PROJECT MANAGEMENT METHODOLOGIES EXPLAINED

Business Explained

“Good business leaders create a vision, articulate the vision, passionately own the vision, and relentlessly drive it to completion.”

Jack Welch

Business Explained

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PREFACE

Hello and welcome to another book by Business Explained - **Project Management Methodologies EXPLAINED!**
Project Management is at the heart of any business and organization, so we consider it an important topic to be explained in-depth. This book is tailored specifically to you who seek a comprehensive understanding of project management. From Steve Jobs revolutionizing the tech industry to Elon Musk's business endeavors, project management shaped their journeys. You will witness firsthand how project management can be a game-changer in your business.

The Business Explained Team is ready to push the boundaries of your understanding and expand the horizons of your knowledge not only regarding project management. There are many other invaluable business skills that we write about in our books. From Negotiation Strategies and Techniques to Human Resources and Leadership Strategies - we cover it all and much more, always with simplicity and comprehensiveness in mind, ensuring that you easily adopt complex concepts.

Are you ready to start this challenging journey with us and testify to the transformative power of effective project management? Please feel free to share your impressions with us.

Your insights are invaluable as they allow us to understand your perspectives and interests, helping us tailor business content to better serve you. Your contribution will not only benefit us as the authors but also the wider community of readers who seek knowledge and inspiration through business books.

Thank you for being a part of our readership.

With sincere gratitude,
Bussines Explained Team

INTRODUCTION

Project Management Methodologies Explained is a book that will seamlessly integrate with your existing understanding, bridging the gaps and refining your skills. Whether you are developing a groundbreaking product, orchestrating a marketing campaign, or implementing a cutting-edge IT system, it will be your guiding compass, helping you navigate the tumultuous sea of business challenges.

In the ever-evolving landscape of business, effectively managing projects is a skill that can propel individuals and organizations toward success. Firms operate in a volatile environment and confront more severe competition than ever in the past. So, they must struggle for operational effectiveness and efficiency. This scenario has heightened the requirement for organizational responsibility in both the commercial and governmental sectors.
Implementing best practices capable of optimizing the management of organizational resources can help improve effectiveness and efficiency. It has been demonstrated that operations and projects are distinct, with each needing a unique set of management strategies. As a result, in a project environment, project management can help:

- Achieve project and organizational goals
- Give stakeholders more trust that resources are being managed efficiently.

The usage of this technology does not ensure the success of a project. (The success of the project will be detailed in a later issue.)

Let’s start by considering the distinction between successful project management and successful projects. This distinction will shed more light on the following questions:

- Why are certain projects considered failures while fulfilling all traditional success criteria, such as completion on time, under budget, and satisfying all technical specifications?
- Why are some projects perceived to be successful despite failing to meet two essential success criteria: not being completed on time and within budget?

With each chapter, you will unlock a new facet of project management, empowering you to steer confidently toward your goals. Join us while we go in-depth to compare different project management methodologies and find out what works best for your organization or business.

As you embark on this transformative journey, keep in mind that project management is a tool that assists businesses in carrying out certain projects effectively and efficiently. However, it is not a mere set of rigid rules. It’s rather an art, a skill that intertwines with your unique entrepreneurial spirit. Embrace the fluidity and adaptability it offers, as you mold project management to suit your individual needs.

DEMYSTIFYING PROJECT VS. PROJECT MANAGEMENT

The project is a pre-planned set of interconnected activities that must be completed within a specific time frame and budget. Project management is the systematic process of planning, organizing, evaluating, implementing, and managing projects to make the greatest use of available resources.

PROJECT

A project is a short-term activity performed to develop a one-of-a-kind product, service, or outcome.

- It is a short-term group activity meant to generate a one-of-a-kind product, service, or outcome
- It is not a routine procedure
- People who do not normally work together are frequently included on project teams
- It is typically considered a success if it meets the objectives according to their acceptance criteria, within the timeframe and budget set.

PROJECT MANAGEMENT

Project management is the organizing and planning of an organization's resources to advance the completion of a certain work, event, or obligation. Instead of a continuous process, project management often comprises a single project, and the resources controlled include human and financial capital.

- It has to do with the steps taken to complete the project successfully
- It is a typical procedure
- Typically, the project management team consists of coworkers
- Procedures, techniques, knowledge, skills, and experience are applied to accomplish the project's goals.

In short, a project is the end goal you want to accomplish, and project management is the set of skills, techniques, and strategies used to get there. It's like a roadmap guiding you to your destination. Understanding this difference is crucial because effective project management leads to project success and drives your business forward.

