

## DOMANDE TIPOLOGIA B

1)

### Project Management Phases

Regardless of the scope, any project should follow a sequence of actions to be controlled and managed. According to the Project Management Institute (PMI), a typical project management process includes the following phases:

- Initiation
- Planning
- Execution
- Performance/Monitoring
- Project close

Used as a roadmap to accomplish specific tasks, these phases define the project management lifecycle.

Question: The project management lifecycle is composed of different phases. What are they?

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2)

### What Is a Project?

In order to be able to manage projects, we must first define some project management terms. Let's start with the definition of a project.

A project is a sequence of tasks that lead toward a singular goal. Projects have boundaries, such as the time, people and resources needed to complete the project. These all depend on what results you want to achieve and when you want to achieve them.

Question: How would you define a project?

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3)

### Who Is a Project Manager?

Are you familiar with the term "Project Manager"? A project manager is the person in charge of the project. However, that might be too simple of an explanation.

The project manager leads the project through every phase. That means they are responsible for planning and defining the scope of the project. Project managers figure out all the tasks necessary to achieve the project goals, then they sequence those tasks into a schedule.

Question: What are the main tasks of a Project Manager?

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4)

### The Project Management Triangle

Because they are temporary and designed to accomplish a specific goal or set of goals, projects are typically performed and delivered under a set of constraints, illustrated in the project management triangle. Each side of the triangle represents a different constraint: time, cost or scope.

Time: Refers to the amount of time available to complete the project.

Cost: Every project has a specific budget, and each action costs money.

Scope: This is what must be accomplished to achieve the project objectives.

Question: What are the constraints under which a project is performed?

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5)

### Establishing the Project Budget

Budgets are a means of controlling a project's costs. Actual expenses are compared with the budget, giving the project manager the ability to gauge at any phase whether the project can be completed within budget. If not, the project must be adjusted.

Developing a budget requires the project manager to identify each task's associated costs. A detailed budget allows the project manager to closely monitor costs and better supervise the project.

Question: Is a detailed budget useful for a project manager?

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6)

### Building a Team and Encouraging Communication

Depending on your project needs, the size of your team and the roles needed may vary. Regardless of the size of the team, it's important to identify how the team will communicate and collaborate with one another. This includes discussing upfront and agreeing on:

- Planned/regular meetings
- How the team will share and collaborate on documents
- Where documents will be stored and how they will be version controlled
- Workflow for decisions and approval

Question: "The size of a project's team does not depend on the project's size". Do you agree?

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7)

### Creating a Schedule

Schedules are an important part of project management because they help you measure your progress as the project moves along. They also help to outline how each team member's part fits into the overall picture and demonstrate the dependencies.

Schedules reflect the life cycle broken down into specific deliverables. It defines what needs to be done and who is the point of contact responsible for the work.

Question: At a minimum, what should a project schedule define?

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8)

### Monitoring

Once a project plan is finalized and approved, the project manager monitors the progress making sure that the tasks are completed accordingly.

There are 4 main types of monitoring that the project manager should focus on:

- **Schedule monitoring:** the project manager has a plan of tasks and an estimated duration period for each. Therefore, he should be able to report on whether the project is on track or not.
- **Quality monitoring:** it is imperative that each deliverable meets the required specifications.
- **Cost monitoring:** The project manager needs to monitor the costs of the project against budget forecasts.

Question: What are the main types of project monitoring?

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9)

### What Is Project Management?

Project management is not the entire operation of a company. It is just one segment, a specified project with a detailed plan as to how you and your business are going to achieve that goal. It's a plan detailed in a series of steps, each of them as important as the others. You must achieve one to properly move on to the next.

Managing how different actors, resources, outcomes, interact with each other is the role of a project manager.

Question: "The order in which you complete tasks in project management is irrelevant". Do you agree?

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