

Project Implementing Secrets: What Lies Beneath

Project management is known to be a systematic application of knowledge, skills, tools and techniques to a broad range of activities in order to meet the requirements of the particular project. Further a project is a temporary endeavor undertaken to achieve a particular aim. Project management knowledge and practices are best described in terms of their component processes.



It's very challenging and critical to:

- Produce a project plan for successful delivery
- Plan and run projects using best practices in a
- Implement risk management techniques and mitigation strategies
- Estimate and schedule task work and duration with confidence
- Implement monitoring tools and controls to keep you fully in command of the project
- Recognize and practice the leadership skills needed to run a motivated team

“Do not repeat the tactics which have gained you one successful project, but let your methods be regulated by the infinite variety of circumstances”.

-SunTzu C

As an effective project manager, you organize scarce resources, work under tight deadlines, control project change and generate maximum team performance. But before this you must actually attain the knowledge about best practices discovered and implemented worldwide for Project Management. So that you learn how to plan successfully, manage and deliver projects. To learn how to implement project management processes, develop leadership skills and respond to real-world scenarios. ■

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How to Begin and Define Your Project: Good Start Is Half Done

Preparing a good business case for the project is very important. Where appropriate, ensure you obtain top management or sponsors agreement before you start the project. Study reveals that too many projects are started without a firm reason or rationale. Developing a business case will identify whether it is worth working on.



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from conception to reality.**

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Be ensured that your project fits with the key organizational or departmental agenda or your personal strategy.
Always ... Always stick to priority projects.

- Carry out a proper risk analysis at a high level at the initiation stage. Avoid going into great detail here – more an overview focusing on the key risks.
- Identify at this early stage key stakeholders. Consider how much you need to consult or involve them at the business case stage. Seek advice if necessary from senior managers
- Where appropriate, involve finance people in putting the business case together. They can be great allies in helping crunch the numbers which should give credibility to your business case ■

Project Delivery: Getting Things DONE on TIME

Project Delivery has lot to do with Your Work Break down Structure (WBS). Create a work breakdown structure (WBS) for the project. A WBS is a key element you will need to develop your plan. It lists out all of the activities you will need to undertake to deliver the project. Post it notes can be a great help in developing your WBS.

Group tasks under different headings once you have a list. This will enable you to identify the chunks of work that need to be delivered, as well as put together the Gantt chart and milestone chart.

Identify the critical path for the project. The critical path identifies those activities which have to be completed by the due date in order to complete the project on time.

Communicate, communicate, communicate! Delivering a project effectively means you need to spend time communicating with a wide range of individuals. Build a communication plan and review it regularly and include it in your Gantt chart. [more on page 3 >](#)

Project Governance: The Latest ARK Buzzword

Have a clear project management monitoring and reviewing process – agreed by senior managers - the project sponsor and the project Board, if you have one. Ensure your organization's corporate governance structure and your project management monitoring and control structure are compatible. If you do not know whether this is the case then seek senior management involvement.

Be aware early in the project what will be monitored, how they will be monitored and the frequency and Keep accurate records of your project not only for audit purposes but to ensure you have documents which enable you to monitor changes. Use a Planned v. Actual form. It is easy to create – it allows you to monitor how you are progressing with specific tasks – time and money. Link these forms into milestone reviews. Also identify with your sponsor the type of control that is needed – loose or tight or a variation of these, e.g. tight at the start, loose in the middle, tight at the end. Ensure the system you develop reflects the type of control intended.

Agree to a system for project changes – have an agreed system for monitoring and approving changes. Use change control forms and obtain formal sign off

(agreement) by the sponsor, before action a change. Look for the impact of the change on the project scope as well as the “key driver” - quality, and cost and time. Appoint someone to be responsible for project quality especially in larger projects. Review quality formally with the client at agreed milestone dates. Make certain you have agreed who can sanction changes in the absence of your sponsor. If you haven't agreed this, what will you do in their absence? [more on page 4 >](#)

The Bad News is Time Flies and The Good Thing is You are the Pilot

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Project Delivery... *from page 2*

Are you involved in a major change project? If you are, think through the implications of

Identify dependencies (or predecessors) of all activities. This will let you put together the Gantt and milestone charts. Ensure you write them down otherwise you are trying to carry potentially hundreds of options in your head.

