having a baby doll a project? -- Yes
- ④ Is it a project to change diapers with a baby every day? -- not

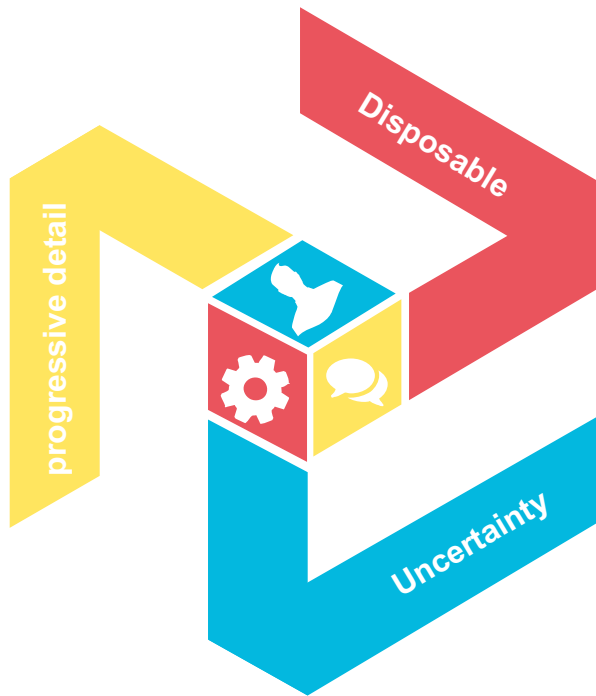
The project is very related to our life, and it is related to what we may be doing every day. People who do well in the project will generally have a more organized life; at least they will not be out of balance;

