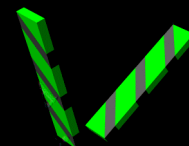
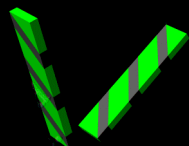




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Project Management 101

How to create and follow a Project
Schedule

Three Phases of Project Management

- Definition
- Planning
- Implementation

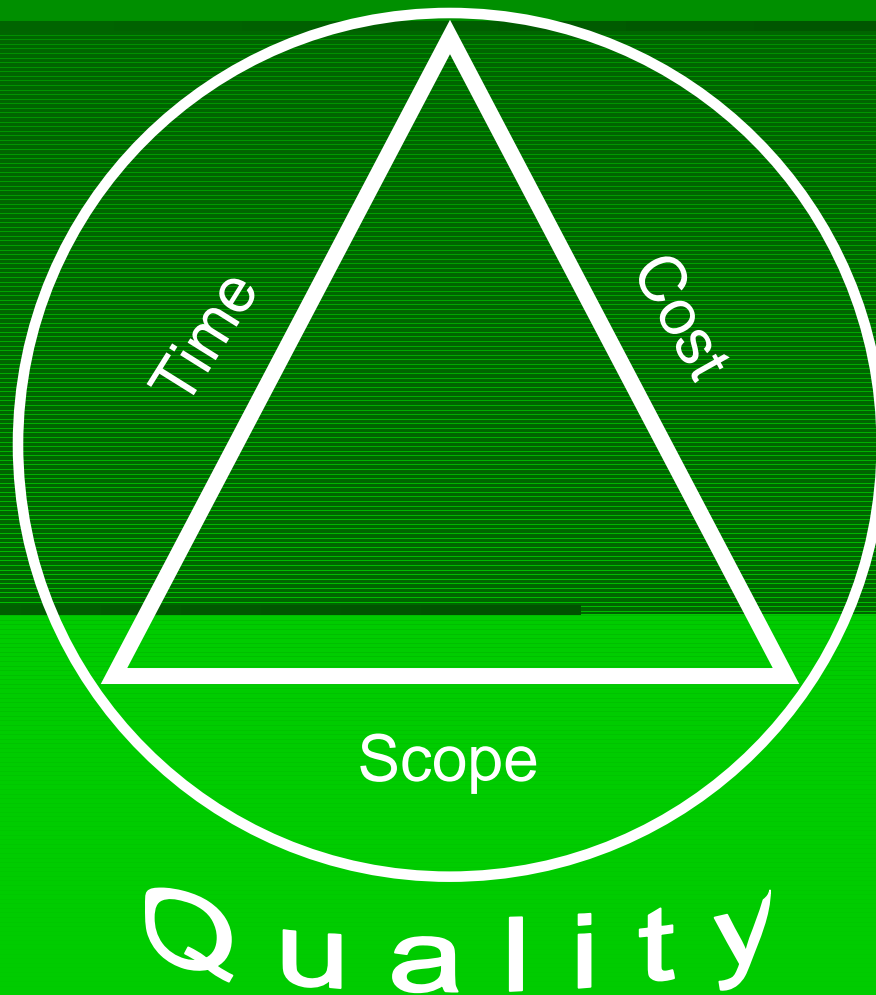
Definition Phase

- State the project
- Develop Objectives
- Develop Work Breakdown Structure
- Identify Resource Requirements

State the Project

- What is the action and the end result?
- Why are we doing this?
- When do we need to be done?
- How much will/can this cost?

