



مجموعة جامعة
الجميع الذكية
للتعليم القابضة

MIDOCEAN
UNIVERSITY

Project Planning

Prepared by Lect. Dina Samir ElWakkad

PMG202
Orientation Lecture

Lecture 1



GENERAL INFORMATION

- **Course Name:** Project Planning
- **Course Instructor:** Dina Samir ElWakkad
- **Email:** dina.elwakkad@esu.ac.ae

GENERAL INFORMATION

- ترفع المحاضرات الأسبوعية علي المنصة التعليمية Moodle يوم السبت من كل أسبوع في تمام الساعة ١٢ ظهرًا بتوقيت الرياض

GENERAL INFORMATION

- **حلقات النقاش** وهي حلقات أسبوعية اختيارية للطلاب وغرضها مناقشة ما تم طرحه خلال المحاضرة المسجلة لكل أسبوع ستكون بأذن الله علي رابط زوم والذي سوف يتم الإعلان عنه علي المنصة التعليمية Moodle

Quizzes

- يفتح الاختبار القصير الأسبوعي يوم السبت في تمام الساعة العاشرة مساءً وهو متاح لمدة أسبوع ثم يقفل يوم السبت الذي يليه في تمام الساعة التاسعة مساءً
- الاختبار يشمل أسئلة كتابية وصوتية
- تعد الإجابة علي الاختبار القصير بمثابة حضور للطلاب والطالبات
- الاختبار القصير من ٨ درجات (بمجموع ٨٠ درجة)
- فترة السماح للاختبار القصير ٢٤ دقيقة.

Quizzes

Exams & Marks

80% Short exams during the semester

20% Final Exam

Course Content

LEC 1 - Project Preparation and Implementation Plan

LEC 2 Project Initiation

LEC 3 Feasibility Study

LEC 4 Project Planning- Risk management

LEC 5 Project Planning- Quality management

LEC 6 Project Planning- Human Resource management

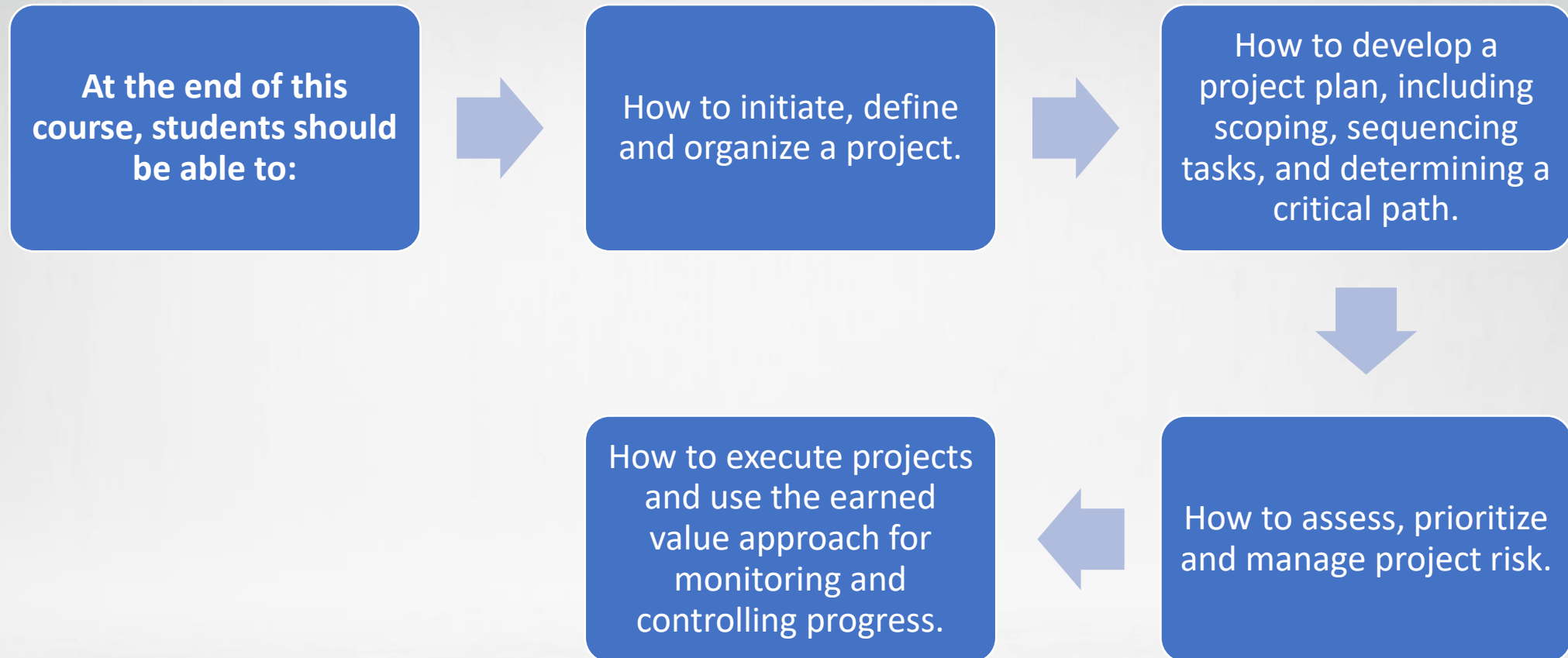
LEC 7 Project Planning- The Project Schedule, and budget

LEC 8 Project Execution

LEC 9 Monitoring & Controlling

LEC 10 Project Closure

Learning Outcomes



What is the meaning of a Project?