# Similarities and differences between projects and routine work



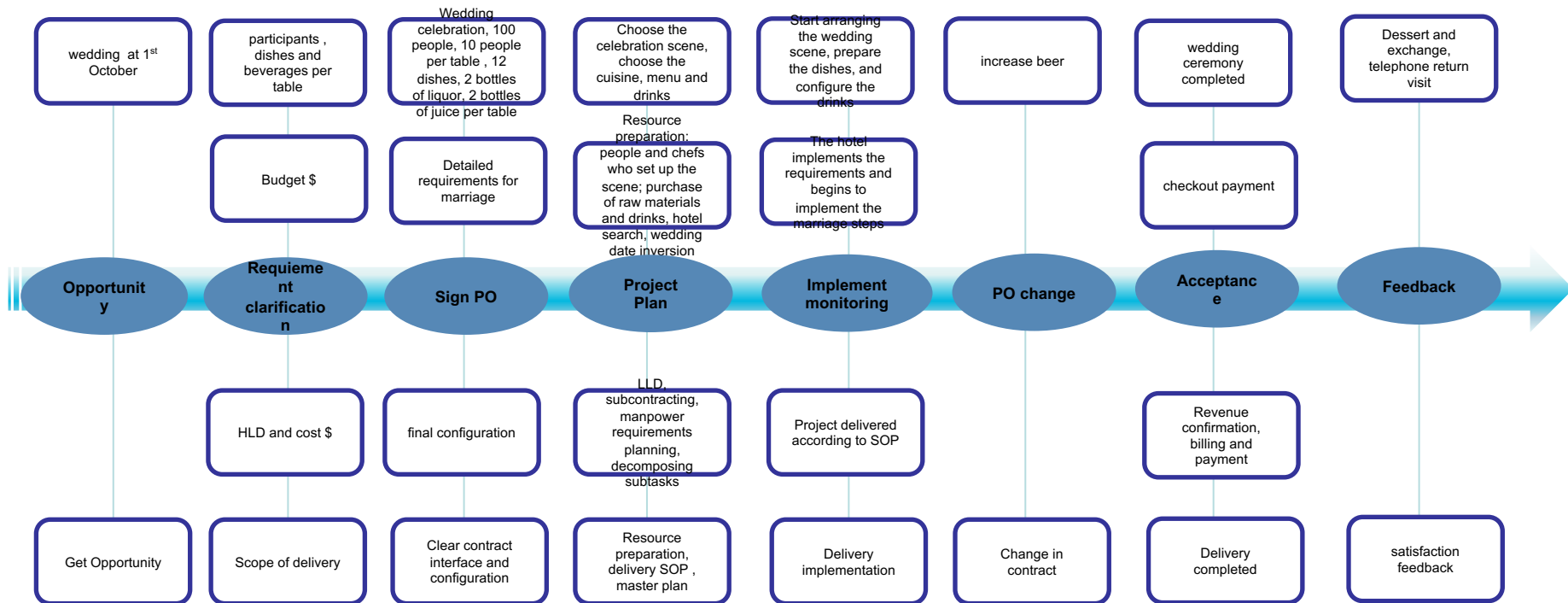
# Project Characteristics

- Also known as gradual refinement, the project scope is always rough and vague early in the project, and becomes clearer as the project progresses.



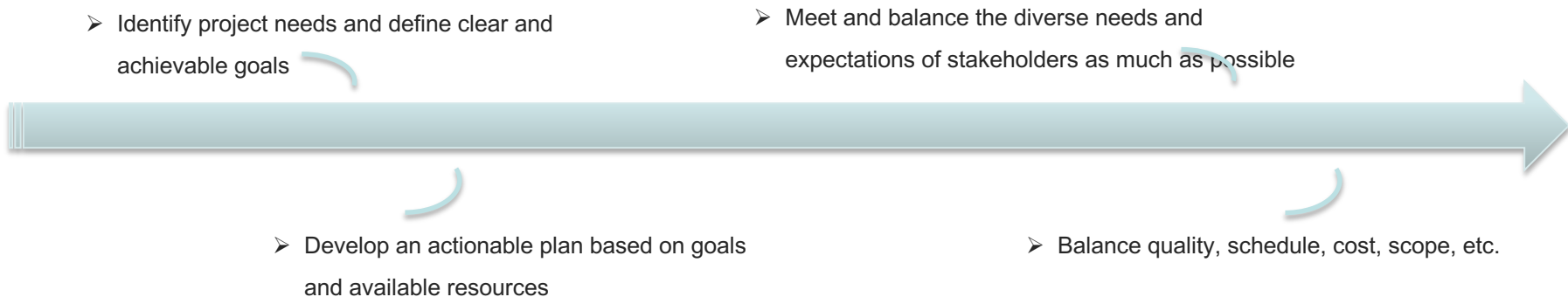
- Also known as temporary, that is, projects have a beginning and an end. A project is completed when its objectives have been achieved or cannot be achieved.
- The plan cannot keep up with the rapid changes, and the project is always affected and interfered by various internal and external factors, resulting in the failure to execute according to the original plan, and uncertainty creates risks.

# Example : Holding a wedding



# Definition of Project Management

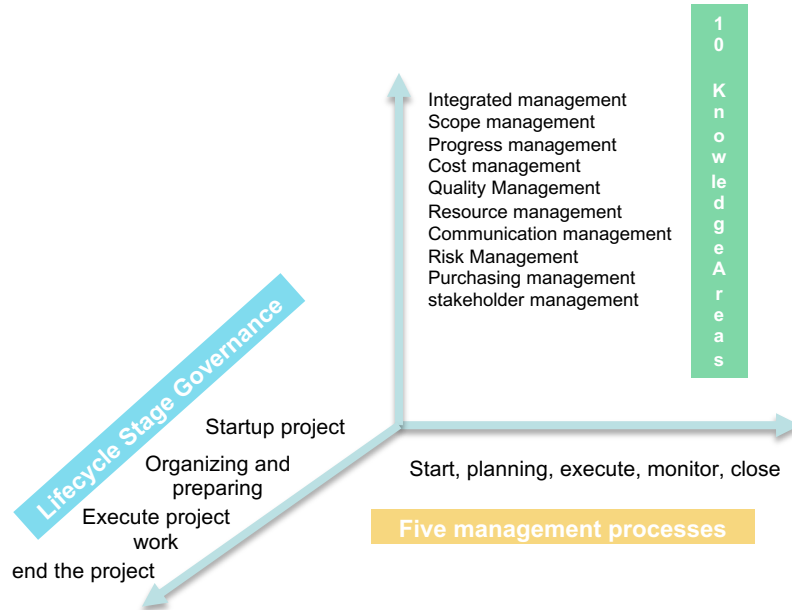
Project Management ( Project Management ) is the manager of the project, under the constraints of limited resources, using systematic viewpoints, methods and theories to effectively manage all the work involved in the project. That is, planning, organizing, commanding, coordinating, controlling and evaluating the entire process from the start of the project's investment decision to the end of the project to achieve the project's goals.





