

Project operations management

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MGM415

Lecture 6 : PJOMP and project initiation phase





The project management operations at the initiation phase

How to produce the deliverables (the project production processes) by conducting PIMP throughout the tasks as follows:

- 1-Project operations tasks .
- 2-Project compliance operations tasks .



1-Project Operations Tasks

1-Defining Project Objectives:

This task involves clearly articulating the purpose and desired outcomes of the project. It includes identifying the specific goals, deliverables, and success criteria that the project aims to achieve. This step provides a clear direction for the project and helps align the team's efforts.

2-Developing Project Plans:

Creating a comprehensive project plan is crucial for effective project management. This plan outlines the project's scope, which defines the boundaries of the project and what is included or excluded.

It also includes , outlining a detailed project schedule, which identifies the sequence of activities, milestones, and dependencies. Additionally, the project budget is established, outlining the estimated costs and resource allocation.

The project plan also addresses potential risks and establishes risk mitigation strategies.

c. Establishing Project Governance:

Project governance refers to the framework and processes for decision-making, accountability, and communication within the project. During the initiation phase, project governance structures are established, including defining roles and responsibilities of project stakeholders, creating a clear hierarchy of decision-making, and establishing communication channels. This ensures effective leadership, coordination, and collaboration throughout the project.

4-Resource Allocation:

Identifying and securing the necessary resources is vital for project success. This task involves assessing the resource requirements, such as personnel, equipment, materials, and facilities, and allocating them accordingly. It ensures that the project team has the necessary resources to execute the project activities effectively.

5-Setting Up Project Controls:

Project controls are mechanisms put in place to monitor and control project progress. During the initiation phase, project controls are established, including setting up performance metrics and key performance indicators (KPIs) to measure progress, defining reporting systems and frequency, and establishing monitoring mechanisms to track project performance against the plan. These controls provide visibility into the project's status and help identify any deviations from the plan, allowing for timely corrective actions.

6-Establishing Communication Channels:

Effective communication is essential for successful project execution. During the initiation phase, communication channels and protocols are established. This includes determining how information will be shared, who will be responsible for communication, and how stakeholders will be engaged and informed.

Clear and consistent communication minimizes misunderstandings, facilitates collaboration, and ensures that relevant information reaches the right stakeholders at the right time.

7-Conducting Project Kick-Off:

The project kick-off marks the official start of the project and brings together the project team and stakeholders. It involves organizing a meeting where the project objectives are communicated, project plans are discussed, roles and responsibilities are clarified, and team members have an opportunity to build relationships and establish a shared understanding of the project.

The kick-off meeting sets the tone for the project and fosters enthusiasm and commitment among the team members.

2-Project compliance Operations Tasks

1-Identifying Applicable Regulations and Standards:

Compliance management involves understanding and adhering to applicable regulations, standards, and industry best practices. During the initiation phase, a thorough review is conducted to identify the specific regulations and standards that apply to the project. This may include legal requirements, industry-specific regulations, environmental regulations, safety standards, and quality management standards.

2- Assessing Compliance Requirements:

Once the applicable regulations and standards are identified, the next step is to assess the specific compliance requirements that need to be met throughout the project lifecycle. This involves analyzing the regulations and standards in detail, understanding their implications on the project, and determining the specific actions and controls needed to ensure compliance.

3-Developing Compliance Plans:

Compliance plans outline the strategies, processes, and controls that will be implemented to ensure adherence to the compliance requirements. During the initiation phase, compliance plans are developed based on the identified compliance requirements. These plans provide guidance on how compliance will be achieved, monitored, and documented throughout the project.

4-Establishing Compliance Documentation:

Compliance documentation refers to the records, policies, procedures, and other documentation that demonstrate adherence to applicable regulations and standards. During the initiation phase, the necessary compliance documentation is established. This includes developing compliance policies and procedures, creating templates for compliance records and reports, and ensuring that the required documentation is in place to demonstrate compliance.

5-Conducting Compliance Audits:

Compliance audits are periodic assessments of project activities, processes, and documentation to ensure adherence to compliance requirements. During the initiation phase, the framework for compliance audits is established. This includes defining the audit scope, determining the frequency of audits, and establishing the criteria and methodology for conducting audits. Compliance audits help identify any gaps or non-compliance issues early on, allowing for timely corrective actions

6-Implementing Corrective Actions:

If non-compliance issues are identified during compliance audits or through other means, corrective actions are implemented to address the issues and bring the project back into compliance. This may involve updating processes, revising documentation, providing additional training, or taking other necessary actions to rectify the non-compliance.

