



Live Skills

Executing project

Course:	Art management
Module:	Project management
LO Name:	LO1&LO2 Project plans
Unit:	2.2.1.a
Author:	Vasil Kolev

MANAGEMENT

The main task of the project manager during implementation is to ensure that all planned activities and tasks are executed in time and with planned resources; all objectives are reached. For the purpose he has to manage all variables and changes in the project.

- managing project activities
- managing tasks
- managing time
- managing resources
- managing costs
- managing risks



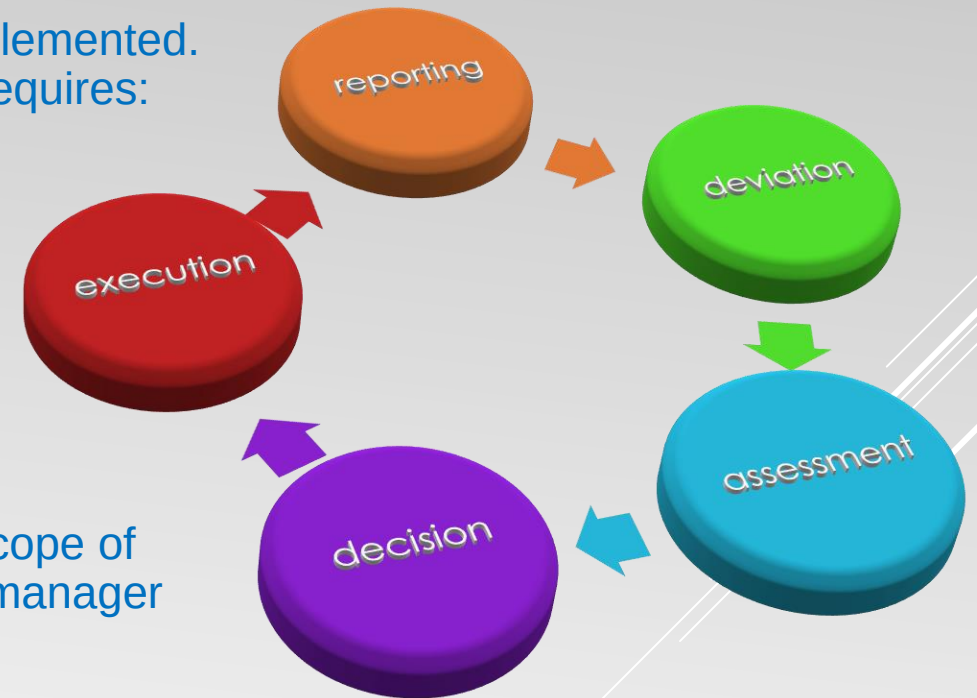
MANAGING PROJECT ACTIVITIES AND TASK

Planned activities are divided in work packages. You have predetermined project milestones and performance indicators in the plan.

All WP's have assigned resources time and costs to be implemented. Monitoring and controlling the timely execution of the WP's requires:

- ✓ Constant reporting of the progress to PM
- ✓ Monitor for deviations from the project plan
- ✓ Determine if intervention is needed
- ✓ Possible actions and Decision making
- ✓ Implementation of the decision

Managing tasks uses the same process. Depending of the scope of the project it is done by the project manager; work package manager or the task manager



TIME MANAGEMENT

Managing time is one of the key responsibilities of the project management.

Time delays in tasks, results, delays in WP and delay of project implementation.

Project manager's responsibilities:

- Monitoring time for implementation of tasks and comparing it to the project plan
- Determining deviations

Actions:

- Add resources to a task or activity
- Transfer time from other task or activity
- Reschedule project

Tools used for time management:

- CPM (uses one time estimate)
- PERT (uses three time estimates)
- https://www.youtube.com/watch?v=DdDzybQ_9vM

Preventive techniques:

- Critical Chain Management



MANAGING RESOURCES

Resources are critical to task execution and achieving results.