# PMP management process

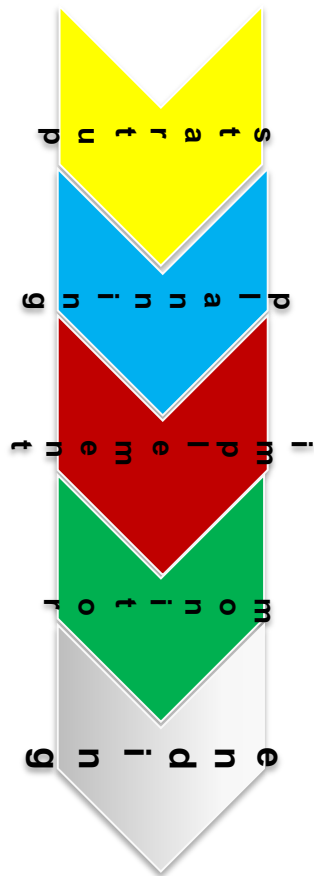
## Project Management of Knowledge Framework



## 5 Processes and 10 Knowledge Areas

SN	10 areas of knowledge	5 major process groups / 49 sub-tasks				
		start up	planning	implement	monitor	ending
1	Integrated management	1.1 Develop a project charter	1.2 Develop a project management plan	1.3 Directing and managing project work 1.4 Managing project knowledge	1.5 Monitor project work 1.6 Implement overall change control	1.7 Closing a project or phase
2	Scope management		2.1 Planning Scope Management 2.2 Gathering Requirements 2.3 Defining Scope 2.4 Creating WBS		2.5 Confirmation Scope 2.6 Control Scope	
3	progress management		3.1 Planning schedule management 3.2 Defining activities 3.3 Sequencing activities 3.4 Estimating activity duration 3.5 Developing a schedule		3.6 Control the progress	
4	cost management		4.1 Planning Cost Management 4.2 Estimating Costs 4.3 Developing a Budget		4.4 Controlling costs	
5	Quality Management		5.1 Planning Quality Management	5.2 Managing Quality	5.3 Quality control	
6	Resource management		6.1 Planning resource management 6.2 Estimating activity resources	6.3 Obtaining resources 6.4 Forming a team 6.5 Managing a team	6.6 Controlling resources	
7	communication management		7.1 Planning and Communication Management	7.2 Managing Communication	7.3 Monitoring Communication	
9	Risk Management		8.1 Planning risk management 8.2 Identifying risks 8.3 Implementing qualitative risk analysis 8.4 Implementing quantitative risk analysis 8.5 Planning risk response	8.6 Implementing Risk Responses	8.7 Monitoring Risk	
8	Purchasing management		9.1 Planning and Procurement Management	9.2 Implementing Procurement	9.3 Controlling Procurement	
10	stakeholder management	10.1 Identifying stakeholders	10.2 Planning for stakeholder engagement	10.3 Managing Stakeholder Engagement	10.4 Monitor stakeholder engagement	

