

Project Management



BERRYENTERPRISES

Berry College Student Enterprises, LLC

What is a Project?

- A temporary endeavor undertaken to create a unique product, service or result.
- Has a clear starting and ending point.

Project Phases

- 5 phases of a generic project
 1. Conception and Initiation
 2. Definition and Planning
 3. Launch or Execution
 4. Performance and Control
 5. Close

Conception and Initiation

- The phase where a broad definition of what the project is and what it's scope will be are developed.

Definition and Planning

- Planners:
 - Set Goals
 - Identify key resources, set a budget and determine the time it will take.
 - Create a Work Breakdown Schedule/key personnel assigned
 - Create a Gantt Chart
 - Create a communication plan
 - Identify potential risks

Launch or Execution

- Project Managers:
 - keep up with status of and track work
 - manage key performance indicators
 - Make sure quality of project is maintained

Performance and Control

- Project Managers:
 - Make sure objectives are met
 - Insures quality of deliverables
 - Tracks costs
 - Manages performance

Close

- Wrap-up phase
 - Work a punch list
 - Report on success of the project
 - Debrief

Project Management Tools

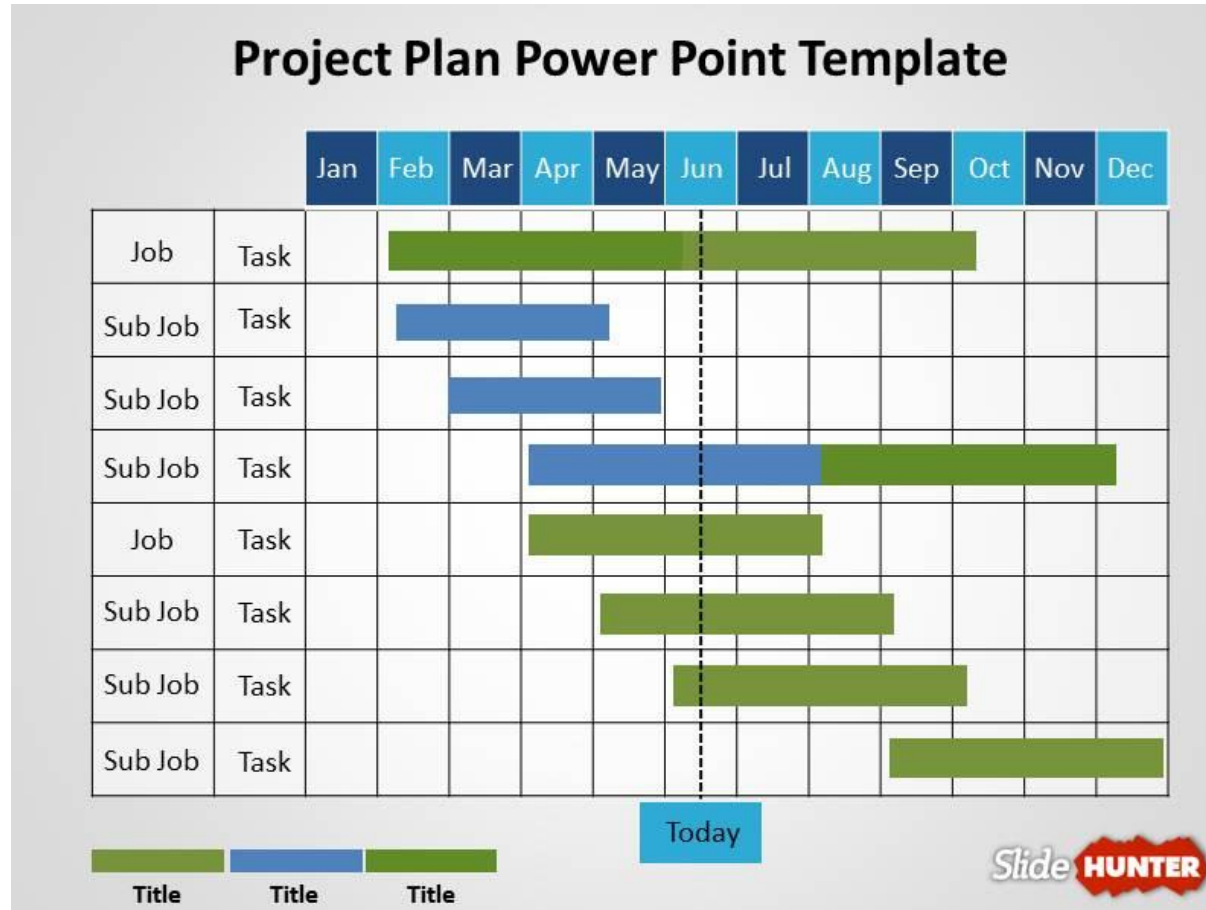
- Tools are used to plan, measure and track a project's progress.
 - Tools help the project manager understand which activities need to be completed, who is responsible for activities and when they should be completed
 - Tools allow managers to also, track the time it takes to complete activities and costs

Gantt Charts are a well excepted tool

- A Gantt chart is a graphical chart that is used to show star and end times for activities and to track progress against time targets
- A Gantt chart provides a planning and control function

Gantt Chart Template

Click here to access a [working copy](#) of this template.



Project Management

- The application of knowledge, skills, tools and techniques to project activities and meet project requirement
- Project management is a fast growing industry
- For more information: www.pmi.org

• Resource: [Introduction to Operations and Supply Chain Management](#)



**Keep
Calm
And
Create a
Project Plan**

