



Everyone's Smart University

Project(Spring 2021)

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Advanced Project Management

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically. **This report will be between three to six pages in length**. This is a significant research project.

Your report must address each of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. Describe the strategies that are going to be set up to maintain communication with the team members.
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.

5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...

Purpose, scope, and objectives of the project.

Effective project management begins with understanding its fundamental parts and steps. Therefore, knowing what the scope of the project means is especially important. We are working on this task for a painting project and historically approaching it in this assignment. It can be said that this is the part of the planning that determines and documents a list of specific objectives, deliverables, tasks, costs and deadlines. It is designed to explain the limits of a project, establish responsibilities for each member of the team, and point out the procedures for both carrying out and verifying and approving the work. It is also the scope that provides the manager with guidelines for making decisions about change requests during the realization. After all, it is natural for parts of a large project to change along the way.

Control:

It is also where you control what is added or removed along the way - further establishing control mechanisms to address the factors that can result in unforeseen changes. Without defining the scope, therefore, it is not possible to estimate the cost and time required by the project. In this sense, managing a scope effectively requires good and clear communication, as it ensures that team members will understand and agree with how the pre-established goals will be met.

Cost and loss prevention:

Sometimes, due to some lack of communication, the scope may need to be modified. This directly affects the cost and disrupts the schedule, causing a loss of financial resources and time and even a drain on the team's motivation.

Increased delivery quality:

For all these reasons, it is perceived its great importance not only for the project team, but also for the stakeholders, who work in the strategic development of the company's business. The elaboration of a detailed scope is still fundamental for customer satisfaction, as well as for the efficiency of the work to be carried out.

What is the scope management plan?

However, it is not enough to make a correct definition or elaboration of the scope. It is necessary to make a scope management plan, which involves the management of all project processes. This avoids the main problems that a project may face, especially the bloating of activities and the loss of control of the requirements.

This scope management, in general, deals with three essential project issues.

What problem do you want to solve?

What results are expected to be achieved?

What goals must be met to achieve the expected results?

Finally, the scope of the project defines all the work that must be done, and it must be ensured that only what has been established is carried out. The project leader must therefore ensure that there are no actions beyond what was planned, avoiding any additional work to the scope.

Outline and Strategy:

The use of this word appears in two different situations: in the drawing and in relation to the exhibition of ideas. In both contexts, the substantive outline expresses a common basic element: the initial expression of something that will develop later. In drawing up a map, a plan or the design of a building, the idea of a sketch is known as a sketch. In a small exposition of a plan, the sketch is equivalent to an annotation. It should also be noted that there are professionals who are specialists in the basic conception of this type of artistic work.

To paint a picture, sculpt a statue or design a car, you must start with an original idea that is expressed in the form of a scheme or sketch on paper. In other words, the sketch is a drawing with fundamental features. This turns out to be an initial draft, so it is something totally provisional and not definitive.

Any creative activity starts from this basic scheme, usually in the form of simple lines from which it is possible to develop a more elaborate creation with all kinds of details.

In the history of art, some sketches of great works have been preserved because of their high economic and artistic value. From them it is possible to better understand the final result of a work. An illustrative example is related to Picasso's "A Guernica", a large work that maintains more than forty sketches and which are exhibited on several occasions alongside the original work

Good communication in the workplace prevents information from being improperly disseminated. Improving communication in the workplace also contributes to creativity and facilitates team leadership. Professionals should not be afraid to expose their ideas, they should only be attentive to speak in order to be understood, that is, in an objective and clear manner. Thus, some of the advantages of having clear communication between teams in the work environment are:

- A.greater alignment between employees,
- B.an improvement in the organizational climate,
- C.the increase in the productivity gains of the teams,
- D.an increase in the efficiency of tasks.

Tools to be used:

It is not possible to generalize a situation and apply it to all contexts before analyzing them individually. When it comes to management methodologies, this is no different.

Kanban, for example, is known for being versatile and adaptable to different situations, but many managers still have doubts about how to take advantage of this versatility in their favor.

What is Kanban?

Kanban is an agile production or task management system that works visually and dynamically. With it, it is possible to organize the workflow in columns and cards, so that the whole team can visualize the flow from beginning to end, and identify if there are bottlenecks or ways to optimize the process.

There are three elements that make up the Kanban structure: the board, the columns and the cards. Here's how each works:

Card:

The card is the cornerstone of Kanban (and, indeed, it is the name that gave this methodology its name. Kanban, in Japanese, means card). It represents an activity that needs to be completed within a project, process or workflow.

You can assign colors to the cards and organize them by urgency, by person in charge, by type of activity or by the classification that makes the most sense for your company.

Column:

The columns are the representation of the status the cards are in during the workflow. The “to do”, “doing” and “done” columns are the most common, but that does not mean that you have to use them.

The ideal is just to preserve the logical order of the columns in the original Kanban, keeping the initials on the left and the finals on the right, so that over time the work units (which we call cards) move from left to right until they arrive to the last column, marking the completion of the task.