Project:

- A piece of planned work or an activity which is done over a period of time and intended to achieve a particular purpose.

What is the meaning of a Project?

■ Major Characteristics of a Project

- ☐ Has an established objective.
- ☐ Has a defined life span with a beginning and an end.
- ☐ Typically requires across-the-organizational participation.
- ☐ Involves doing something never been done before.
- ☐ Has specific time, cost, and performance requirements.

What is the meaning of a Project Planning?

Project Planning:

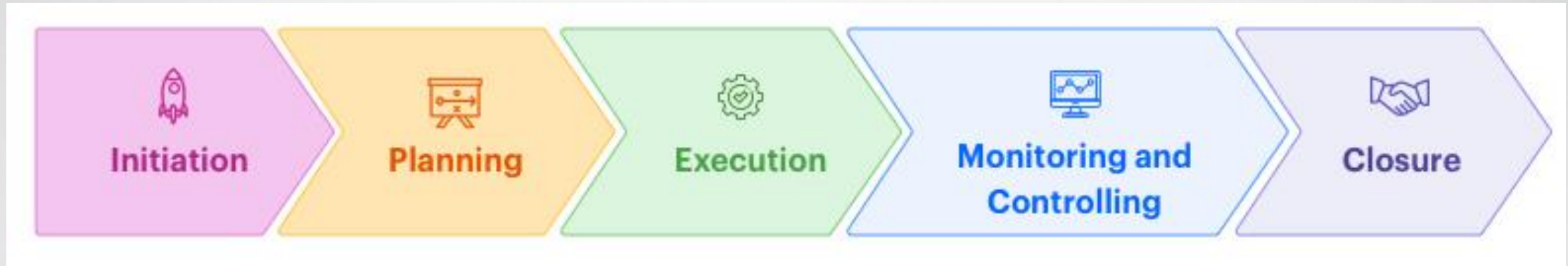
- Project planning is a crucial part of project management focused on **creating a detailed plan that outlines the steps and resources necessary to achieve the project's objectives**, including identifying the project's scope, establishing a timeline, assigning tasks and resources, and budgeting for the project

What is the meaning of a Project Planning?

Project Planning:

- After the project charter is approved, the Project Initiation phase is complete, and you are ready to proceed to the Project Planning phase.
- When the Project Planning phase is complete, you are ready to proceed to Project Implementation.

What is the meaning of a Project Planning?



What is the meaning of a Project Planning?

Purpose of the project planning phase

- Establishing business requirements.
- Establishing cost, schedule, list of deliverables, and delivery dates.
- Establishing resources plan.
- Getting management approval and proceeding to the next phase.

What are the responsibilities of the project manager?

- Budget and cost Control
- Allocating resources
- Tracking project expenditure

What difficulties will the project manager face?

- Managing team members as they come from different departments
- risk of instability in the team
- Create an effective team environment
- Building a team from a group of individuals who do not know each other
- Poor communication and information exchange due to team members not knowing each other
- Create a team identity to encourage team members to meet regularly

What approach best suits your role as a project manager?

- There is no specific appropriate method to follow, the appropriate method is the one that works with individuals at some point in time.
- The project manager must know the **appropriate method at the right time to obtain the required results.**
- **And all this because:**
 - The nature of work with time and cost
 - The difference in the skills and experience of individuals whom you do not know well in the initial stages

What approach best suits your role as a project manager?

Therefore, we must focus on three aspects:

What approach best suits your role as a project manager?

1. Ensure that all project work is clearly defined and completed on time according to the required quality.
2. Ensure good coordination of work and distribute it equitably among team members to encourage them to work together effectively.
3. To ensure that each team member understands their role and responsibilities and is given direction and opportunity to develop their skills.

How to become a successful project manager?

- To be a responsible, effective, and non-hesitating person.
- To be someone who can do anything.
- To be clear and specific.
- See people as your helpers, not your enemies.
- respecting others
- think more
- Think about the details
- Advertising good performance
- Be a manager and leader



Questions

A _____ is a set of activities which are networked in an order and aimed towards achieving the required goals.

- A) Project**
- B) Process
- C) Project management
- D) Project Cycle

Which of the Following is / are the responsibility/ies of the project manager?

- A) Budget and cost Control
- B) Allocating resources
- C) Tracking project expenditure
- D) All answers are correct.**

Questions

Following are the stages of the project?

- A) Initiation, planning, execution, monitoring and controlling, closure.
- B) Designing, planning, execution, monitoring and controlling, closure
- C) Designing, planning, Marketing, monitoring, and controlling, closure
- D) Marketing, planning, execution, analysis, closure

_____ is a crucial part of project management focused on creating a detailed plan.

- A) Project Plan
- B) Project
- C) Project management
- D) Project Cycle

Questions

Coordination describes one of the concepts that is crucial for the smooth running of an organization.

ANSWER: False

There is a specific appropriate method to be followed in managing the project.

ANSWER: False

Allocating resources is one of the responsibilities of the project manager.

ANSWER: True

It does not matter that the project manager thinks about the details

ANSWER: False



مجموعة جامعة
الجميع الذكية
للتعليم القابضة

MIDOCEAN
UNIVERSITY



Thank You

