

Project Management for Managers & Supervisors

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Contents

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ABOUT THIS BOOK

As part of their work, Supervisors and Managers are often asked to manage or participate on a project in addition to their regular duties. The ability to successfully manage these projects is often a key component of being a successful supervisor or manager, and often a criterion for further advancement. Yet, because they are non routine events, successfully managing projects require different skills than supervisors and managers use in their day to day work. Consequently, being able to understand and use basic project management skills is one of the most important skill sets a Supervisor or Manager needs to develop.

The purpose of this handbook is to help you learn basic, easy to use, project management skills that you can apply to the types of projects that Supervisors and Managers face.

Based on the key ingredients that make a project successful, you'll learn how to:

- Define the project's scope, objectives, deliverables, critical success factors, resource needs, and collaboration requirements.
- Break the work down into its major work blocks and tasks.
- Develop an easy to use project schedule
- Monitor the project's status and what to do if you find you're off course.

ELECTRONIC FEATURES

This book contains a number of handy to use electronic features. The Table of Contents contains hyperlinks that allow you to jump directly to the section you're interested in.

You also have control over your printing. You can print out the entire book, a range of pages, or a single page as needed by using the "Print" option for your PDF reader.

You can also store **Project Management for Managers and Supervisors** in a folder on your PC, and access it whenever you want. This makes it easy to use as an important reference and tool throughout your project.

THE BASICS

PROJECT MANAGEMENT PHASES

Managing a project has 4 key phases. These are:

- **Phase 1:** Define Your Project's
 - Purpose and Scope
 - Objectives
 - Deliverables
 - Success Criteria
 - Key Stakeholders
 - Coordination Requirements
 - Critical Success Criteria
- **Phase 2:** Identify Key Project Work Blocks, Milestones and Tasks
- **Phase 3:** Develop a Project Schedule and Budget
- **Phase 4:** Monitor the Project's Progress and Take Needed Corrective Actions

KEY INGREDIENTS FOR PROJECT SUCCESS

Successful projects contain a number of key ingredients. Here are some of the most important.

- The Project has a clearly defined purpose and scope.
- There are clearly defined objectives that can be measured to determine if the project is a success.
- The deliverables are clearly stated and agreed upon.
- Key Stakeholders buy-in to the need for the project.
- The coordination requirements both within the project team and other affected groups are identified and included in the project plan.
- The critical success criteria are defined.
- The project's plan and schedule include all the needed work tasks and deadlines.
- All needed costs are included in the project's budget.
- Implementation of the plan is monitored on a sufficient basis to be able to measure progress against the schedule and identify any needed corrective actions.

PHASE 1

DEFINE YOUR PROJECT

STEP 1: PROJECT PURPOSE AND SCOPE

The first step in defining your project is to define why you're doing it (the purpose) and exactly what it covers (the project's scope). This helps to make sure that the project solves the right problem, and is the right size to do so. To define the purpose and scope write a statement that includes the following elements.

- What is the reason for the project?
 - What problem will be solved?
 - What are the principle benefits of doing the project?
 - Why is this important?

- What are the project's boundaries?
 - What's included?
 - What's not?

PHASE 4

MONITOR THE PROJECT'S STATUS

AND DETERMINE NEEDED

CORRECTIVE ACTIONS

TYPICAL MONITORING METHODS

Some of the typical methods for monitoring the project's status are:

- Project Review Sessions:
 - Routine reviews held on appropriate fixed time schedule
 - Daily
 - Weekly
 - Monthly
 - At Completion of Project Milestones
 - Special sessions to address problems and needed corrective actions.
- One on one meetings with project personnel
- Informal information gathering
 - Information you pick up from other sources that could impact your project. Examples include:
 - Regular Meetings you're involved in as a Manager/Supervisor
 - Informal discussions
 - Information you pick up "through the mill"