

A Beginner's Guide To Project Management

A project as defined in the Project management body of knowledge (PMBOK) guide, is a temporary endeavor undertaken to create a unique product, service or result. A lot of project management is textbook, but there are some nuances that only experience can teach. That being said, there are five major processes in the project lifecycle that the project manager needs to be aware of.

INITIATION

Why this project and not some other project? Once you have recognized the purpose for your project, Identify the hurdles you might face along the way and how you would address them.

PLANNING

A detailed project plan includes a budget, tasks list and assigned project team member, timescales and milestones. Lastly, a contingency plan to account for risks and unforeseen changes.

MONITORING

No plan survives first contact with the enemy. At various points during your project, your well laid out plan will go wrong. You will have to keep a close eye on your money, your time, your risks and keep communication flowing with your team and project sponsors.

EXECUTING

Assign tasks and find a balance between sitting back to let your team do their thing and stepping in when needed. Clear communication is most important during this phase.

CLOSING

Reflect with your team and create a project review document that addresses successes and challenges, assesses if goals were reached and lastly what can be done better.