

Project Management Guideline



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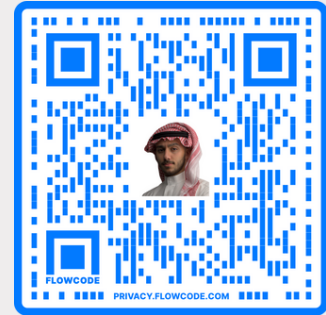
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1. A Practical Guide to Web Development.
2. Project Management Guideline.



Click on the QR code Or Scan it for more info and to download my other E-Books

Content

What is project Management?	04
Project Life Cycle	05
Phase 1: Initiate the project	05
What Is a Project Charter?	06
Phase 2: Planning	06
What Is a Project Gantt Chart?	07
What Is a RACI Chart?	07
What Is Project OKRs?	08
What Is Project Risk Management Plan?	08
Phase 3: Execute the project	09
What Is Project Management Software?	09
Phase 4: Closing	10
What Is Project Closeout Report?	10
Waterfall and Agile Approaches	11
Common Project Management Approaches	12
Classic and Matrix Organization Charts	14
The Golden Circle	16
Recommended Course	17
Acknowledgments	18

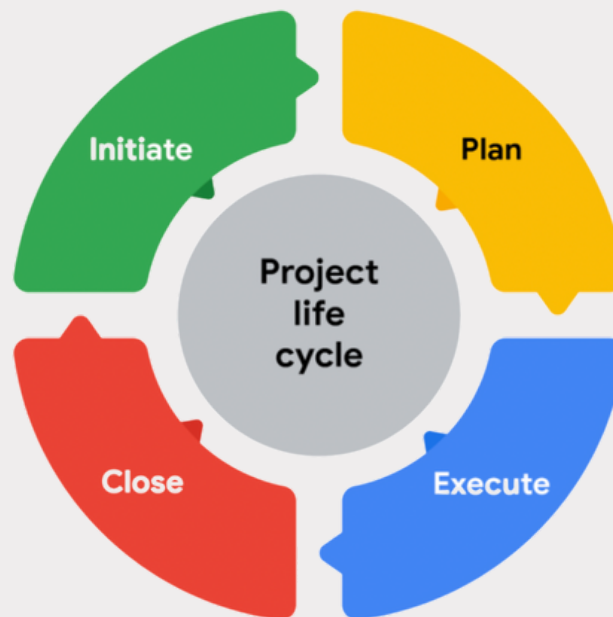
What is project Management?

To understand project management, we must look deeper into what constitutes a project. Essentially, projects are temporary efforts to create value through unique products, services, and processes. Some projects are engineered to quickly resolve problems. Others require extended timelines to produce outcomes that will not need major improvements outside of projected maintenance—like public highways—for example.

Of course, some projects will be a mixture of both these things. This applies to everything from developing new software to planning disaster relief efforts. Still, this is all very general information concerning what a project is. When we break them down more specifically, we see that projects are amalgamations of tasks, activities, and deliverables that must be structured and executed carefully to achieve a desired outcome.

Before an outcome is achieved, each aspect of a project must go through phases of initiation, planning, and execution. This process is known as the project management lifecycle, and it is the lifeblood of successful projects. Moreover, this cycle allows project managers to plan each task and activity meticulously to ensure the highest chances of success. Overall, a project is a well-planned endeavor that follows a lifecycle with a definite beginning and end.

Project Life Cycle:



Phase 1 Initiate the project:

First, you need to identify a business need, problem, or opportunity and brainstorm ways that your team can meet this need, solve this problem, or seize this opportunity. During this step, you figure out an objective for your project, determine whether the project is feasible, and identify the major deliverables for the project.

In this phase, ask questions to help set the foundation for the project, such as:

- Who are the stakeholders?
- What are the client's or customer's goals?
- What is the purpose and mission of the project?
- What are the measurable objectives for the team?
- What is the project trying to improve?
- When does this project need to be completed?
- What skills and resources will the project require?
- What will the project cost? What are the benefits?

What Is a Project Charter?

A project charter is a formal, typically short document that describes your project in its entirety — including what the objectives are, how it will be carried out, and who the stakeholders are. It is a crucial ingredient in planning the project because it is used throughout the project lifecycle.

You can use the Project Charter for the Initiation Phase, where it includes all the required details that you need.

[Click here to download the project charter](#)



Phase 2 Planning:

Once the project is approved to move forward based on your business case, statement of work, or project initiation document, you move into the planning phase.

During this phase of the project management life cycle, you break down the larger project into smaller tasks, build your team, and prepare a schedule for the completion of assignments. Create smaller goals within the larger project, making sure each is achievable within the time frame. Smaller goals should have a high potential for success.

In this phase, make a plan to get your project from start to finish.

- Create a detailed project plan. What are the major milestones? What tasks or deliverables make up each milestone?
- Build out the schedule so you can properly manage the resources, budget, materials, and timeline. Here, you will create an itemized budget.

What Is a Project Gantt Chart?

Gantt charts are commonly used for tracking project schedules, and they are especially useful in project management. To put it simply, they illustrate and allow you to know what needs to be done, and when it needs to be done. Gantt charts are also able to show you additional information regarding the different tasks or sections of a project, such as how far have tasks progresses, how a group of tasks might depend or other groups of tasks, how important several tasks are, and resources are being used within a project.

You can use the Project Gantt Chart for the Planning Phase, where you can add or edit your project plan.

[Click here to download the project Gantt Chart](#)



What Is a RACI Chart?

A RACI chart, also called a RACI matrix, is a type of responsibility assignment matrix (RAM) in project management. In practice, it's a simple spreadsheet or table that lists all stakeholders on a project and their level involvement in each task, denoted with the letters R, A, C or I. Once these roles are defined, assignments can be attributed to the roles and work can begin.

You can use the RACI Chart for the Planning Phase, where you can assign the responsibilities of each employee.

(You will find the RACI Chart at the second sheet when you open the link below)

[Click here to download the RACI Chart](#)



What Is Project OKRs?

OKR stands for Objectives and Key Results. They're a simple project management tool that help project managers outline and meet their goals. They typically work by prompting you to set an objective and then come up with three to five key results you're hoping to see. The OKRs should help your team members analyze and understand what role they need to play in the project and which tasks to complete.

[Click here to download Project OKRs](#)



What Is Project Risk Management Plan?

A risk management plan defines how your project's risk management process will be executed. That includes the funds, tools and approaches that will be used to perform risk identification, assessment, mitigation and monitoring activities.

[Click here to download Project Risk Management Plan](#)



Phase 3 Execute the project:

You've received business approval, developed a plan, and built your team. Now it's time to get to work. The execution phase turns your plan into action. The project manager's job in this phase of the project management life cycle is to keep work on track, organize team members, manage timelines, and make sure the work is done according to the original plan.

In this phase, put all of your hard work from the first two phases into action.

- Monitor your project team as they complete project tasks.
- Break down any barriers that would slow or stop the team from completing tasks.
- Help keep the team aware of schedule and deliverable expectations.

What Is Project Management Software?

What Is Project OKRs? OKR stands for Objectives and Key Results. They're a simple project management tool that help project managers outline and meet their goals. They typically work by prompting you to set an objective and then come up with three to five key results you're hoping to see. The OKRs should help your team members analyze and understand what role they need to play in the project and which tasks to complete.

You can use ClickUp project management software. It has a lot of features and most of it are free. Also, you can join their training program to learn more on how to use the platform.

[Click here to visit ClickUp Platform website](#)



Phase 4 Closing:

Once your team has completed work on a project, you enter the closure phase. In the closure phase, you provide final deliverables, release project resources, and determine the success of the project. Just because the major project work is over, that doesn't mean the project manager's job is done—there are still important things to do, including evaluating what did and did not work with the project.

Steps for the project closure phase may include the following:

- Analyzing project performance.
- Documenting project closure

What Is Project Closeout Report?

A project closeout report is a comprehensive document that details important project aspects and records variances surrounding a project's budget, timeline and scope. Typically, reports review the entirety of a project, offering insight into the project manager's ability to execute the project's phases successfully.

[Click here to download the Project Closeout Report](#)



Waterfall and Agile Approaches:



Waterfall Approach:

Is a traditional methodology in which tasks and phases are completed in a linear, sequential manner, and each stage of the project must be completed before the next begins. The project manager is responsible for prioritizing and assigning tasks to team members. In Waterfall, the criteria used to measure quality is clearly defined at the beginning of the project.

Agile Approach:

Involves short phases of collaborative, iterative work with frequent testing and regularly-implemented improvements. Some phases and tasks happen at the same time as others. In Agile projects, teams share responsibility for managing their own work. Scrum and Kanban are examples of Agile frameworks, which are specific development approaches based on the Agile philosophy.

Common Project Management Approaches:

Scrum Approach:

Is an Agile framework that focuses on developing, delivering, and sustaining complex projects and products through collaboration, accountability, and an iterative process. Work is completed by small, cross-functional teams led by a Scrum Master and is divided into short Sprints with a set list of deliverables.

Kanban Approach:

Is both an Agile approach and a tool that provides visual feedback about the status of the work in progress through the use of Kanban boards or charts. With Kanban, project managers use sticky notes or note cards on a physical or digital Kanban board to represent the team's tasks with categories like "To do," "In progress," and "Done."

Lean Approach:

Uses the 5S quality tool to eliminate eight areas of waste, save money, improve quality, and streamline processes. Lean's principles state that you can do more with less by addressing dysfunctions that create waste. Lean implements a Kanban scheduling system to manage production.

Six Sigma Approach:

Involves reducing variations by ensuring that quality processes are followed every time. The Six Sigma method follows a process-improvement approach called DMAIC, which stands for define, measure, analyze, improve, and control.

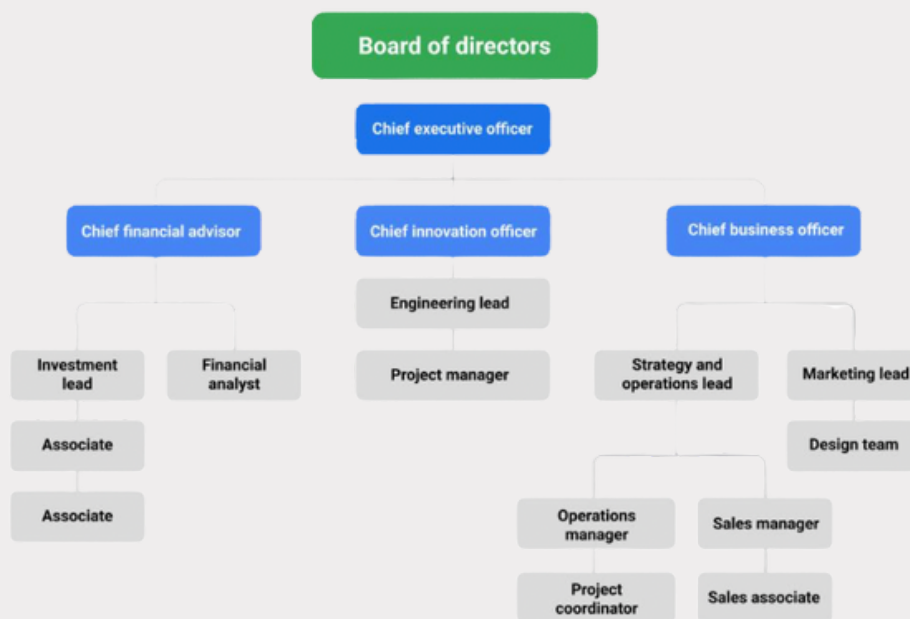
Lean Six Sigma Approach:

Is a combination of Lean and Six Sigma approaches. It is often used in projects that aim to save money, improve quality, and move through processes quickly. Lean Six Sigma is also ideal for solving complex or high-risk problems. The 5S quality tool, the DMAIC process, and the use of Kanban boards are all components of this approach.

Despite their differences, all of these project management methodologies require communication and collaboration among various teams and aim to deliver projects on time and within budget.

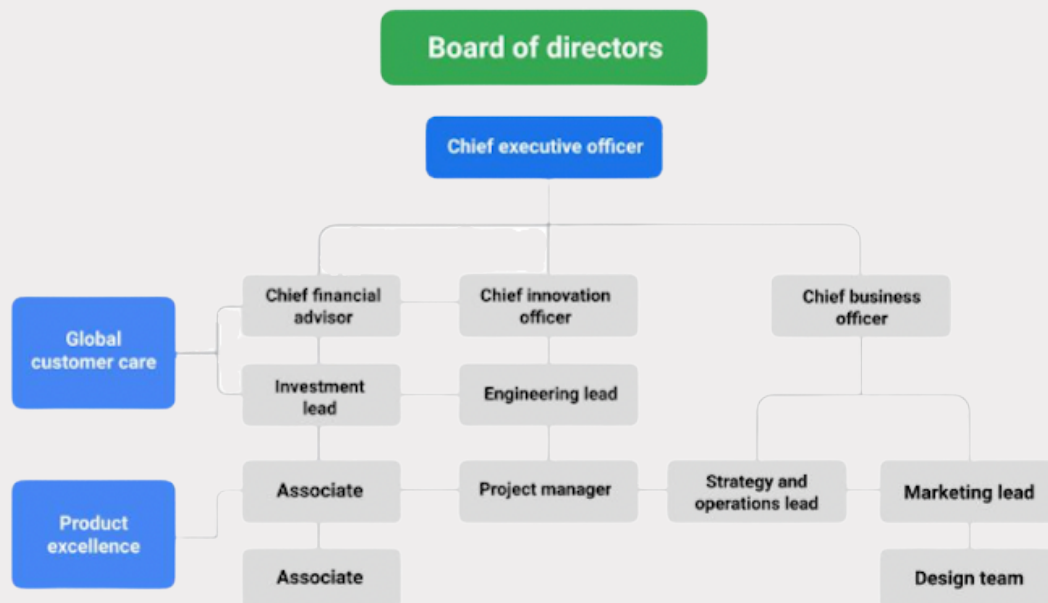
Classic and Matrix Organization Charts:

Classic Organization Chart:



The Classic organizational structure is a top-down hierarchy system, where a Chief Executive Officer (CEO) has direct authority over several department managers. The department manager has direct authority over several other sections of employees. This system requires communication both up and down the ladder. In a Classic structure, authority comes from the top and filters to the bottom. Frequent reporting of project status updates may be required to pass up through management levels to keep higher leaders informed.

Matrix Organization Chart:



The Matrix structure differs from the Classic structure in that the employees have two or more managers. In Matrix structures, you still have people above you, but you also have people in adjacent departments with whom you will need to communicate on your work progress. Functional areas tend to cross paths more frequently, and depending on the nature of the work, the responsible manager for each area has the most authority.

The Golden Circle:



The "WHY":

The “why” behind your brand should define the overarching purpose of the company beyond the bottom line, giving customers and employees a more meaningful reason to support your business.

The "HOW":

The next part of the Golden Circle theory addresses how your brand achieves its “why” objective. This may include the processes or systems that separate your business from competitors. For example, you can create an online clothing store that uses only ethically sourced fabrics to support your “why” of moving fashion in a more sustainable direction.

The "WHAT":

The final aspect of a Golden Circle brand is what your company actually does in terms of the products or services it provides. This portion of the Golden Circle theory should position your company in the market as a distinctly unique and innovative industry leader.

Recommended Course:

Get started in the in-demand field of project management with a Professional Certificate from Google. Learn how to manage projects using traditional and agile methods, create project documentation, and develop strategic communication skills.

[Click here to visit the course website](#)



Acknowledgments:

Writing a book is harder than I thought and more rewarding than I could have ever imagined. None of this would have been possible without my family support. They stood by me during every struggle and all my successes. That is true family.

The world is a better place thanks to people who want to develop and lead others. What makes it even better are people who share the gift of their time to mentor future leader. Thank you to everyone who strives to grow and help others grow.

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