

# Project Management: Organizational Essential Aspects

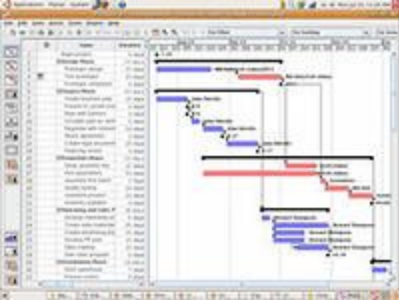
## PROJECT MANAGEMENT

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# Key Topics



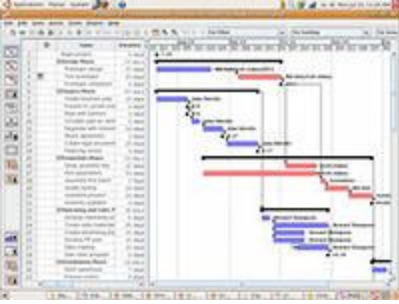
- Main stages of the project planning
- Work Breakdown Structure
- Main instruments of the Project Planning
- Communication Management
- Project Closure



# Main stages of the project management planning

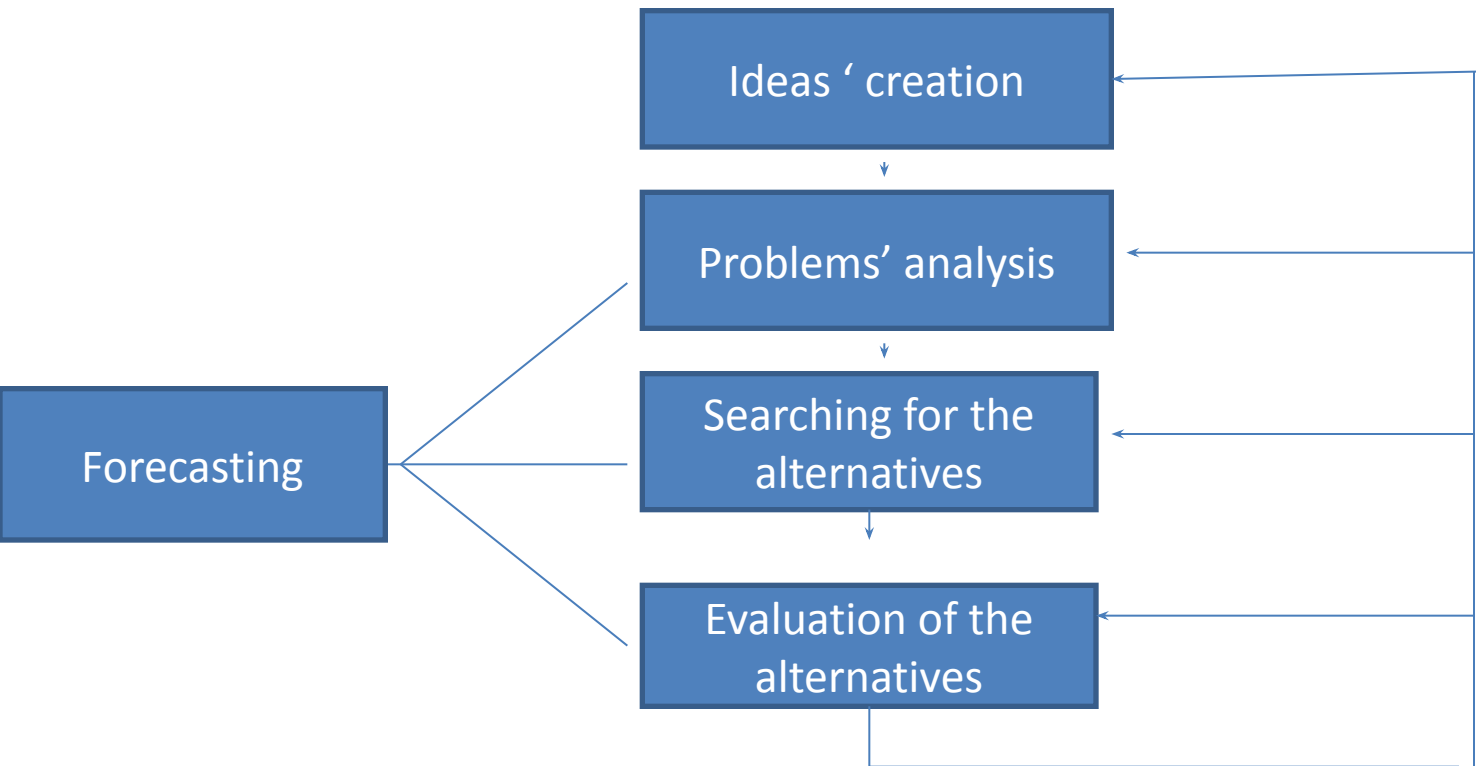
Plan of project management consists of the following elements:

- Plan of the Contracts Management
- Plan of the Content Management
- Plan of the Quality Management
- Plan of the Personnel Management
- Plan of the Communication Management
- Plan of the Schedule Management
- Plan of the Value Management
- Plan of the Risk Management



# Main stages of the project management planning

Plan of project management planning consists of the following stages:





# Work Breakdown Structure (WBS)

Work Breakdown Structure means to make the decomposition of the project on the separated small projects, works and actions within the task.

*For example.*

*Project – to construct the new scene for the Mariinsky theatre.*

*What will be the Work Breakdown Structure for these project?*



# Work Breakdown Structure (WBS). Main Rules.

## 1. Rule 8/80.

Every task should be no less than 8 men/hours (1 working day) and no more than 80 men/ hours (10 working days).

## 2. Rule of the report period.

The duration of each task should be no more than period in which you are going to organize the meeting dedicated to the projects results. F.e. if you have the meeting every week , the implementation of the task should take no more than 1 week.



# Work Breakdown Structure (WBS). Main Rules.

## 3. Rule of the utility.

We can decompose task on the small actions or steps only if we can meet the following requirements:

- new small tasks or steps can be evaluated easier after the decomposition;
- after the decomposition small tasks or steps are shared faster and easier among the personnel;
- after the decomposition small tasks are more controllable.



# Work Breakdown Structure (WBS). Main Rules.

## 3. Rule of the utility.

For example.

The project “Writing the business plan for the investment project “Zenit-Arena Construction” can be divided by the following steps:

1. Conception.
2. Strategy Planning
3. Functional Analysis (due –diligence)
4. Planning





# Work Breakdown Structure (WBS). Main Rules.

## 3. Rule of the utility.

For example.

The stage “Functional Analysis” can be shared among the following specialists:

- architects (task – architectural project);
- technical specialist (task – cost analysis);
- financial specialist (task – calculations) ;
- lawyer (task – documentation and legal analysis).



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# Main instruments for Project Planning

For the project planning you can use Microsoft Project.

This program will help you make the project schedule, to share the tasks among the personnel, to control the deadline of each step.

Home reading. Critical path method

[http://en.wikipedia.org/wiki/Critical\\_path\\_method](http://en.wikipedia.org/wiki/Critical_path_method)