Frame:

The Kanban board is the structure that will hold the columns and cards, and can be virtual or physical. The same team can work with several Kanban boards, and more than one team can share the same board. For example: a product development project may have several teams working, such as design, programming, testing, marketing, etc.

Kanban can be used both online (using a Kanban system) and offline (using post-its). However, the most common is to use Kanban boards online, in specific software.

In this way, the board can be modified much more easily and accessed by more people (even those who are not physically present in the company). In addition, the fact that the online board does not have a physical structure makes it much more dynamic and flexible, facilitating the adaptation of activities according to the needs of the company.

In practical terms, Kanban works through a “pulled” system where the person responsible only assumes a task when he has the capacity available to perform it.

For this to work correctly, it is necessary to set a capacity limit for each participant or for each workflow status. Limiting the “in approval” column to a maximum of 4 tasks, for example, can prevent wasted work and the team from being too long without feedback.

In this way, Kanban differs from other management methodologies that seek to “push” production and deliver results without worrying about its own capacity. In organizations that use this “pushed” system, it is common for development teams to produce a very large volume of features that are not so valuable to the customer just so that they are working 100% of the time.

The pulled system, on the contrary, values much more for the value that the functionalities produced will have for the customer than for the quantity of deliveries, precisely because if the team works at an adequate pace, it will produce better results.

Project milestones and activities:

Sample Milestone List with Explanations:

Milestone List				
Project:			Date:	
Milestone No.	Milestone	Mandatory/Optional	Completion Date	Verification
Standard numbering format.	Milestone name.	Indicate if this is a mandatory or optional milestone.	Planned completion date.	How will the milestone be verified?

Milestone with Data for Painting Project:

Milestone List				
Project:			Date: DD/MM/YY	
Milestone No.	Milestone	Mandatory/Optional	Completion Date	Verification
001	Project Start	Mandatory	DD/MM/YY	Sponsor Approval
002	Complete Gathering Requirements	Mandatory	DD/MM/YY	Sponsor Approval
003	Complete Design	Mandatory	DD/MM/YY	Sponsor Approval
004	Complete Sketch	Mandatory	DD/MM/YY	Sponsor Approval
005	Complete Canvas	Mandatory	DD/MM/YY	Sponsor Approval
006	Complete Painting	Mandatory	DD/MM/YY	Sponsor Approval
007	Project End	Mandatory	DD/MM/YY	Sponsor Approval

Create a budget and link the costs to the key milestones for a project.

Budgeting		
Project: Commercial Painting Work		Total Estimation: xxxx
Milestone No.	Milestone	Budget Allocation

001	Project Start	5%
002	Complete Gathering Requirements	2%
003	Complete Design	20%
004	Complete Sketch	20%
005	Complete Canvas	30%
006	Complete Painting	20%
007	Project End	3%

Tasks and resources amongst a project team

Distribution of team members by roles

The teams must agree on who will fill each role (distribution of roles). This does not need to be fixed throughout the life of the team, especially in workgroups. You can, for example, alternate roles so that each takes turns gaining experience in different roles (such as in some forms of the Democratic team). You can also assign key roles on the team to people who would like to take on them, who are best placed to fill them based on past or current experiences, or even people who would like to take on a role that is unfamiliar to them.

Regardless of the protocols used to assign roles to your team, you should make sure that someone fulfills those roles or, if the roles are not explicitly assigned, that a member of the group performs tasks.

Group leader:

Even when decisions can be made by the whole team, someone must take responsibility for chairing meetings or their virtual equivalent. During the meeting, this person is responsible for clarifying the objectives of the meeting and its agenda. They should introduce each agenda item, guide the discussion on the items, and then take

stock of the discussion and decisions made. While the team leader has a strong leadership role, he will also play a key role in decision making, division of labor and division of activities.

Record keeper:

The team needs someone to take notes during meetings: a group secretary or a receptionist. One of its functions is to keep a record of decisions made, who does what and the date of the next meeting. A summary of the meeting in the form of minutes is usually distributed to the rest of the team by the receptionist. Thus, the minutes of the meeting can be regarded as the official minutes of the meeting and can be consulted in case of revision or doubt of the decisions. In a virtual group scenario, the easiest way to simulate this decision-making function in a meeting is to set a deadline to discuss the issue and vote if necessary. The team leader can facilitate this process and the Registrar will record the decision.

In some operations and project teams, keeping a log of problems (or errors in computer software) is an important record keeping task. Dedicated issue tracking software has been developed and is often used by support teams or customer support personnel to manage customer reported issue records and solutions. Design teams involved in software development may very well use one type of software provided - bug tracking software - to help manage error records and the actions taken to resolve them in the software they develop. .

Clerk:

In project teams, the registry manager can coordinate the creation of group documents and reports by managing the different versions of documents created by the team. Or this role can go to the team leader. If document creation is an important task or requires knowledge supported by people in various technical roles as document custodian, then the document controller role is necessary. Although many projects are not documented as end products (for example, construction projects and many information technology projects), most teams will need to produce periodic reports on their activities.