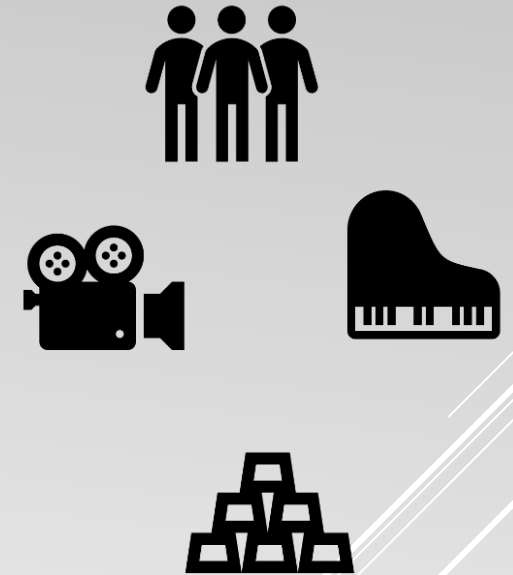
The responsibilities of the project manager are:

- Ensure that necessary resources are provided
- Ensure that they are provided on time.
- Ensure that they are provided at the necessary quantity.

Constant monitoring and evaluation is required.

If a task is behind schedule, because there is lack of resources, you can transfer resources from other tasks.

The project manager is constantly balancing the constraints of the project – time, resources, budget and quality of the results.



MANAGING COSTS

Cost management is one of the main tasks of the project manager.

The budget of the project is the main document used for the process.

Responsibilities and actions:

Monitoring and controlling cost flows

Monitoring actual costs – planned costs:

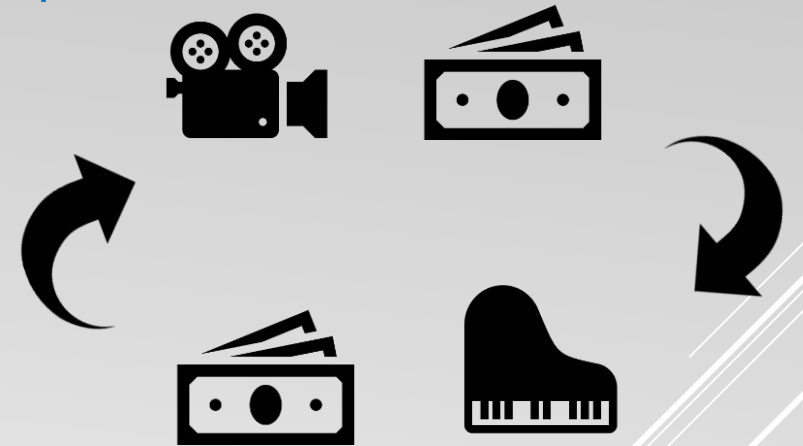
- Actual costs for materials – planned costs for materials
- Actual personnel costs - planned personnel costs
- Actual costs for equipment – planned costs for equipment

Evaluating the impact of the deviations on the project.

Reducing the budget for noncritical tasks.

Transferring budget between tasks or budgeted groups.

It is very important to note, that reducing budget for a task will have effect on the quality of the results and the time for its execution.



MANAGING RISK

During execution of the project constant monitoring of the environment is required for the possibilities of planned risks to happen or new unplanned risks to emerge.

If a planned risk is taking effect implement an action plan that you have developed during the planning stage of the project.

If an unplanned risk has emerged:

- Define its Influence on the project
- Determine possible actions
 - Elimination of the risk
 - Risk mitigation
 - Risk distribution
 - Withstanding the risk
- Design action plan
- Implement

Early identification of emerging risks is very important. At early stage of executing the project establish monitoring system for risks:

- What information will be monitored
- Who will monitor it
- What will be the reporting periods

A large crowd of people is gathered at a night concert. In the background, a stage is lit up with bright lights, and a performer is visible. The crowd is dense and fills the foreground and middle ground. The text "Thank you" is overlaid on the image.

Thank you

RESIST 