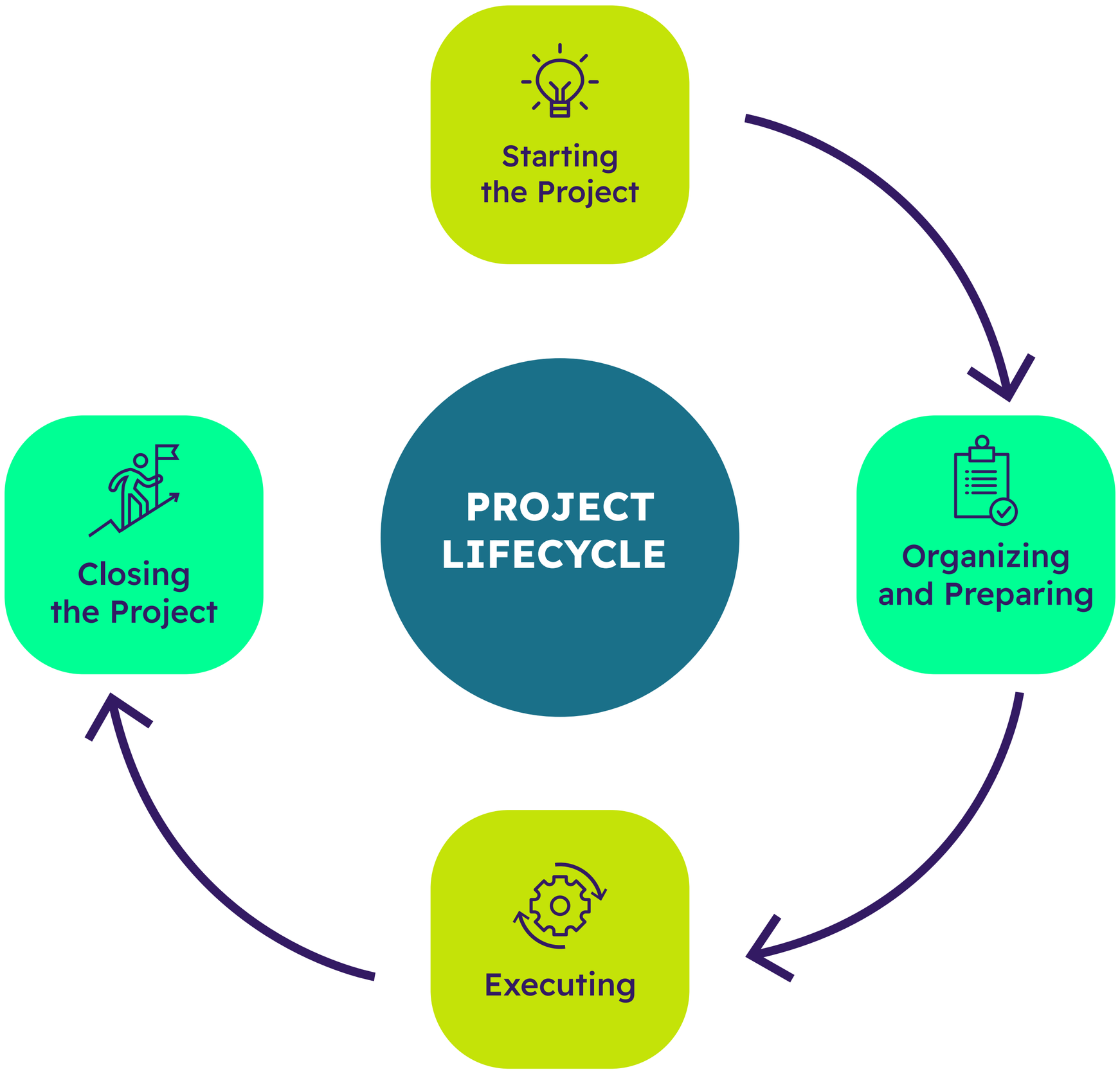
A COMPREHENSIVE GUIDE TO UNDERSTANDING THE PROJECT LIFECYCLE

In many years of working in various industries and managing diverse projects, we in the Business Explained Team have witnessed both remarkable successes and frustrating failures. Through these experiences, we realized the importance of adopting effective methodologies to ensure project success.

Every project adheres to a process cycle known as the project life cycle. The project life cycle determines how the deliverable will be produced. A project life cycle is, to put it simply, the continuation of a project through each stage from start to finish. Depending on the structure and the nature of the project, the number of cycles of phases and their sequencing may change. The project life cycle offers the basic structure for the tasks to adhere to, regardless of the type of labor involved.

STAGES OF THE PROJECT LIFE CYCLE

The project life cycle plays a crucial role in guiding project management practices, ensuring consistency, minimizing risks, and maximizing the chances of project success. It provides a common language and framework for project teams, stakeholders, and organizations, facilitating effective project execution and delivery. The project life cycle explains how to manage a project from start to conclusion.



The PMBOK Guide lists four stages for a project life cycle:

1. STARTING THE PROJECT
This stage marks the beginning of the project. The need for the project is identified, the project objectives are defined, and initial feasibility assessments are conducted. The initiation stage aims to get commitments from project stakeholders, establish a clear understanding of the project's purpose and gain approval to proceed.

2. ORGANIZING AND PREPARING
During this often-called planning stage, project plans are developed, outlining the project scope, schedule, budget, and resource requirements. Detailed risk management, communication, procurement, and quality assurance plans are also created. This stage sets the foundation for project execution and guides the team throughout the project.

3. EXECUTING
The execution stage involves the actual implementation of the project plans. Tasks and activities are performed, resources are allocated, and deliverables are produced. Project managers monitor progress, manage stakeholder expectations and make necessary adjustments to achieve project objectives. All these are performed intending to lower the chances of going over budget and behind schedule.

4. CLOSING THE PROJECT
The closure stage marks the formal completion of the project. It involves finalizing all project activities, conducting project reviews, obtaining approvals, and handing over deliverables to the customer or end-users. Lessons learned are documented, and project closure reports are prepared. The project manager might arrange an after-project review (post-mortem) meeting to analyze the projects and the team's strengths and faults. This meeting assists in determining strategies for future changes. The closure stage ensures a smooth transition from the project to ongoing operations or subsequent projects.

The four stages of a project life cycle provide a comprehensive framework for managing projects and are widely recognized and applied in project management practices.

TYPE OF PROJECT LIFE CYCLE

Understanding the different types of project life cycles is crucial for effective project management. A common misconception is that there is a universal project life cycle applicable to all projects and that adapting it is unnecessary.