# Communication Management

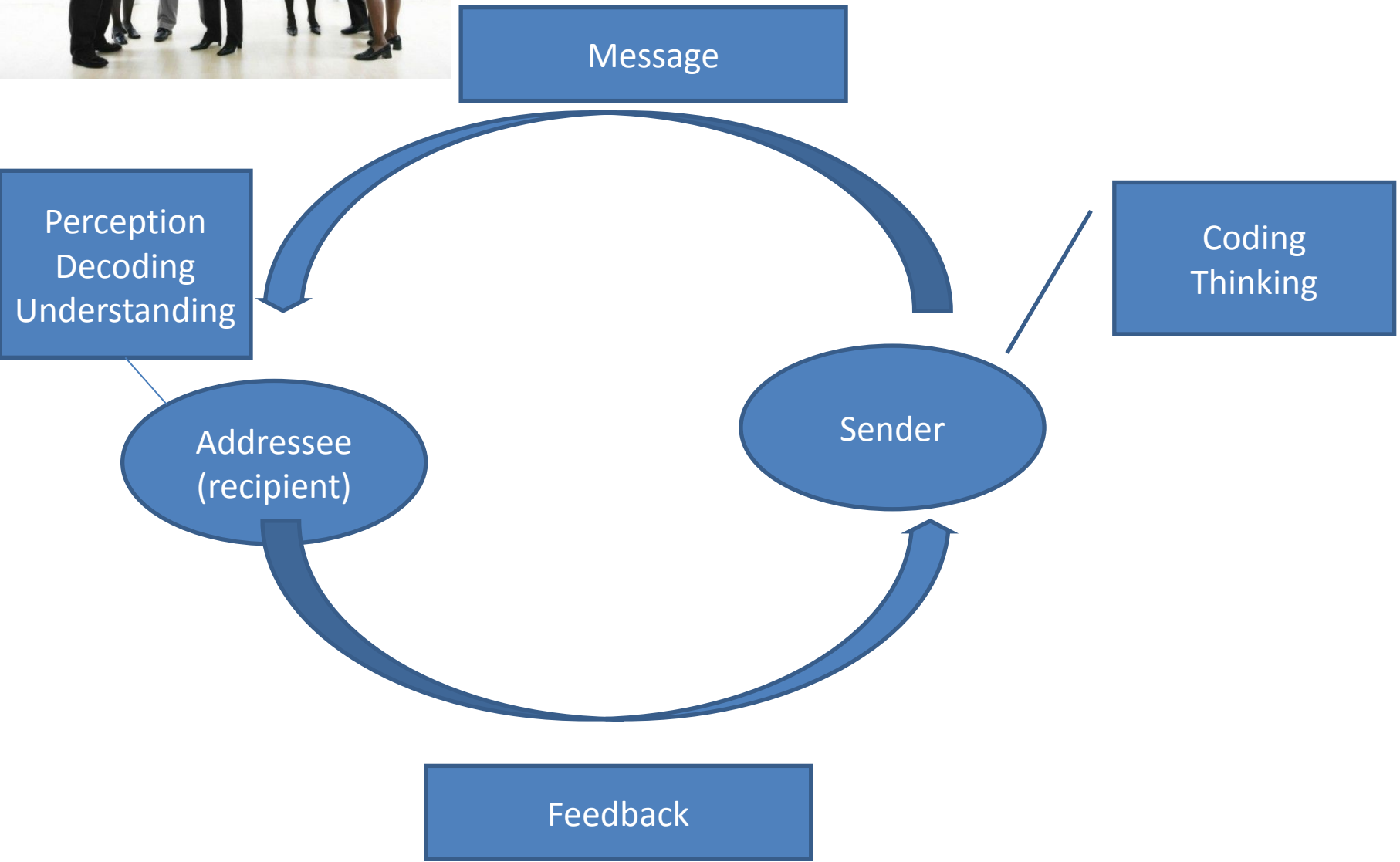
Communication is this a process that provides :

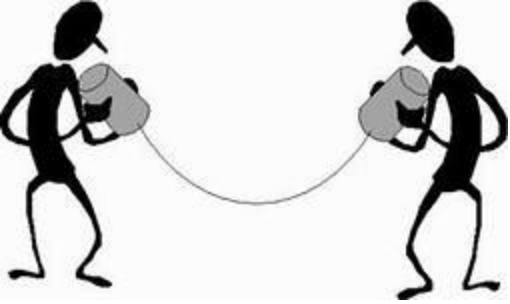
Collection  
Spreading  
Saving  
Emission





# Communication Model





# Communication Plan

Communication Plan consists of the following elements:

1. Requirements and Expectations from the Communications
2. Methods of the Information Exchange
3. Time and place for the Communications
4. Responsibilities

# Requirements for the Communications

Every participant should have the following information about the project:

1. His responsibilities within the project.
2. Coordination. The information plays the coordination role. F. e. the information about the project changes.
3. Project schedule .



# Requirements for the Communications

4. Decisions made within the projects.





# Thank you for your attention!