State the Project



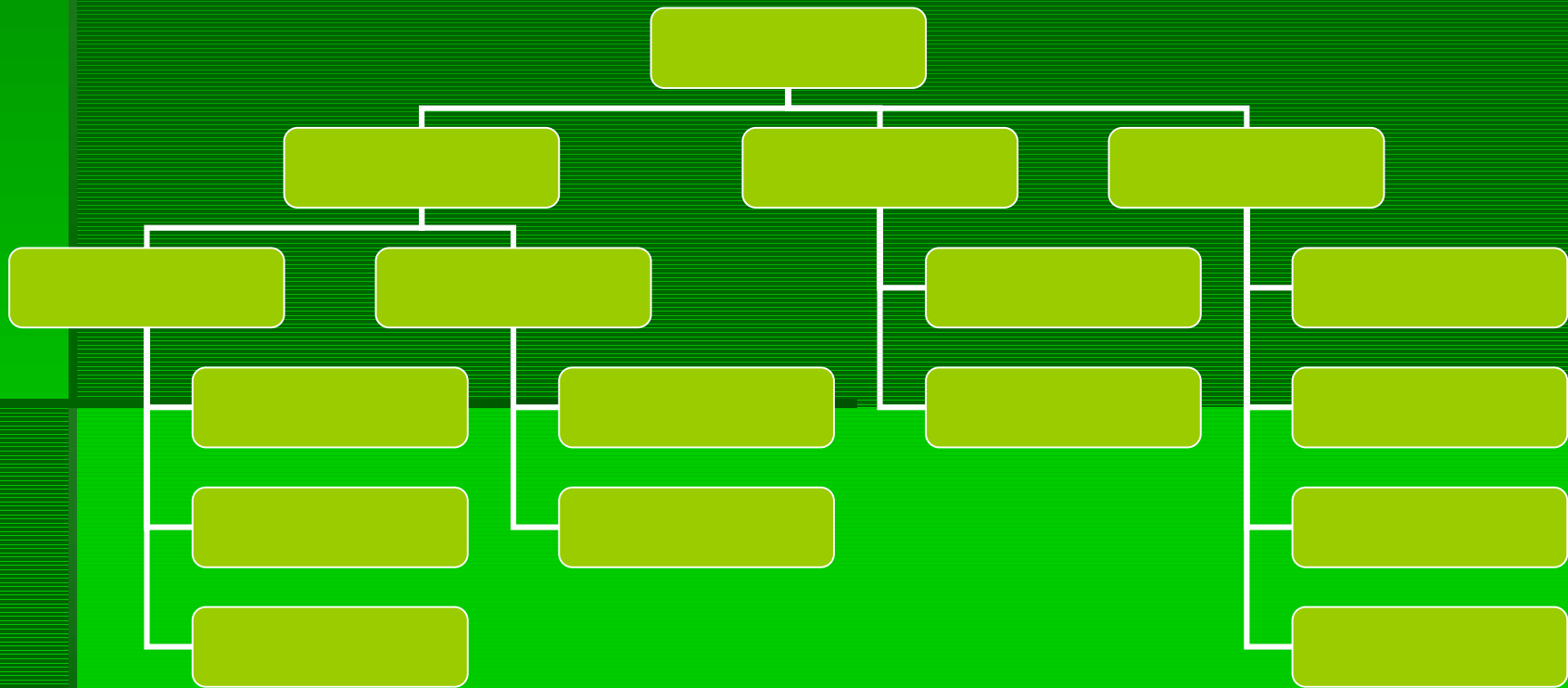
Develop Objectives

- At the end of the project, what results will we have?
- What value will be gained?
- What constraints do we face?
- What requirements must be met?

Develop Work Breakdown Structure

- What must be delivered or accomplished?
- What must we do to meet this objective?
- How will we do that?

Develop Work Breakdown Structure



Identify Resource Requirements

- What knowledge and skills are needed?
- What equipment, facilities, supplies, and materials are needed?
- What special or unusual resources are needed?
- How much? What cost?

