

Everyone's Smart University

Project (Spring 2021)

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Section	Date	Course Code
Master	Thursday 18 / 03 / 2021.	(PMG506)

Advanced project Management

Instructions:

- آخر موعد للتسليم هو يوم الخميس ٢٠٢١-٠٥-١٨ في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- يتم تسليم المشروع في صيغة ملف . pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion، وأخيراً المراجع References. وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط ١٢.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر line spacing ١,٥
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: Eng. Dr. Akram M. S. Ali

MONITORING PROGRESS ON ADVANCED PROJECT MANAGEMENT

I. Introduction

Project management has phases, and all of these are essential to declare a project is successful. Unfortunately, we observe that most of the projects are so focused on planning and implementation but end up a failure because they missed the vital point in the process, monitoring.

Project managers are too preoccupied with deadlines and timelines; the tendencies are that they pushed the team hard off from initiation of the plan to implement to reach the timeline but compromising the outcome. If the actual progress does not align with what is expected, then give time to evaluate the situation and assess the need to change. All projects have their flaws, but it is up to you to manage them and stay on track. Prevention is better than cure.

Monitoring a project's progress needs effective communication, as my previous research stated. Moreover, in this brief discussion, we will discuss how to monitor projects effectively in the most accessible and practical manner.

II. Literature Review and Conceptual Framework

A. Accountability

As the project received funding from a stakeholder, the said people will expect regular reports on how the budget is utilized. Regular reports will establish trust on the stakeholder's side.

B. Future funding

Trust is essential to gain projects. If we fail to address transparency in the project process, then stakeholders will not trust us on future projects. Funding is always based on the efficiency of what we have done and is connected to the future.

C. Compare planned progress to the actual.

Most of the time, there are loopholes on the actual from what is planned due to errors, and this is the importance of monitoring and early detection of errors and fix those errors to stay on track.

D. Learn from your experience.

Always remember your failures and be reminded of the things to prioritize in the project to be productive. Improve what is efficient.

E. Teamwork

Project monitoring requires teamwork. One cannot see all; we need everyone to check everything to make sure zero errors.

III. Methodology

A. 6 Steps to ensure effective project monitoring.

1. Thorough project monitoring: this means monitoring must start from beginning to end.
2. Decide what to measure: Identity which indicators are to be measured.
3. Gathering facts/data: The monitoring framework must be clearly defined so that relevant data is collected effectively and the quality of data is ensured.
4. Use appropriate tools: you can use questionnaires, surveys, and focus groups. Etc.
5. Assigned monitoring person: this is very necessary not to take for granted the monitoring process.
6. Identify reporting protocols: whom to report to is essential. Reports are designed according to the management level.

B. Monitoring Tools and Techniques

1. Tracking Quantitative Metrics

- a. Spreadsheets: all relevant data are listed out with values against each critical metric. This includes timelines with acceptable delays, projected budgets with expected increases, and projected person-hours with expected increases, team, and backups in case of emergency.

- b. Project applications: when the project is complex interrelationships and many subprojects, a spreadsheet is not practical. In that case, a tracking application like an MS project is the right way to go or project management software.

2. Tracking Qualitative Metrics

- a. Questionnaires and Surveys: Randomly within the correct number of people depending on the target population.
- b. Feedback forms: this can be distributed and completed when users may have just used a product or been in direct contact with you or the rest of the team.
- c. Interviews: questions must be prepared to probe relevant information, in person or over the phone
- d. Focus group: group dialogs effectively voice out everyone's opinion and work in collaboration, not compromising teamwork.

IV. Results and Discussion

Monitoring is essential in every step of project management. It is indeed a challenge to find a balance between what is too much or too little to monitor, but this fact, according to the study, is most often taken for granted and will only find out when big problems occur. Small or significant facts must be considered to prevent going out of what is planned and expected outcome.

These things can be studied and learned through experience. However, the most important things to place in utmost priority is practical leadership; whether it is from monitoring or planning because as what we learned project most of the time does not go as it planned, sometimes methodology does not work, facts does not coincide, how we manage conflicts and be flexible on some expectations and encourage teamwork to go back on the right track is necessary. With this kind of leadership, we have been working hand and hand for efficiency, especially monitoring the project's productivity.

V. References

1. <https://www.projectpractical.com/10-best-practices-for-effective-project-monitoring-and-control/> Effective project monitoring
2. <https://2020projectmanagement.com/resources/communication-management/communication-the-key-to-successful-project-management>
3. Leadership Skills: Definitions and Examples, January 2, 2021, by: Indeed Editorial Team