Project life cycles are typically designed for specific projects with predefined scopes and objectives. As projects grow in complexity or scale, the chosen life cycle may not adequately support the project's needs.

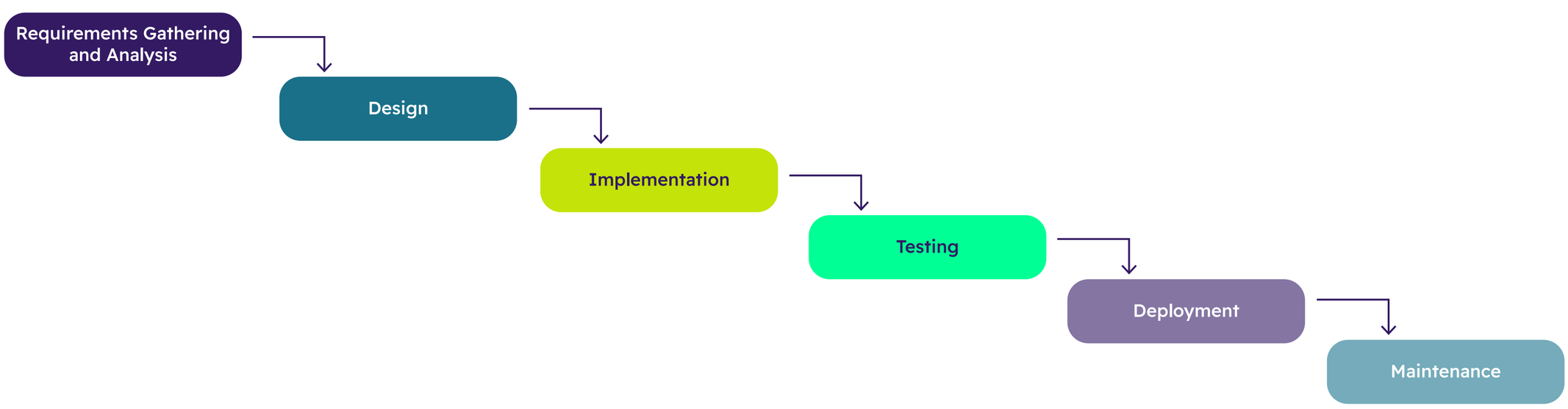
Let's consider two projects: building a software application and constructing a physical building. While both projects involve planning, execution, and monitoring, their life cycles differ significantly. The software development project requires evolving throughout the process i.e. frequent feedback loops are essential. On the other hand, the construction project may follow a traditional sequential life cycle, with distinct phases such as design, procurement, construction, and handover.

To summarize, the "one size fits all" approach is a myth. The same is with the opinion that once a project life cycle is selected it should remain unchanged throughout the project's duration. Different projects demand different approaches. Project life cycles can vary significantly depending on the nature of the project and its specific requirements. The truth is that project life cycles have to be tailored to fit the concrete project and may need to be adapted as the project progresses to ensure optimal outcomes. Recognizing these facts turn out to be essential for successful project outcomes.

Herewith we shall discuss specific project life cycle models, their advantages, and when to apply them in various project scenarios.