Planning Phase

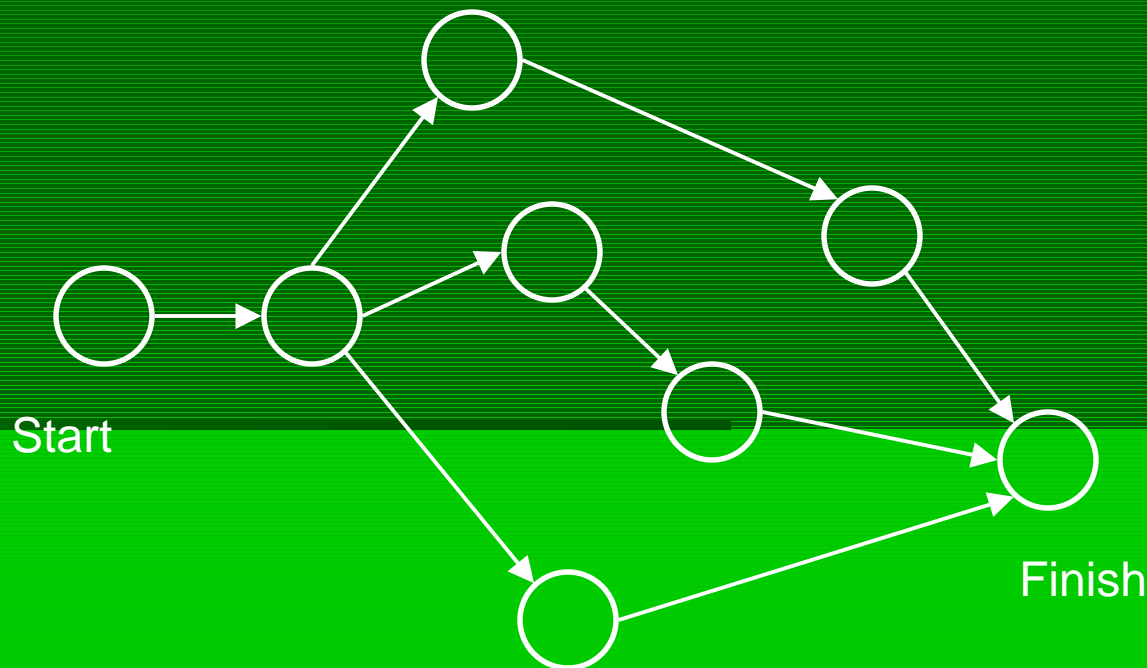
- Assign Responsibility
 - Sequence the Deliverables
 - Schedule the Deliverables
-
- Schedule the Resources
 - Protect the Plan

Assign Responsibility

- Who has resources for this Terminal Element?
- Who has knowledge or information?
- Whose commitment do we need?

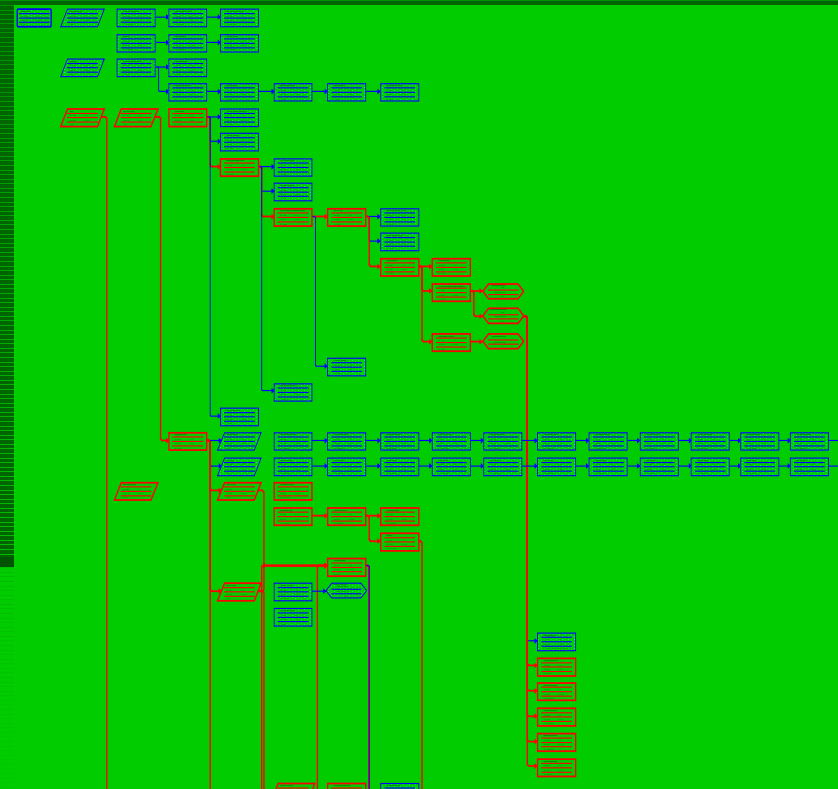
Sequence the Deliverables

- In what order must the Terminal Elements be completed?



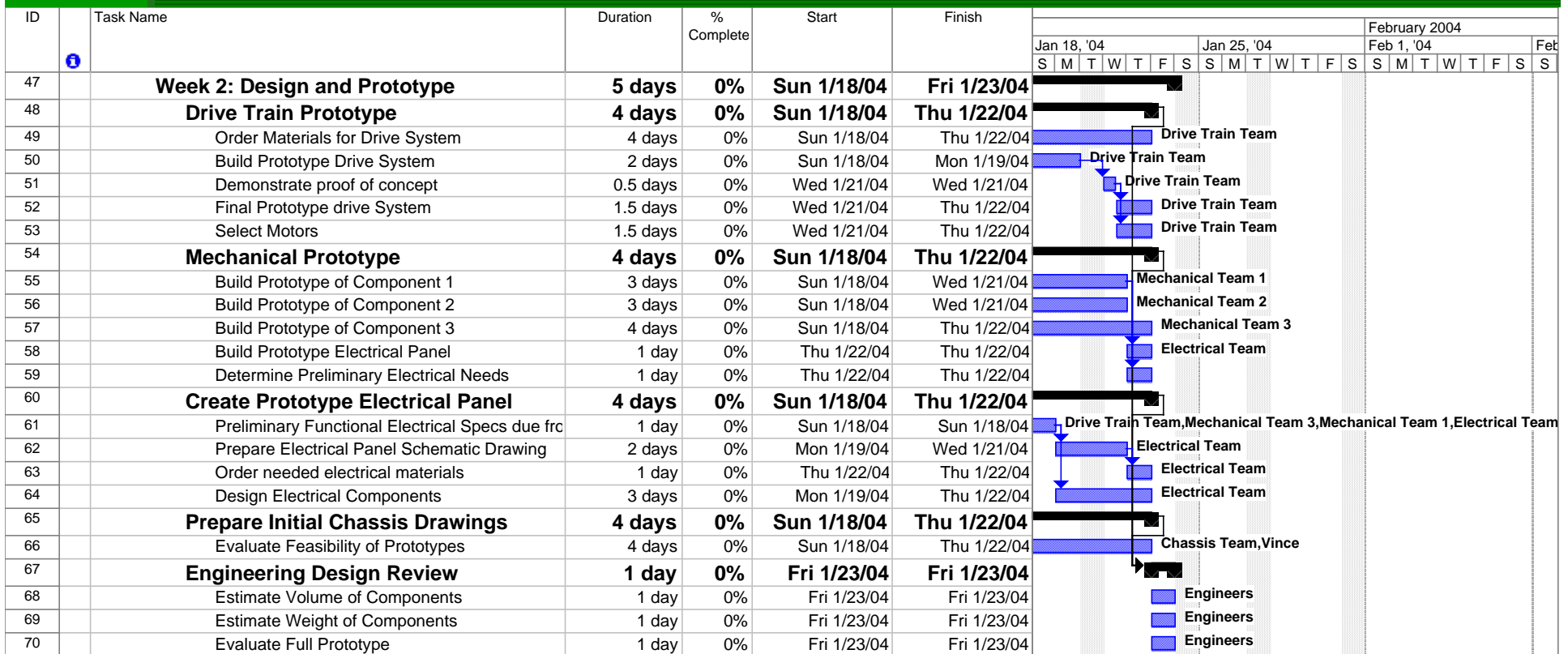
Schedule the Deliverables

- How long will each Terminal Element take to complete?
- When, in calendar time, will each terminal element start and end?



Schedule the Resources

- Are resources committed to meet the schedule?



Protect the Plan

- For this Terminal Element, what could go wrong?
- What could cause this potential problem?
- How can we make this likely cause less likely?
- What will we do if the potential problem happens anyway?
- What will trigger the contingent action?

Implementation Phase

- Start to Implement
- Monitor the Project
- Modify the Project
- Closeout and Evaluate

Start to Implement

- How will the project team know to start?
- How will the team work together?
- How will everyone know what is expected?

Monitor the Project

- How is the project progressing against:
 - Objectives?
 - Milestones?
 - Schedule?
 - └ Budget?

Modify the Project

What do we need to do to:

- Maintain / return to the schedule?
- Meet the objectives?
- Respond to threats and opportunities?

Closeout and Evaluate

- Who will be involved in the closeout?
When? Where?
- How did the project do against:
objectives, plan, WBS?
- What was learned?
- What will be done differently the next
time?