# Interpretation of the 5 Processes of Project Management



A set of processes that define a project or a new phase of a project and authorize the initiation of the project or phase  
--- **Justifiably, the teacher is famous**

A set of processes that define the scope of the project, optimize the objectives, and develop an action plan for the realization of the project  
--- **Strategize and win thousands of miles**

A set of processes for completing the work identified in the project management plan to meet project requirements  
--- **Follow your words and do your best**

A set of processes for tracking, reviewing and adjusting project progress and performance, identifying necessary plan changes and initiating changes  
--- **Sizing up the situation and adapting calmly**

The process of formally completing or closing a project, phase or contract execution  
--- **Be careful with the end as in the beginning, and there will be no failure**

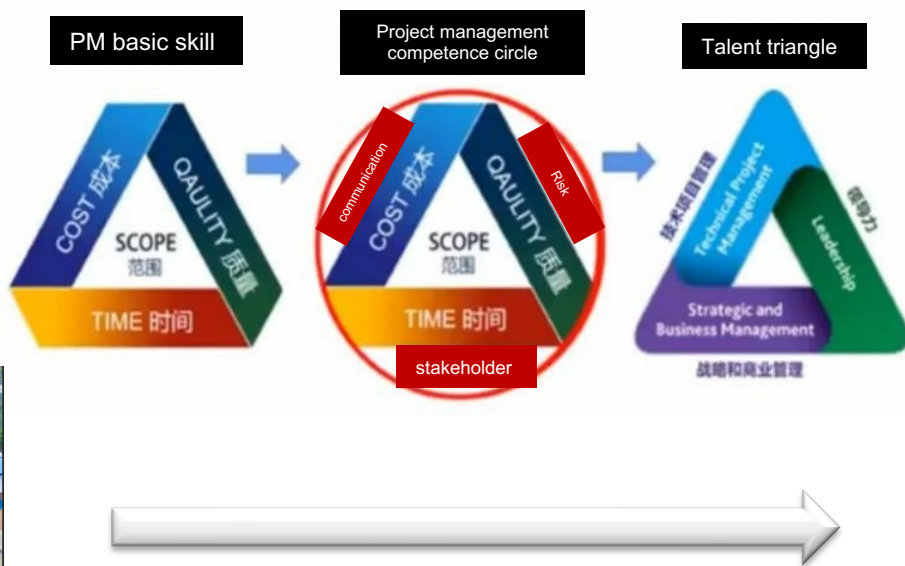
# Interpretation of 10 Knowledge Areas of Project Management

- **Project integration management** : one word summarizes " engagement", which is to **engage** in contacts, relationships, resources, and work;
- **Project scope management** : two words summarize " **choice** ", what should be done and what should not be done;
- **Project schedule management** : two words sum up " **speed and slow** ", maintaining the rhythm is the key to schedule management;
- **Project cost management** : two words sum up " **frugal luxury** ", balance cost and budget, it is best not to save or waste;
- **Project quality management** : two words summarize " **good or bad** ", the scope solves whether there is or not, and the quality solves the good or bad after the existence;
- **Project resource management** : two words sum up " **benevolence and responsibility** ". It is benevolence to improve the relationship and atmosphere of the team, and it is responsibility to emphasize roles and division of labor;
- **Project communication management** : two words summarize " **listening and listening** ", the key to communication is listening, and then preaching;
- **Project risk management** : two words summarize " **pros and cons** ", the whole project process should weigh the pros and cons, and manage and control risks;
- **Project procurement management** : two words sum up " **sale** ", PM must have business acumen and do a good job in purchasing this business;
- **Project related parties (stakeholders) management** : two words sum up " God and **Buddha** ", asking God to worship Buddha, shameless ability is called "soft skills".

# Project Manager Capability Improvement



Tired: working alone, a bunch of supervisors



Win : Strategize the curtain, work together, win-win



# Thanks

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