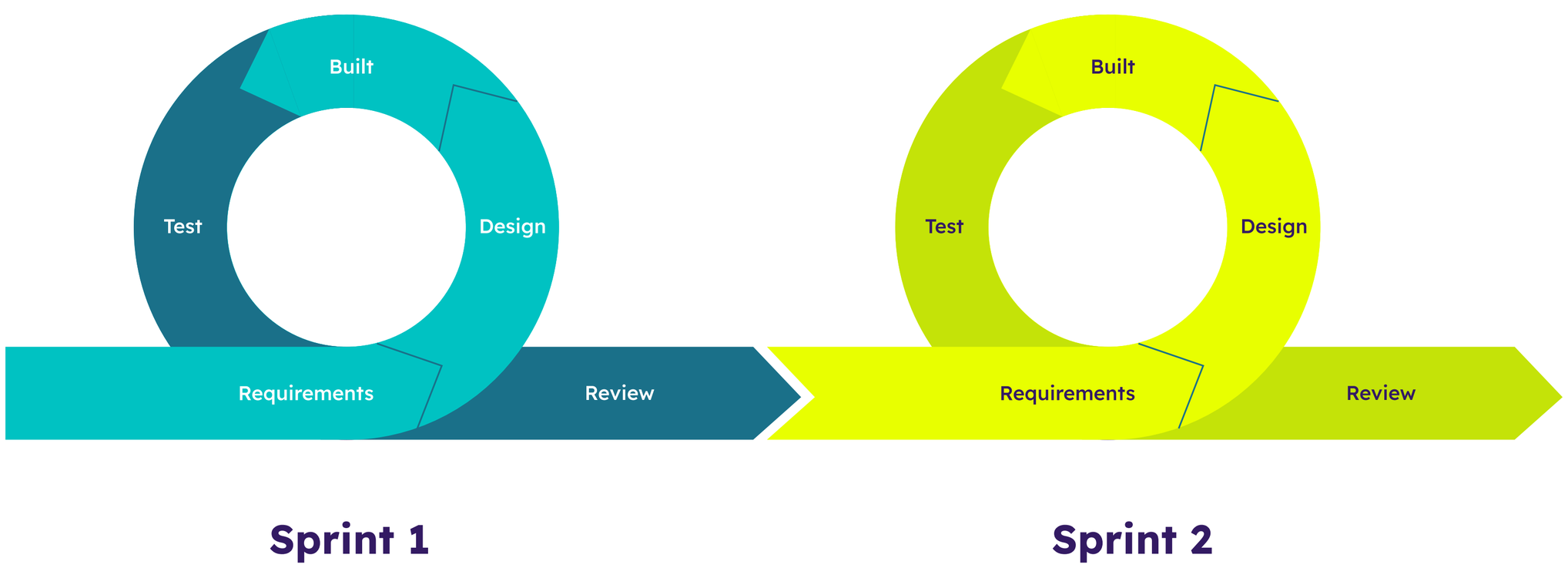
1. PREDICTIVE LIFE CYCLE

The Waterfall life cycle is another name for the predicted life cycle. This is the classic method of project management in which a project manager creates the whole project management plan from the start and then adheres to it until the project is completed. Here, you plan the job and then execute it. This cycle is called the predictive life cycle since the scope of work is fixed. Changes are unlikely with this strategy. However, if the transition occurs, it will come at a high cost.



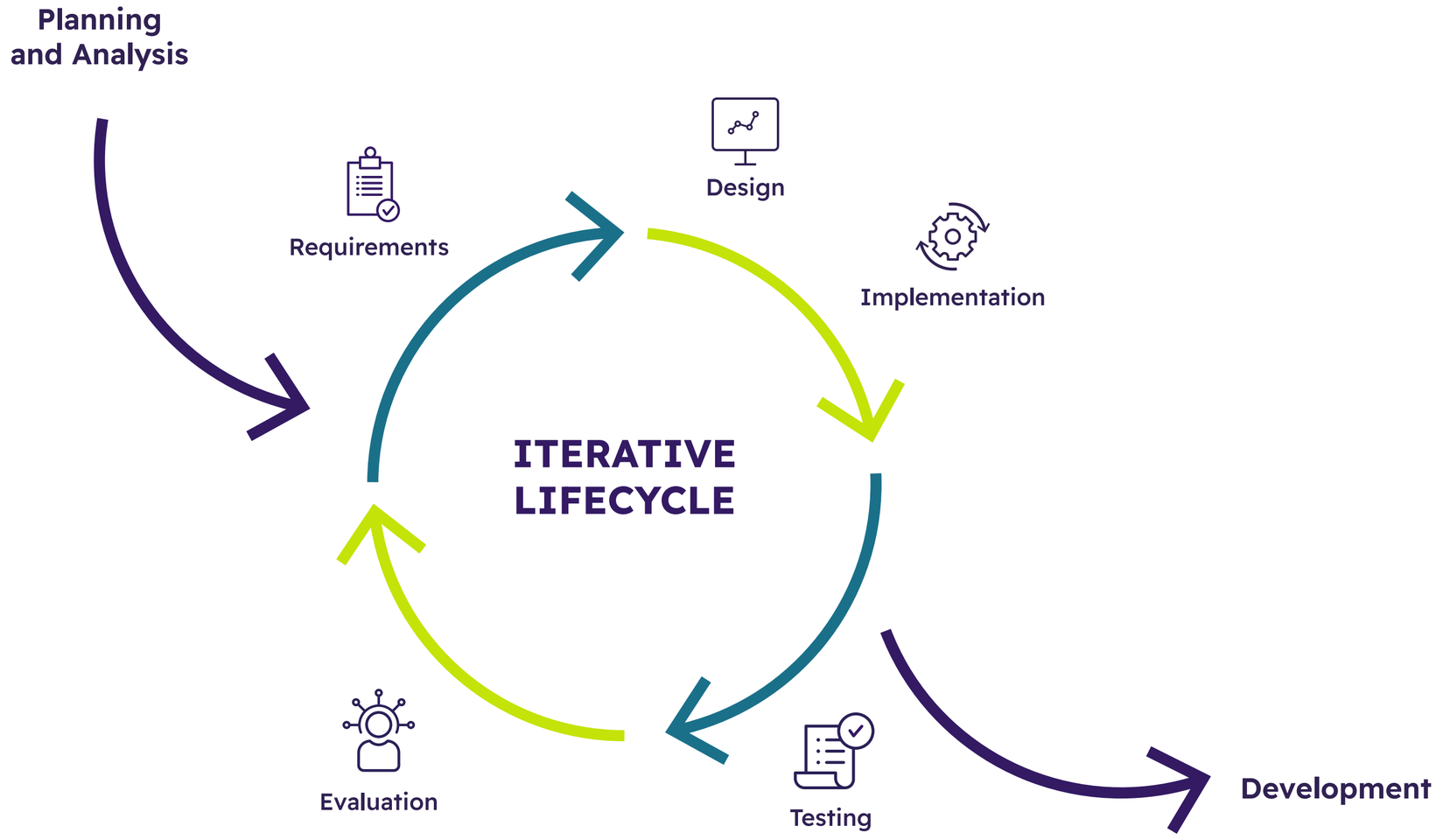
2. ADAPTIVE LIFE CYCLE

A change-driven life cycle is another name for an adaptable life cycle. This life cycle encourages change. The project is broken down into increments, with deliverables supplied and improved until the client is pleased All activities are repeated several times. Because it is cyclical, it is simple to change the deliverable and incorporate client feedback.



3. ITERATIVE LIFE CYCLE

The life cycles of iterative and predictive systems are comparable. The project management team develops the plan ahead of time and iterates it to accommodate changes. In this instance, the initial iteration seeks to provide a simple product with limited viability, and the subsequent iteration enhances it.



4. INCREMENTAL LIFE CYCLE

The adaptive life cycle is comparable to the incremental life cycle. The project manager provides tiny, useful parts of deliverables to the customer, and the product is tweaked and developed depending on feedback. In the final iteration, all increments are added to complete the product.

