



Project Management

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What is Project Management?

Project : A group of milestones or phases, activities or tasks that support an effort to accomplish something

Management : is the process of Planning, Organizing, Controlling and Measuring

Project...

- **A collection of linked activities, carried out in an organised manner, with a clearly defined START POINT and END POINT to achieve some specific results desired to satisfy the needs of the organisation at the current time**

Project Management

- ✔ A dynamic process that utilises the appropriate resources of the organisation in a controlled and structured manner, to achieve some clearly defined objectives identified as needs.
- ✔ It is always conducted within a defined set of constraints

What does Project Management Entail?

- **Planning:** is the most critical and gets the least amount of our time
Beginning with the End in mind-Stephen Covey
- **Organizing:** Orderly fashion
(Contingent/Prerequisites)
- **Controlling:** is critical if we are to use our limited resources wisely
- **Measuring:** To determine if we accomplished the goal or met the target?

Measuring.....

- ☞ Are we efficient?
- ☞ Are we productive?
- ☞ Are we doing a good job?
- ☞ What is the outcome?
- ☞ Is it what we wanted to be?

If you can't plan it, You can't do it

If you can't measure it, you can't manage it

Who uses Project Management?

- Nearly Everyone to some degree
People plan their Days, their Weeks, their Vacations and their Budgets and keep a simple project management form known as “To Do” list
- Any **Process or Means** used to **track tasks** or efforts towards accomplishing a goal could be considered Project Management

Why is Project Management used?

- ☛ It is necessary to Track or Measure the progress we have achieved towards a Goal we wish to accomplish
- ☛ We use Project Management to **Aid** us in **Maximizing** and **Optimizing** our resources to accomplish our goals

How much time does Project Management take?

- ✔ **Not much. Probably more time is wasted as a consequence of lack of Project Management tool than is spent to Plan adequately, Organize, Control effectively and Measure appropriately**
- ✔ **How long: As long as there are things to do**

Why is Project Management Important?

- ✔ Enables us to map out a course of action or work plan
- ✔ Helps us to think systematically and thoroughly
- ✔ Unique Task
- ✔ Specific Objective
- ✔ Variety of Resources
- ✔ Time bound

Advantages

- ✔ **In built Monitoring/ Sequencing**
- ✔ **Easy and Early identification of Bottlenecks**
- ✔ **Activity based costing**
- ✔ **Identification and Addition of missing and new activities**
- ✔ **Preempting unnecessary activity/expenditure**
- ✔ **Timely Completion**
- ✔ **Assigning tasks**
- ✔ **Reporting**

Road to Better Project Management

- ✔ Find a Project plan that fits your style of project management needs
- ✔ It may be as simple as creating templates, forms and spreadsheets to track tasks
- ✔ Formation of a Project Management committee
- ✔ Listing out all the tasks and sub-tasks to accomplish a goal
- ✔ Jot down the time period and person responsible against each task/sub-task

Road to Better Project Management

- ✔ **Identify a Project Manager**
- ✔ **Identify Task Managers**
- ✔ **Sequence the activities in relation to time period**
- ✔ **Present to the PMC**
- ✔ **Finalize by reaching an agreement and start work.....**

Implementation

- ✔ **Regular Monitoring**
- ✔ **Resource Support**
- ✔ **Critical issues discussed and solution**
- ✔ **Meeting with the team on completion of each major milestone**
- ✔ **Track the progress against the plan**
- ✔ **System to add/delete tasks in the PMT**

Consequences of not using PMT

- **DELAY**
- **COST**
- **WASTE OF RESOURCES**
- **QUALITY**
- **DISSATISFACTION**
- **REPUTATION**

Project Management....



Work Smart Not Hard !!!