Progress tracking:

The team needs someone who is responsible for ensuring that the team meets the timeline set by its own members and that they meet their external deadlines. This person should monitor progress making sure everyone is doing what they are supposed to do and that all tasks that need to be completed by a certain date are on schedule and completed after the deadline.

In a small team, this can be done by the team leader. In a large team, the role of progress hunter can be taken over by a timekeeper who tracks the time spent on each item during team meetings. In synchronous meetings, it's easy to spend a lot of time on the first items of a long agenda, leaving very little time to discuss subsequent items. In a planned calendar, time is allocated for each item. Asynchronous collaboration may require similar functionality, although the end time is typically set for each asynchronous discussion.

Tasks and resources amongst a project team:

Resource Plan			
Commercial Painting		Commercial Art	
Project		Project Working	
Title:	_____	Title:	_____
Proponent		Proponent	
Secretary		Agency:	
:	_____		_____
Prepared		Date / Control	
by:	_____	Number:	_____

Resources Allocated

<i>Resources</i>	<i>Allocation and Source</i>
<i>Project Team</i> <i>(Full and Part Time Staff)</i>	Skilled group of Artists with Organization PMO
<i>Customer Support</i>	Organization Desk
<i>Facilities</i>	Full internal resources
<i>Equipment</i>	Equipped canvas labs
<i>Software Tools</i>	Computer Aided Designs (CAD)
<i>Other</i>	Context based

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How the progress will be monitored

The project's progress can be monitored and visualized through the adoption of a management tool. Choosing the most suitable tool is at the heart of the matter. With the simplest ones, you depend more on the skills of the project manager. With the most elaborate, the processes and reports are automated. It is worth noting that the competence of the project manager is essential, regardless of the chosen tool. It is he who manages, assisted by the instrument. The choice between a simpler tool and a more elaborate one will depend on the availability of resources and the maturity of the PMO. Understanding that monitoring is essential in all phases of project management will help in choosing the tool.

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Monitoring and controlling projects means assessing their progress. It is to compare whether what has been accomplished is in accordance with what has been planned. It also involves managing changes and their impacts.

By following PMBOK, a best practice guide, prepared and published by the Project Management Institute, "this continuous monitoring provides the project team with a better view of the health of the project and identifies any areas that require additional attention".

- Avoid failures and surprises;
- Comply with the budget;
- Finalize the project on time;
- Meet the customer's acceptance criteria.

The project will hardly be carried out exactly as planned. The important thing is to predict possible variations and correct errors quickly. And that's where management tools can help.

How are current project records maintained? Who has responsibility for this?

The above design records must be managed. Not all design documents are records. Hence, there should be clear guidelines for defining the above documents to be treated as project files and to be effectively managed. All these records will go through the following management steps:

Creation

Maintenance, storage and retrieval

Archiving and hosting

Organizations create their own internal policies and guidelines for managing records. All employees should be aware of these policies and guidelines. Information technology

can be effectively used for document management. For managing project records, suitable file structures can be created in which records will be stored. Adequate access control can be given to multiple stakeholders depending on their role in the project.

Current procedure for finalizing projects

It is about the concrete implementation of the planned elements. Creative sessions, workshops, value analysis ... the project group works in the research and deployment of solutions to meet the defined objectives.

The project manager controls the progress of the activities, the respect of the schedule, the expenses, and the results with regard to the initial project plan and adjusts it if necessary. He carefully follows the dashboard aggregating the main key performance indicators (KPIs) to ensure that the execution of the project remains on track. Regularly, he communicates with the stakeholders: he keeps them informed of the progress of the project and of any major deviations.

Once all the operations have been carried out and validated, the internal or external client takes possession of the deliverables: solution delivery, training, etc. It's time to take finish and organize the end of the work. With one objective: to capitalize on the experience recently acquired. It is important to conclude properly by organizing a dedicated meeting with the main actors involved: stakeholders, project team, and key users. Then by writing a summary report to keep in mind the strengths, weaknesses and lessons to be learned from this new experience.

Legislation that may affect the project:

A work of art or drawing requires a certain level of work, skill, time and other requirements to be created by an artist or painter. Therefore, for an artist or painter, his creations are his most valuable asset. As we recognize, an asset requires a certain degree of protection so that it is not stolen and claimed by third parties as an object of property. An artist's work may become someone else's product, ad item, or website, but without the permission or consent of the original artist / creator, preventing you from receiving royalties on this work.

The artwork / painting may even have been modified or may not be eligible to reveal its true creator. Many artists and painters give the false impression that nothing appropriate can be done to prevent it, or that they simply do not have the know-how to protect their work.

Yet. It is imperative that artists / painters know their rights to protect their works. Furthermore, the mere recognition of rights does not allow authors to protect their works against copying, so they must be well aware of the necessary measures in case of violation of their works.