5. HYBRID LIFE CYCLE

The hybrid life cycle combines the several life cycles covered in this chapter. Any combination of life cycles is possible. A project manager is responsible for determining the optimal life cycle for the project.

SIGNIFICANCE OF THE PROJECT LIFE CYCLE

The project life cycle is important since it is what project managers manage and lead. A project is launched to solve an issue. Every project follows the same steps: it defines its goals, develops a plan to attain those goals, and then executes it. The project manager must monitor the implementation process to make sure the plan has the intended effect. The phases of the project life cycle are the same, even though various companies use different nomenclature to describe them.

These five points summarize the significance of the project life cycle:

1. OFFERS A FRAMEWORK TO EXECUTE PROJECTS
A project life cycle is a methodical approach to project delivery. This enables project managers to monitor project progress and identify concerns with deliverables or processes. A project life cycle framework provides a consistent road map for teams to follow. It aids in the definition of each phase's tasks, outcomes, and assigned responsibilities.

2. ENHANCES TEAM COMMUNICATION
All project stakeholders can access and comprehend a framework. It aids in communication and defines project roles and responsibilities. Team members clearly understand what they should do at each phase. Resource planning prevents waste and ensures that resources are available when needed. The majority of resources are needed at the third stage of the project life cycle.

3. HELPS MEASURE PROGRESS AND DEVELOPMENT

A project life cycle provides a framework for organizing and planning each project stage. For example, the project management plans, including the quality plans and the risk management plan, are developed during the Definition phase. The various product components are created during the Implementation phase, which is divided into Design and Build stages. Plans, benchmarks, key performance indicators, project metrics, and other information will be made accessible. By comparing the state to the project baselines, you can establish whether work is on track.

4. ALLOWS PROJECT'S EVOLUTION

The project life cycle stages provide insight into how the project proceeds. They allow the identification of areas that require specific attention, such as early-stage risk management and project assessment in the execution stage. Every subsequent phase expands the project information. The plans are built and refined as the project progresses. Improvements are made to the scope baseline, schedule baseline and cost baseline. Because the project lifecycle will indicate when the Project Evaluation Review will take place, the project manager may plan the completion of the performance reports before the reviews. It allows speedy "go or no go" decisions on product development. The project is feasible and on schedule, and these monthly assessments reassure stakeholders that early successes have been validated.

To effectively manage projects, it is crucial to understand the various types of project life cycles and their distinct characteristics. However, if the project proves unprofitable, they may serve as exit points.

LIMITATIONS OF PROJECT LIFE CYCLE

Limitations exist because project life cycles are conceptual frameworks that aim to provide structure and guidance for managing projects. However, they cannot account for all possible scenarios and variations that projects may encounter. Successful project management requires a balance between adhering to established processes and being adaptable to change by stakeholder needs.

Here are some drawbacks of the project life cycle:

1. THE WORKS ARE COMPLETED AFTER THE LAST STAGE IS COMPLETED

The limitation mentioned here highlights the sequential nature of the project life cycle. Once the last stage is completed, it means that all the works associated with the project have been finalized. This limitation can be problematic in situations where there is a need for ongoing maintenance or continuous improvement, as the project life cycle may not adequately address these needs.

2. UNCERTAINTY AND HIGH HAZARDS

Uncertainty and high hazards are inherent challenges in many projects. The project life cycle may not offer sufficient flexibility to adapt to unforeseen circumstances or mitigate risks effectively. This limitation can be particularly relevant in dynamic environments or industries where change is frequent, as it may be challenging to incorporate new information or adjust the project plan accordingly.

3. IT IS NOT THE GREATEST OPTION FOR DIFFICULT OR SOPHISTICATED JOBS

This limitation suggests that the project life cycle may not be the most suitable approach for complex or sophisticated projects. Such projects often involve intricate interdependencies, diverse stakeholders, and evolving requirements. They may not align well with the linear and sequential nature of the traditional project life cycle. Alternative methodologies like agile or adaptive approaches might be more appropriate in these cases.

4. IT IS NOT SUITABLE FOR OBJECT-ORIENTED PROGRAMS

Object-oriented programming is a software development approach that emphasizes modular and reusable code structures. While the project life cycle can still be utilized for managing software projects, it may not fully leverage the benefits of object-oriented programming, which could limit efficiency and effectiveness in delivering software products.

5. IMPLEMENTING THE PROJECT LIFE CYCLE FOR LARGER PROJECTS IS DIFFICULT AND INAPPROPRIATE

Larger projects typically involve greater complexity, more stakeholders, and increased risks. Coordinating and managing such projects within the confines of a traditional project life cycle can be demanding and impractical. In such cases, organizations often employ more scalable methodologies or customized approaches that cater to the unique requirements of larger projects.

6. AS THE PROJECT PROGRESSES, MEASURING PROGRESS BECOMES MORE DIFFICULT

In the initial stages, it is relatively easier to define clear milestones and track progress against them. However, as the project advances and various factors come into play, accurate measurement and evaluation of progress can become more subjective or complex. This limitation highlights the need for robust monitoring and control mechanisms throughout the project life cycle to ensure accurate progress assessment.

