Project Management

Acronyms used in this module:

APD – Advance Planning Document
APDU – Advance Planning Document Update
FNS – Food and Nutrition Service
IS – Information System
IT – Information Technology
PM – Project Management/Project Manager
SDLC – Systems Development Life Cycle
SME – Subject Matter Expert
USDA – United States Department of Agriculture
WIC – Supplemental Nutrition Program for Women, Infants, and Children

References:

FNS Handbook 901
www.fns.usda.gov/apd

Project Management Institute
www.pmi.org

New York State Project Management Guidebook
Release 2
www.its.ny.gov/pmmp/guidebook2/index.htm

North Dakota Information Technology Department
www.nd.gov/itd/standards/project-management
Learning Outcomes
At the end of this module, you will be able to:

- Define a project
- Identify project management life cycle stages
- Differentiate between SDLC methods
- Define Project Management
- Name the Triple Constraints
- Describe general project management skills
- Identify PM’s 10 Knowledge Areas

What is a Project?

- It’s a temporary group activity designed to produce a unique product, service or result.
- A project is temporary in that it has a defined beginning and end in time, and therefore defined scope and resources.
- A project is unique in that it is not a routine operation, but a specific set of operations designed to accomplish a singular goal.
Project Management Life Cycle

- Project Origination
- Project Initiation
- Project Planning
- Project Execution and Control
- Project Closure

- Project proposal
- Proposal evaluation and selection
- Management or budget commitment

- Project Charter and Kick-off
- Define Cost/Scope/Schedule/Quality
- Perform Risk Identification
- Initial Project Plan
- Confirm Approval to Proceed
Project Management Life Cycle

- Project Planning
  - Project Planning Kick-Off
  - Refine the Cost/Scope/Schedule/Quality
  - Perform Risk Assessment
  - Refine Project Plan
  - Confirm Approval to Proceed

Project Management Life Cycle

- Project Execution and Control
  - Conduct Kick Off Meeting
  - Manage Cost/Scope/Schedule/Quality
  - Monitor and Control Risks
  - Manage Project Execution
  - Gain Project Acceptance

Project Management Life Cycle

- Project Closeout
  - Conduct Post-Implementation Review
  - Perform Administrative Closeout
The systems development life cycle (SDLC) is a process for planning, creating, testing, and deploying an information system.

**Phases of the SDLC:**
- Initiation
- Requirements Analysis
- Design
- Construct
- Acceptance
- Implementation

**Common SDLC Methods**
- Waterfall
- Spiral
- Agile
Common SDLC Methods

- Spiral
- Up front design
- Iterative
- Risk driven
- 4 phases

Common SDLC Methods

- Agile
- Incremental
- Short iterations
- Collaborative
- Adaptive

Progress Check

What is a project?

It’s a _______ group activity designed to produce a _______ product, service or result.
Progress Check
What is a project?

It’s a temporary group activity designed to produce a unique product, service or result.

Progress Check
Which of the following is not a Project Management life cycle stage?
A. Planning
B. Closure
C. Development
D. Initiation

Progress Check
Which of the following is not a PM life cycle stage?
A. Planning
B. Closure
C. Development
D. Initiation
Progress Check
Which of the SDLC methods is linear and sequential?
A. Agile
B. Spiral
C. Waterfall
D. None of the above

Progress Check
Which of the SDLC methods is linear and sequential?
A. Agile
B. Spiral
C. Waterfall
D. None of the above

Progress Check
Agile and Spiral both use incremental development, but Agile has shorter iterations.

☐ True
☐ False
Progress Check

Agile and Spiral both use incremental development, but Agile has shorter iterations.

- [ ] True
- [ ] False

What is Project Management?

It is the application of knowledge, skills, and techniques to execute projects effectively and efficiently.

Project Management 101

One of the first things you learn in project management is..

that the focus of a Project Manager is always...
The PM Triple Constraints

- Time
- Cost
- Scope

Manage these or they will manage you!

Professional and conscientious project management is critical to a successful outcome!

What makes this all work?

A good, solid, professional project manager
Project Manager Skills

- Program area knowledge, standards, and regulations
- Understand the project environment
- Be organized and detail oriented

Project Manager Skills

- Be a leader and manager
- Be an effective communicator
- Be a problem solver

Project Manager Skills

- Be a good negotiator
- Strive to improve other interpersonal skills
  - Listening
  - Diplomacy
  - Respect
Project Management Knowledge Areas

1. Project Integration Management
2. Project Scope Management

Beware of Scope Creep

Ask these questions!
- Is it a must?
- Can the customer/user do the job without it?
- Does it contribute to the viability of the system?
- Does it add value as a feature/function to the system?
- Is it worth the additional cost?
3. Project Time Management

- Monitor project spending
- When a variance occurs, determine the cause
- Change the execution of the project, reduce scope, or submit an APDU
- Prevent unapproved changes to the project

4. Project Cost Management

- Monitor project spending
- When a variance occurs, determine the cause
- Change the execution of the project, reduce scope, or submit an APDU
- Prevent unapproved changes to the project
Project Management Knowledge Areas

5. Project Quality Management

6. Project Human Resource Management

7. Project Communications Management

Communication
- Communicate objectives frequently
- Recognize different perspectives
- Manage expectations
- Share success and broadcast achievements
- Invite feedback
Project Management Knowledge Areas

8. Project Risk Management

9. Project Procurement Management

10. Project Stakeholder Management

FNS Project Monitoring

- Schedules
- APDUs
- Reports
- Calls
- On-site monitoring

Keys to Successful Project Management

- Strong Management Support
- Goals to IT
- Communicate Objectives
- Defined Principles
- Review Projects
Keys to Successful Project Management

- Recognize Perspectives
- Be Proactive
- Give IT department and SMEs a seat
- Everyone Shares Success

Progress Check

What is Project Management?

It is the application of knowledge, skills, and techniques to execute projects effectively and efficiently.
Progress Check
What are the Project Management Triple Constraints?

- Time
- Cost
- Scope

Progress Check
Name some of the general PM skills?
Progress Check

Which of the following are PM Knowledge areas?
A. Project Quality Mgmt.
B. Project Time Mgmt.
C. Project Risk Mgmt.
D. All of the above
Progress Check
Which PM Knowledge area focuses on the coordination of all the project management activities?
A. Project Scope Mgmt.
B. Project Integration Mgmt.
C. Project Human Resource Mgmt.
D. Project Communications Mgmt.

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Tip

Successful project management is delivering a quality product that meets the customer’s requirements within time, scope, and budget.

Tip

A good project team can be the key to a successful project!

Reminder

Submit APDUs Timely!

- An Annual APDU is due 60 days prior to the anniversary of the initial PAPD/IAPD approval date
- An As Needed Update is due as soon as the trigger condition (time, budget, scope) becomes known to the State, but no later than 90 days from the time when significant changes are anticipated to occur.
Reminder

Not obtaining Federal prior approval may cost the State funding that may have been approved if submitted in advance.

Retroactive Approvals

Your next goal...

✓ APD Overview
✓ Planning APD
✓ Implementation APD
✓ RFPs and Procurement
✓ APD Updates
✓ System Testing Regulation
✓ Getting to Go Live
✓ Project Management

Come See Us!

An engraved invitation from FNS Handbook 901
www.fns.usda.gov/apd