Estimate how long each activity will take. Be aware that research points out we are notoriously bad at estimating. You estimate a task will take 3 days. Identify how confident you are that you can deliver in 3 days by using % e.g. I'm only 40% certain I can deliver in 3 days. Then estimate how many days

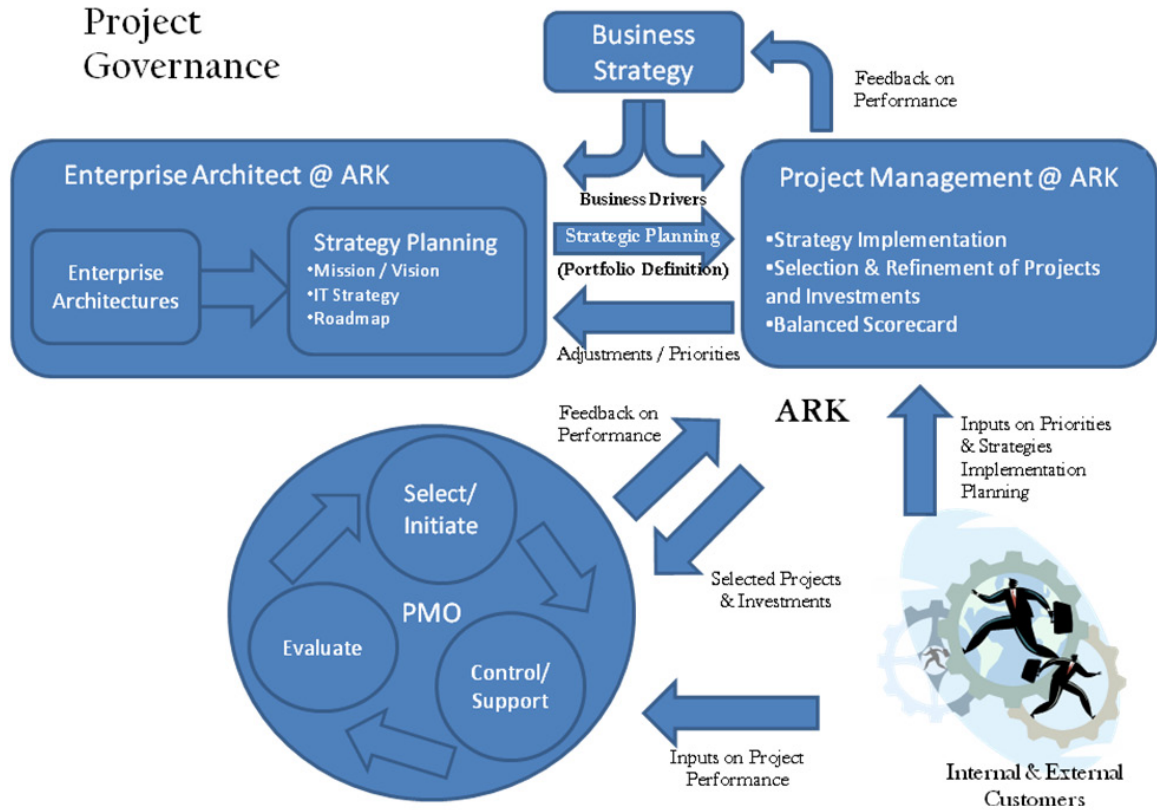
you should aim this on key stakeholders and how you may need to influence and communicate with them.

Conduct Risk Assessment – carry out a full risk analysis and document it in a risk register. Regularly review each risk to ensure you are managing them, rather than them managing you. Appoint a person to manage each risk.

Develop a Gantt chart and use it to monitor progress against the plan and to involve key stakeholders in the communications process. ■

We can move
your ideas and
vision from
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Project Governance ...from page 3



Subject Matter Expertise We at ARK are solution driven and committed to provide finest Marketing and Training solutions. We succeed to achieve this, via our transition models where we take 'as is' process and draw the ramp up-down plans at ARK. In domain expertise with our robust management support we strive to achieve quality of no less than 99% for our training and event management jobs. Our documents productions are 100% unique and plagiarized free the ownership of which is passed to our customers once completed.



Best Practices At ARK we harmonize in best practices across the board from sales >> IT >> Marketing and Project management.

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Efficient Implementation We engage with our clients with a mix of account management models, where customers wish to our strong project management skills or hand held us in a phased implementation approach that ensures a smooth and systematic project transition whilst develop-oping the skills and apt training period of time.

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Credentials We trust our customers - our best sales people. We reciprocate our experience, knowledge and project management skills by successful execution of our customers' large-scale projects complex monthly assignments with several industrial firms across many disciplines. Our Project Management team has generated editorial repositories for client advertising and small-medium sized business houses. ■