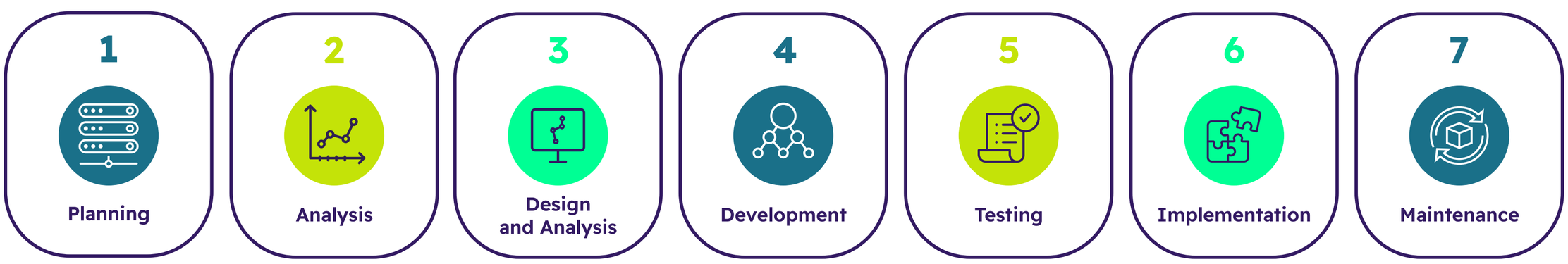
Understanding the project life cycle is essential for effective project planning, resource allocation, and stakeholder management. It provides a framework for managing projects effectively from start to finish. Each phase plays a crucial role in ensuring project success, from initiation and planning to execution and closure. By understanding and applying the principles of the project life cycle, project managers can navigate challenges, keep stakeholders engaged, and increase the likelihood of achieving desired project outcomes with the fewest obstacles. To overcome some limitations, project managers often combine the project life cycle with other methodologies and approaches to improve adaptability, flexibility, and stakeholder involvement throughout the project.

NAVIGATING PROJECT MANAGEMENT PHASES FOR EXCELLENCE

Project management is a difficult task regardless of the project's size or scope. Many things might go wrong, from organizing the specifics and addressing the constantly shifting demands of the clients to meeting deadlines for deliverables. When a project is divided into manageable stages, each with its objectives and deliverables, it is simpler to maintain control over the project and the quality of the final product.

If you are responsible for managing projects for your company and are feeling overwhelmed, mastering the fundamental phases of project management is going to help. A project's work can be divided into stages to make it simpler to plan and control. Each phase includes comparable activities and leads up to a significant deliverable. A project milestone then marks the conclusion of each phase.

Let's consider what are the project management stages.



1. PLANNING

The planning stage, also known as the starting stage, is the critical step of the project management lifecycle. “Plans are worthless, but planning is important,” stated Dwight D. Eisenhower. Planning entails preparing for potential contingencies while also leaving some wiggle room for unexpected developments.

Planning is subdivided into four main activities:

1. DETERMINE WHY YOU’RE CONTINUING WITH THE PROJECT
Create a case for it, identify the problem you’re attempting to solve, then map out a plan to tackle it.

2. MAKE A PRELIMINARY SKETCH OF THE PROJECT’S REQUIREMENTS
The basic overview should include an estimate of the project’s scope, timing, and resources.

3. INVOLVE ALL STAKEHOLDERS SINCE THEY CONTRIBUTE SIGNIFICANT INSIGHTS TO THE PROJECT
Employees, independent contractors, consumers, suppliers, government agencies, communities, and organizations are all examples of stakeholders.

4. CREATE A PROJECT HIERARCHY
The project manager is usually at the top of the chain, followed by department managers, who are in turn followed by department subordinates. Larger corporations may have more complex hierarchies, so choose what works best for your company’s structure.

Once you’ve completed your planning, go further into what it will take to bring the project forward.

2. ANALYSIS

After you've developed a strong strategy for your project, the following stage of project management is a more in-depth study of data from stakeholders and experts. This will demonstrate your ability to proceed.

Conducting feasibility studies allow your team to establish whether the project's objectives are attainable. All stakeholders assess the project's merits and downsides, as well as if you have enough resources, such as technical tools, data, and team competence.

When your feasibility studies are finished, present your findings to the stakeholders. A short 1-2 page executive summary should be enough. If people require additional information, you can provide the specifics of your analysis.

The investment in a project becomes more pronounced after this point. Your project now moves into the hands of decision-makers to approve the summary.

3. DESIGN AND ANALYSIS

During the planning stage, you created a detailed overview of the project's scope. The project management design stage allows you to fill in the specifics of the plan so that stakeholders may move forward based on the facts gathered in the feasibility study.

For instance, your feasibility analysis shows that digital transformation would cost the organization $75,000 in initial human expenditures and technology equipment. However, your research shows that the strategy would increase income by $250,000 per year since employees will be able to focus on higher-level work.

When progressing a project, the design stage gives additional data to assist in making important decisions. If your analysis shows that the project can still proceed, it's time to move on to the next stage.

4. DEVELOPMENT

Development, also known as execution, is the phase of project management that requires the greatest time and effort. Everyone working on a project understands what duties must be finished by now. People may meet regularly (as stated in the project management design stage) to review the project's accomplishments and issues. As employees get deeper into their everyday work, certain features of the project will inevitably alter during the development stage. Taking detailed notes about staff problems and how they solve them is critical, especially as you progress through the project management stages.

5. TESTING

Testing, often known as monitoring, occurs in tandem with development. This is when you work out the bugs in the system and re-test until everything is perfect.

If you work for a software corporation, the testing phase of the project management lifecycle is when you debug code, retest it, and keep debugging it until you obtain the desired results. The testing process is when digital marketers check that all website plugins function properly.

Before continuing with a project's next phase, testing offers you an indication of how efficiently you'll meet your key performance indicators (KPIs). Your project is about to come together, and the payoff is in sight.

