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Project Management

Lesson Plan

1-Introduction to Project Management

2- What's a Project?

3- Project Life Cycle

4- Project Roles

5- Key Knowledge Areas

6- Project Management Tools

7- Summary

8- References

1- Introduction to Project Management:

Project management is the process of planning and controlling work to achieve specific goals within time, cost, and quality limits.

2- What's a Project?:

A project is a temporary effort with a clear start, end, goals, and deliverables.

3- Project Life Cycle:

a-Initiation: Define the purpose and authorize the project.

b-Planning: Decide what needs to be done, when, by whom, and at what cost.

c-Execution: Carry out the planned tasks and produce results.

d-Monitoring & Controlling: Track progress and make adjustments to stay on track.

e-Closing: Finish the work, deliver results, and document lessons learned.

4- Project Roles:

a- Project Manager: Leads and coordinates the project.

b- Team Members: Perform tasks.

c- Stakeholders: Anyone affected by the project.

d- Sponsor: Supports and funds the project.

5- Key Knowledge Areas:

a) Scope (what is included)

b) Time (schedule)

c) Cost (budget)

d) Quality

e) Risk

- f) *Communication*
- g) *Stakeholder management*

6-Tools:

- a) *Gantt Chart*
- b) *Work Breakdown Structure (WBS)*
- c) *Risk Register*
- d) *Project Charter*
- e) *RACI Matrix*

7- Summary:

Project management helps complete work efficiently by following a clear process, using the right tools, and coordinating people and resources.

8- References:

PMBOK Guide – Project Management Institute (PMI).
*Kerzner, *Project Management*.*