ESSENTIALS OF PROJECT MANAGEMENT

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What is a PROJECT?

- A project is defined as a sequence of tasks that must be completed to attain a certain outcome.

- According to the Project Management Institute (PMI), the term Project refers to **" to any temporary endeavor with a definite beginning and end"**.

- Depending on its complexity, it can be managed by a single person or hundreds.

What is Project?

- A programme of non-routine work bringing about a beneficial change.
- Guided by at least one well engaged sponsor who has both adequate authorities & resources.
- Has a start & end date.
- A multi-disciplinary team brought together for the project.
- Scope of work that is well defined.
- Constrained by cost, time & quality.

Definition of a Project

- A project is a set of activities which are networked in an order & aimed towards achieving the goals of a project. Upon the completion of all the activities the goals of a project would have been achieved. A project is undertaken to achieve a purpose.

Scope

Schedule

Limitations of a project

People

Resources

Management

- Management is the technique of understanding the problems, needs & controlling the use of resources, such as cost, time, manpower, materials, etc.

Project Management

- It is an art of controlling the cost, time, manpower, hardware & software resources involved in a project.

- Project management is a carefully planned and organized effort to accomplish a specific one-time objective, for example, construct a building or implement a major new computer system.

- Project management includes developing a project plan, which includes defining and confirming the project goals and objectives, identifying tasks and how goals will be achieved, quantifying the resources needed, and determining budgets and timelines for completion.

Examples of Project

- Commissioning of new Industrial Unit
- Construction of house
- Setting up of an office
- developing a technology
- Launching a new product in the market

Need for PM

- A project requires huge investments which should not go waste.

- A loss in any project would have direct or indirect impact on the society

- Prevent failures in the project

- Scope of the project activity may undergo a change

- Consequences of negativity in project related problems could be very serious

Project Phase

- Inputs Received
  - ❖ Project feasibility study
  - ❖ Preliminary Project Evaluation
  - ❖ Project Proposal
  - ❖ Interactions with stake-holders
- Outputs Produced
  - ❖ System Design Specifications
  - ❖ Program Functional Specifications
  - ❖ Program Design Specifications
  - ❖ Project Plan

Project Processes

- Initiating Process

- Planning Process

- Executing Process

- Controlling Process

- Closing Process

Steps of PM

- **Define the Scope**
- **Determine Available Resources**
- **Check the Timeline**
- **Assemble Your Project Team**
- **List the Big Steps**
- **List the Smaller Steps**
- **Develop a Preliminary Plan**
- **Create Your Baseline Plan**
- **Request Project Adjustments**
- **Work Your Plan**
- **Monitor Your Team's Progress**
- **Document Everything**
- **Keep Everyone Informed**

GOALS ...

Activities should be conducted in order to achieve following goals (10 Points):

- ❑ CLEAR & SPECIFIC OBJECTIVE
- ❑ CAPACITY BUILDING OF FACULTIES
- ❑ LEARN NEW EXPERIENCES
- ❑ SOLUTIONS OF REAL PROBLEMS
- ❑ EXPERIENCING OUTCOMES OF PERFORMED ACTIVITIES
- ❑ TARGET FOR UNIVERSALISATION
- ❑ MOTIVATION / INSPIRATION TO OTHERS
- ❑ DEVELOPMENT OF RESOURCES
- ❑ Least Efforts & Maximum benefits.
- ❑ Least Resources & Least Time

Steps to be followed in preparing Action Plan

- Identifying specific problems of the districts.

- Describe probable solutions of identified problems.

- Suggest activities to address the problems.

- Justify the Activities proposed based on 10 points.

- Prioritise Activities to be undertaken considering beneficiaries & kind of benefit.

Steps to be followed in preparing Action Plan

- Prioritise Activities to be undertaken considering following points:
  - Activity name
  - Problem it seeks to solve
  - Stake Holder
    - (Stage one – Govt. functionaries,
    - Stage II - Parents,
    - Stage III - Children)
  - Kind of benefit - Improved attendance or improved quality
  - Efforts required - No. of faculty, days (months), money required (Rs)
  - Completion time required - Months/ year

Steps to be followed in preparing Action Plan

S.N.	Proposed Activities	Problem it seeks to solve	Stake Holder (Govt fucntionaries, Parents, Children)	Efforts required - No. of faculty, days (months),	Budget Estimate (Rs.)	Completion time required - Months/ year

Steps to be followed in preparing Action Plan

- Construct the Gantt chart i.e. a graphical representation of the duration of tasks against the progression of work.

- Describe clearly the provision of academic supervision & monitoring (Personnel involved)

- Specify the provision of assessing or evaluating the project before the start (present status through pre test) & after the completion (through post test)

- Finalize the proposal & submit it for approval.

Brief Introduction of Gantt Chart

- **A Gantt chart is a horizontal bar chart developed as a production control tool in 1917 by Henry L. Gantt, an American engineer and social scientist. Frequently used in project management.**

- **A Gantt chart provides a graphical illustration of a schedule that helps to plan, coordinate, and track specific tasks in a project.**

- **Gantt chart is a graphical representation of the duration of tasks against the progression of work.**

- **Gantt chart is a useful tool for planning and scheduling projects. Gantt chart is helpful when monitoring a project's progress.**
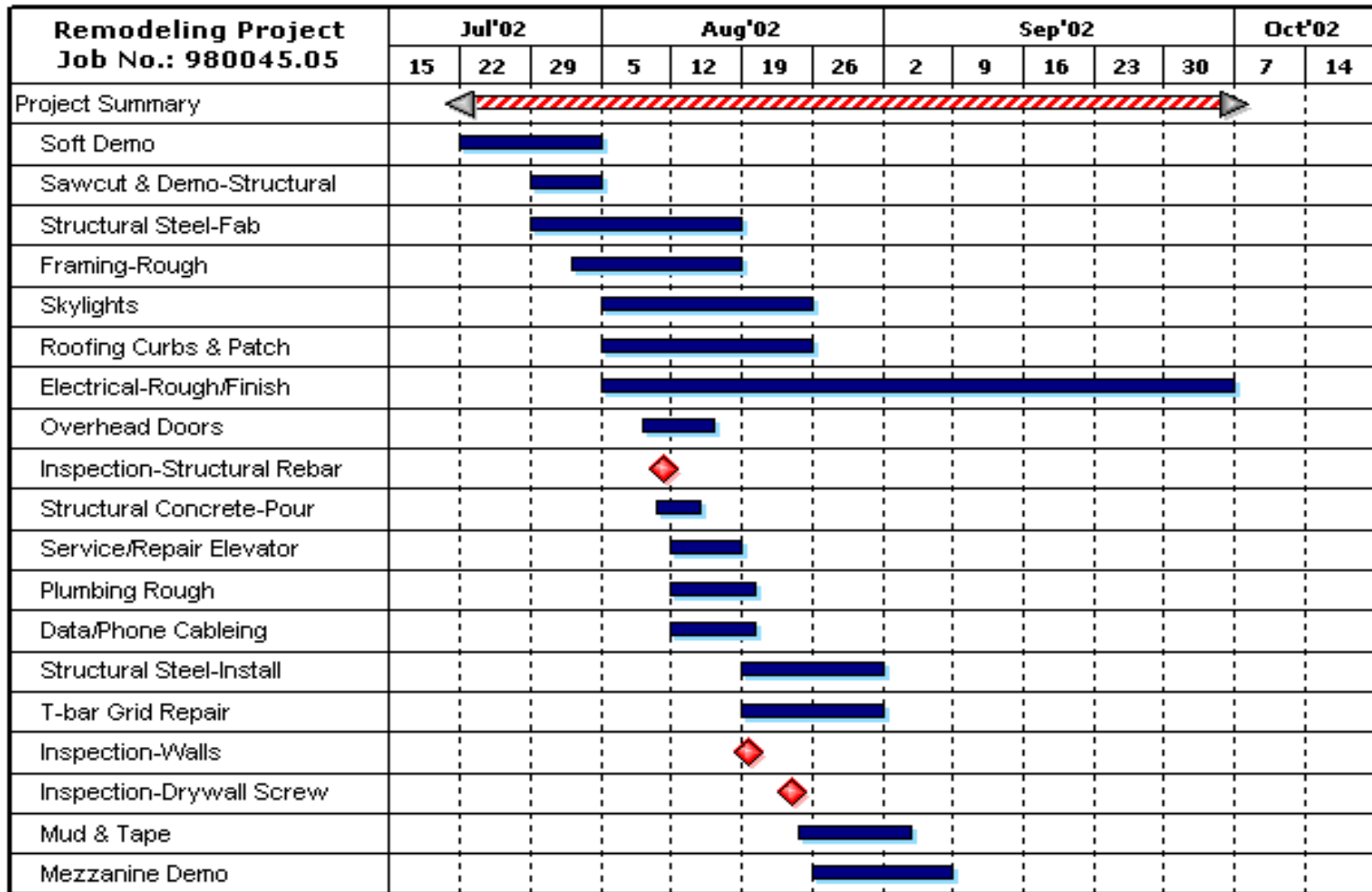
Brief Introduction of Gantt Chart

- **Gantt chart allows you to assess how long a project should take.**

- **A Gantt chart lays out the order in which tasks need to be carried out**

- **A Gantt chart is helpful when monitoring a project's progress**

- **The Gantt chart is constructed with a horizontal axis representing the total time span of the project, broken down into increments (days, weeks, or months).**

Brief Introduction of Gantt Chart

- **Planning and Scheduling**
- **A Gantt chart allows you to assess how long a project should take.**
- **A Gantt chart lays out the order in which tasks need to be carried out.**
- **A Gantt chart helps manage the dependencies between tasks**
- **Monitoring A Project**
- **A Gantt chart allows you to see immediately what should have been achieved at a point in time.**
- **A Gantt chart allows you to see how remedial action may bring the project back on course.**