6. IMPLEMENTATION

All of your team's efforts will be rewarded during implementation. Code fragments combine to produce software or a platform. A digital marketing campaign begins with the launch of a website and the placement of advertisements directing traffic to it. Your outdated computer system has been replaced with newer, more efficient digital technologies.

Implementation implies that the job is finished and your consumers are ready to take delivery of a brand-new product or service. Your project management lifecycle, however, is not yet complete.

7. MAINTENANCE

In project management, maintenance is not nearly as time-consuming as development, testing, or implementation. However, it is still critical to the success of a project. Updates may be required for a website and its plugins. A manufacturer determines that a new type of raw material works better in their production line to create self-sealing stem bolts, so they improve their processes. Maintenance can take many forms, and at this stage in project management, your team is constantly evolving, adapting, and improving your products or services.

You're all set after you create project management phases. If you don't currently have project management in place, it may appear difficult. However, once your project management infrastructure is in place, it will operate itself with very minor adjustments.

Conduct regular research and read monthly, quarterly and yearly reports to uncover methods to improve the project management process. Consider holding a quarterly meeting to examine what's working, what isn't, and how to enhance your operations.

EXPERT TIPS FOR CHOOSING THE RIGHT PROJECT MANAGEMENT METHODOLOGY

Under normal conditions, collaborating with your team and completing tasks on time is difficult. With more organizations enabling workers to work from home, it might be even more difficult to get everyone on the same page. It pays to know how to use the finest project management tools and practices as a project manager.

THE IMPORTANCE OF PROJECT MANAGEMENT METHODOLOGY

A project management methodology (PMM) is, at its heart, a collection of rules that helps you structure and manage various parts of a particular project. The choices a project manager makes influence your team's capacity to complete a project.

Two of the most popular PMMs in use today are Waterfall and Agile. Waterfall has ruled as the top PMM choice for years, but Agile has gained momentum in the recent decade due to its more flexible nature.

TIPS ON CHOOSING A PROJECT MANAGEMENT METHODOLOGY

The nature of the project should be the decisive element in selecting a project management approach. Consider the many parts of the project as well as your delivery schedule.

You should also consider:

- Your team's abilities
- Customers' and stakeholders' expectations
- Available time until your deadline
- The project's estimated budget
- The difficulty of executing certain jobs
- The availability of required resources
- The need for the project to be scaled along the process.

You'll have a better idea of what kind of PMM would be best for your team's needs once you understand the scope of what you're working with.

Begin by weighing the benefits and drawbacks of various project management approaches, keeping in mind:

- Is the project simple or complicated

- Are there a variety of factors influencing project completion

- What are the criteria that may influence various parts of each approach

- The advantages and disadvantages of using a certain project management technique

- Whether the project management methodology assists you in meeting industry standards.

When selecting a PMM, it is critical to eliminate pre-existing bias and base your selection completely on the demands of the project at hand.

Many project managers began to move away from Waterfall because they felt bound by rules that did not meet their needs. Just because a technique appears to provide greater flexibility does not mean it is the ideal solution for your project.

You should also talk with other team members to acquire their thoughts on which PMM would be most effective. It's always useful to have a new perspective that challenges your preconceived notions.

COMMON PROJECT MANAGEMENT APPROACHES

Let's examine a few popular project management techniques in more detail.

Waterfall Project Management

Waterfall is one of the most common project management methodologies. The system, which was developed in the building and manufacturing industries, moves projects in sequential order. The Waterfall begins with gathering information about a certain project and finishes with its completion. The Waterfall PMM follows the system development life cycle (SDLC) and is still widely used in software engineering and IT projects. For small projects with needs that are unlikely to change, the Waterfall technique works effectively.

The Waterfall methodology has the following advantages:

- It allows you to set milestones for tracking and discussing progress
- The level of information provided during requirement collecting facilitates job planning and task assignment
- The final result is better understood by stakeholders and customers
- Newer team members find it simpler to catch up.

The straight track of the Waterfall technique can make it appear sluggish and rigid, especially on projects where the parameters might abruptly vary. This approach makes it more difficult to deal with unforeseen hazards or account for rapid changes in the scope of a project.

Agile Project Management

In the early 2000s, Agile methodology arose to address some of the perceived immovability of the Waterfall process. Insurance, healthcare, and the government have all embraced the Agile methodology. That makes sense because businesses in such sectors frequently need to abruptly shift direction in response to newly created norms.

Instead of using a deliberate and methodical approach that attempts to acquire as much information as possible before beginning, Agile begins with the demands of the client. Teams divide projects into periods known as sprints. Before moving on to the next item, your team completes a defined unit of work within the time allotted to that sprint.

Agile allows teams to handle project scope changes rapidly and flexibly without having to restart everything from scratch. Customers are given the chance to provide input at various intervals, resulting in less rework in later sprints. Scrum and Kanban are two Agile techniques commonly utilized by project managers.

The success of Agile is dependent on the customer's ability to communicate their needs and provide feedback as the project progresses. Without that, you risk project overruns due to constant revisions.

Adaptive Project Management

Adaptive project management assists project managers in adapting to the ever-changing business environment. It is best suited for projects with many unknowns and possible dangers. Teams have the opportunity to plan for and respond to unanticipated changes in project direction. At the start of a project, critical components may be absent or not properly specified.

The adaptable technique necessitates an environment in which team members, consumers, and stakeholders may successfully interact. Working through the project and shifting requirements forces you to learn on the fly.

Adaptive methodology necessitates the use of a software platform that allows everyone to share information as it becomes available and use it to redraw project parameters.

COMMON PROJECT MANAGEMENT ROLES

Understanding how multiple roles interact and steer project development is at the heart of project management. In a typical project management setup, several common roles contribute to the successful planning, execution, and completion of a project. These roles may vary depending on the size, complexity, and nature of the project.

Some of the jobs that will lead and implement your chosen approach throughout your business are as follows:

- The project sponsor is a senior employee who is accountable for the project's outcomes and represents it to consumers or stakeholders

- Project managers allocate responsibilities, arrange procedures, and monitor the progress of their direct reports

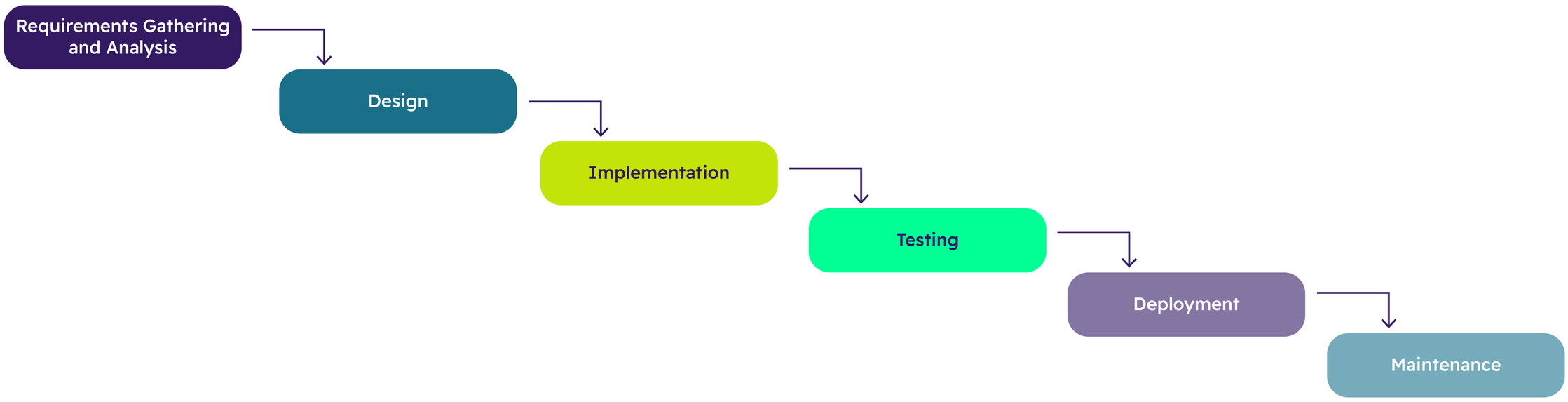
- Business analysts gather data that project managers use to fine-tune procedures and change goals or resource allocation

- Team members are accountable for completing individual tasks and objectives; They work together to execute the day-to-day tasks associated with delivering deliverables.

CHOOSING THE RIGHT PROJECT MANAGEMENT METHODOLOGY MADE SIMPLE

An approach to project management is a way of thinking or a set of guidelines that spells out how a project should be handled. On the other hand, a methodology is a real set of guidelines and procedures utilized to implement an approach.

1. WATERFALL



Waterfall project management is a method of project management in which progress is made in a linear, sequential manner through each of the project's specified phases. Because it follows a downhill cascading impact from one phase to the next, this methodology is also known as the Waterfall model.

The Waterfall methodology has its origins in the building business. It was originally established for the construction sector. The concept was to develop a step-by-step approach to building construction projects that would allow for better planning and control. Later, the methodology was modified to be used in software development and other sorts of projects. The Waterfall project management methodology has six essential stages:

GATHERING AND ANALYZING NEEDS
The project team gathers and evaluates concrete project requirements. Understanding the needs of the stakeholders, defining the project scope, and defining the deliverables are all part of this.

DESIGN
The project team creates the solution to meet the requirements stated in the previous phase. This entails developing thorough project plans and requirements.

IMPLEMENTATION
The project team constructs and develops the solution based on the plans and specifications generated during the design phase.

TESTING
The project team tests the solution during this phase to confirm that it fits the criteria and is suitable for the purpose.

DEPLOYMENT
The project team deploys the solution to end-users during this phase. End-user training on how to use the solution may be included.

MAINTENANCE
The project team provides continuous support and maintenance for the solution during this phase. Bug patches, updates, and additions to the solution may be included.

When to use Waterfall

- In projects with strong limits and expectations
- If there are minimal expected modifications to the project plan
- In projects such as home construction, where one step must be finished before the next can begin
- If timetables, budgets, rules, or other considerations require a predictable end.

You shouldn’t use Waterfall

- If your project is susceptible to change
- If you do not have a complete understanding of all the requirements before beginning
- If you will need to conduct continuous testing or adjust to feedback throughout the process.

2. AGILE

Agile project management is a method that promotes adaptability and collaboration. It is built on the concept of delivering small, incremental chunks of a project named iterations and constantly responding to changes and new developments.

Agile Manifesto was formulated in 2001st. It consists of 12 unique Agile principles that can help organizations be more flexible, responsive, and adaptive to changes:

- Prioritize customer satisfaction through continuous delivery of valuable products
- Welcome changing requirements, even if they occur late in the project
- Deliver working products frequently, with a preference for shorter timescales
- Work collaboratively with customers and stakeholders throughout the project
- Build projects around motivated individuals and make sure you give them the tools and support they need
- Measure progress through working products, rather than the detailed documentation
- Maintain a sustainable pace of work for the team
- