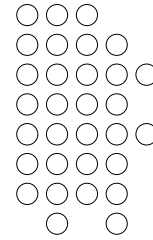


Manage (IT) Project

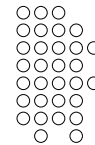
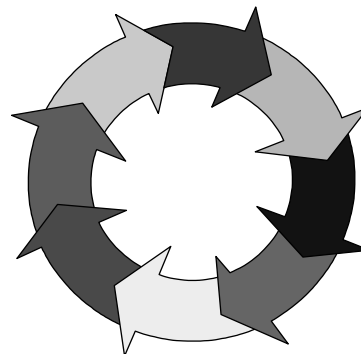


By
Andrie Permana

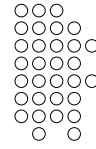


The Project Life Cycle

- Business details
- Full specifications
- Development
- Testing
- Implementation plans
- (Maintenance)



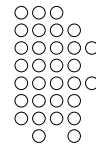
Be Aware of Project Constraints



- Budget
 - Schedule
 - Scope
 - Financial

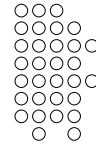


Drill-Down Methods

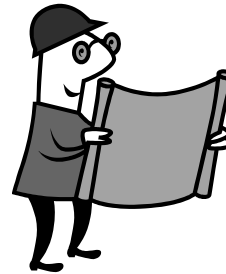


- Start with the Objectives and work down
- Keep walking through it, so you know you understand each part.
- Identify Milestone
- Delegate – you don't need to know the technical details inside and out.

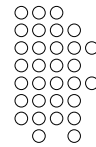
Have a Plan, but be flexible



- To fail to plan is to plan to fail
- Keep in mind possible "Plan B"
- *Don't spend more time on the plan than the project*
- Better to deliver something than nothing



Be Aware of Project Constraints



- Budget
 - Schedule
 - Scope
 - Financial
- **Expertise => Resources**

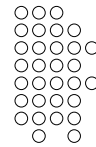


Match roles to people



- Roles in the project may be determined by project manager, members, or from the progress in the project.
- Typical roles in a project are:
 - Requirement engineer: maintains project requirements during the production of the project (documents, clarifications,...etc).
 - Lead Designer: evaluates, chooses, documents, clarifies, and maintains product design.

Match roles to people



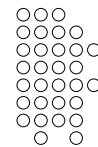
- Coder: implements the project and correct errors.
- Quality assurance engineer: measures the quality of the software, determines the level of the quality, by working on the errors in the project.
- Customer liason: maintains the relationships with users of the project.
- Tools expert: installs, troubleshoots, upgrades, and maintains project tools.
- Other: additional roles required by the project.

Be Aware of Project Constraints



- Budget
 - Schedule
 - Scope
 - Financial
- Expertise => Resources
- **Politics**
 - Internal (Team & Organization)
 - External (Client , Government & Third Party Suppliers)

Manage Organization



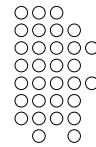
- Every project has its own circumstances and its own culture.
- Project manager has to understand every project culture in order to use people and tools to make a good process to develop the project.
- Steps for that:
 - Understand organizational structure.
 - Understand each person in the project and his background: to put him in the suitable place in the project.
 - Match cultural and engineering roles to people.
 - Monitor the whole process

Be Aware of Project Constraints

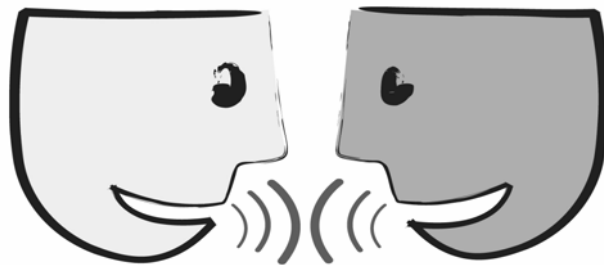


- Budget
 - Schedule
 - Scope
 - Financial
- Expertise => Resources
- Politics
 - Internal (Team & Organization)
 - External (Client , Government & Third Party Suppliers)
- **Communication & Relationships**

Keep Communicating!

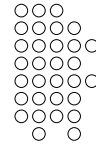


- Communicate as much as possible.
- Communicate what you need to.



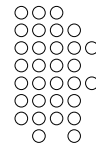
Communication Tools

- Project Plan
 - Time Schedule
 - To Do Checklist
- Meeting and its MoMs
- Status Report & Project Log
- *Project Member look at the same document*



Project failures

- Lack of understanding by planner
- Non availability of data
- Estimation loopholes
- Inadequate man power
- Improper financial projections



Thank You

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