Brief Introduction of Gantt Chart

Remodeling Project

Remodeling Project Job No.: 980045.05	Jul'02			Aug'02				Sep'02					Oct'02	
	15	22	29	5	12	19	26	2	9	16	23	30	7	14
Project Summary														
Soft Demo														
Sawcut & Demo-Structural														
Structural Steel-Fab														
Framing-Rough														
Skylights														
Roofing Curbs & Patch														
Electrical-Rough/Finish														
Overhead Doors														
Inspection-Structural Rebar														
Structural Concrete-Pour														
Service/Repair Elevator														
Plumbing Rough														
Data/Phone Cableing														
Structural Steel-Install														
T-bar Grid Repair														
Inspection-Walls														
Inspection-Drywall Screw														
Mud & Tape														
Mezzanine Demo														

Project Management Steps

- Gather & analyze the facts of current project situation
- Get project objectives.
- Develop possible alternative courses of action.
- Identify the negative consequences of each course of action.
- Decide on basic course of action.
- Develop strategies (Priorities, sequence, timing major steps)
- Determine measurable checkpoints for the project & various expected.
- Identify and analyze the various job tasks necessary to implement the project.
- Define scope of relationships, responsibilities & authority of new positions.
- Establish qualifications for new positions.

Project Management Steps..

- Determine the allocation of resources including budget, facilities etc.
- Find qualified to fill positions.
- Train & develop personnel for new responsibilities / authority.
- Develop Individual performance objectives which are mutually agreeable to the individual & his / her manger.
- Assign responsibility/accountability/authority.
- Coordinate ongoing activities.
- Measure progress toward and / or deviation in the project's goal.
- Measure individual performance against performance objectives, standards.
- Take corrective action on project (recycled project plans).
- Arrange appropriate consequences for individual performance.

Suggested Format of Proposal

- **Title of the Project**
- **Introduction**
- **Justification of the Project**
- **Objectives**
- **Expected Outcomes**
- **Modus Operandi**
    - **Beneficiaries (Number & Type)**
    - **Sample & Area of work (District/block/cluster)**
    - **Personnel Involved.**
    - **Criteria for Selecting Resource Persons.**
    - **Issues to be covered**
    - **Time Schedule in the form of Gantt Chart**
    - **Methodology Adopted**
- **Monitoring Strategy**
- **Provision of Evaluation of project**
- **Estimated Budget**

Suggested Activities

- **Area I:** Monitoring & Evaluation Capacity (skills+ facilities)
- Field visits/ monitoring made by DIET faculty.
- Exposure Visit to other state to learn new experience.
- Organizing Capacity building programme for faculties.
- Problems of Dropouts & Retention.
- Teacher & Student Assessment activities.
- Monitoring & follow up programme.

Suggested Activities

- **Area II**: Developing need based training.
- Conducting Need Based training courses.
  - Mathematics solving Activities
  - English language learning activities.
  - Environmental awareness building activities.
  - Promoting Girls Education
  - Community Participation for quality improvement.
  - School Improvement Activities
  - Lab Area development
  - Guidance & Counseling activities.

Suggested Activities

- **Area III:** Training in Research methodologies, programme planning and management and subject specific areas.
- Staff of DIETS trained in the different subjects
- Action Research for solving specific problems.
- Achievement Surveys.
- Implementing school standards.

Suggested Activities

- **Area IV**: Task forces for Infrastructure, Mgt. Systems

- Task force to be set up by each DIET.
- Infrastructure Related.
- Establishment of district level database.
- Establishment of Language lab & other subject specific learning corners.
- Publications of Newsletters & magazines

Problem Areas Identified

- Proper Utilization of resources.
- Optimum use of human resources.
- Development & maintenance of Infrastructure.
- Institutional Development.
- Lacking in short term & long term planning.
- Identifying dropouts & mainstreaming them to schools.
- Academic supervision
- Instructional hours & time table related issues.
- Handling more classes at a time (Multi level & multi grade teaching)
- Management of games activities.

Problem Areas Identified..

- Management of co-curricular activities.
- No concept of Self appraisal
- Improper children assessment.
- Improper communications amongst teachers.
- No knowledge gains & updating through self study.
- Unattractive school environment
- Analysis of school results.
- Coordination with community
- Time management
- Mid day meals issues.
- Teachers' motivation
- Discipline related issues.
- No proper guidance, counseling or mentoring for individual's learning,
- Unaware to use technology / ICT in education,
- Quality issues are unattended.

Probable Solutions for the identified Problems

- Seminars and conferences.
- Providing opportunities to individuals.
- Formation of state level steering committee
- Effective training of teachers before joining the job.
- Identify teachers with proper teaching attitude.
- Competency-Job fit
- Job as per own interest.
- Capacity building as per roles specifications (Administration, finance)
- Job charts are to be prepared.
- Management concepts to be incorporated.
- Community Participation
- Multi subjects school fare & Shekshik Madai
- Develop linkages at operational level with higher education
- Training related research strengthening
- Action research for improving attendance & reducing dropouts.
- Action research for improving teacher attendance
- Training need analysis
- Sustainability should be taken care off.
- Training Impact Study

Do Make a Difference

What really works to improve our schools

THANK YOU

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