7-Monitoring and Reporting Compliance:

Throughout the project, compliance is continuously monitored to ensure ongoing adherence to regulations and standards. Monitoring mechanisms are established to track compliance activities, evaluate their effectiveness, and identify any potential non-compliance issues. Regular reporting on compliance status is generated to keep stakeholders informed about the project's compliance performance.



Measuring the efficiency

- I- the project operations tasks
- II- the project compliance operation

Regular monitoring, reporting, and analysis of the collected data will provide insights into the efficiency of project operations tasks and compliance operations during the project initiation phase.

This, in turn, enables timely adjustments and corrective actions to ensure successful project execution and compliance management

Measuring the efficiency of
project operations tasks.

1-Schedule Adherence:

Measure the actual progress of project operations tasks against the planned schedule. Compare the completed tasks, milestones, and deliverables with the timeline defined in the project plan. Assess whether the project is on track, ahead of schedule, or behind schedule.

2- Resource Utilization:

Evaluate the efficiency of resource allocation and utilization. Monitor how effectively resources such as personnel, equipment, and materials are being utilized in relation to the planned project activities. Assess if resources are being used efficiently and if any adjustments are needed.

3-Cost Performance:

Measure the cost performance of project operations tasks by comparing actual expenditures against the budgeted costs. Identify any cost overruns or cost savings.

Calculate key performance indicators (KPIs) such as Cost Performance Index (CPI) and Cost Variance (CV) to assess the efficiency of cost management.

4-Risk Management Effectiveness:

Evaluate the effectiveness of risk management efforts during the project initiation phase. Assess if identified risks have been appropriately analyzed, categorized, and addressed in the project plan. Measure the implementation of risk mitigation strategies and the level of risk exposure.

5- Stakeholder Engagement

Assess the level of stakeholder engagement and satisfaction during the project initiation phase. Measure the effectiveness of communication channels, stakeholder involvement, and their understanding of the project objectives and plans. Conduct surveys or feedback sessions to gather stakeholders' perspectives.

Measuring the efficiency of
project compliance
operations tasks.

1-Compliance Documentation Completeness:

Evaluate the completeness and accuracy of the compliance documentation developed during the project initiation phase. Assess if all necessary policies, procedures, records, and other documentation have been established as per the compliance requirements. Measure the extent to which the compliance documentation addresses all applicable regulations and standards.

2-Compliance Audits:

Conduct compliance audits to assess the effectiveness of compliance operations tasks. Evaluate whether the established compliance controls and processes are being followed and whether any non-compliance issues have been identified. Measure the frequency and results of compliance audits to monitor the progress of compliance efforts.

3-Non-Compliance Resolution Time:

Track the time taken to address non-compliance issues identified during audits or through other means. Measure the efficiency of corrective actions taken to resolve non-compliance issues and bring the project back into compliance. Monitor the timeliness of implementing corrective actions.

4-Compliance Reporting:

Assess the quality and accuracy of compliance reports generated during the project initiation phase. Measure the completeness and timeliness of compliance reporting to stakeholders. Evaluate if the reports provide a clear overview of compliance efforts and status

5-Adherence to Compliance Plans:

Evaluate the extent to which the established compliance plans are being followed. Assess if the strategies, processes, and controls outlined in the compliance plans are effectively implemented. Measure the alignment of project activities with the compliance requirements.



compliance performance indicators for the project initiation phase

These examples can serve as a starting point, and you can adapt them to fit the specific compliance requirements and objectives of your project during the initiation phase. Consider selecting indicators that are measurable, relevant, and aligned with your project's compliance framework.

1. Number of Compliance Risks Identified:

Measure the number of compliance risks identified and documented during the project initiation phase. This indicator reflects the effectiveness of the risk assessment process and the identification of potential compliance issues.

2. Completion of Compliance Documentation:

Track the completion status of compliance documentation required during the project initiation phase. This includes policies, procedures, guidelines, and other documentation necessary to meet compliance obligations.

3. Compliance Training Attendance:

Monitor the attendance and participation in compliance training sessions conducted during the initiation phase. Measure the percentage of team members who have completed the required compliance training.

4. Compliance Control Implementation:

Assess the implementation of compliance controls during the initiation phase. Measure the percentage of planned controls that have been effectively established and operational. This indicator reflects the project's progress in mitigating compliance risks.

5. Compliance Adherence Rating:

Conduct assessments or audits to rate the level of compliance adherence during the initiation phase. Use a rating scale to evaluate the extent to which the project activities align with relevant compliance requirements and regulations.



Thanks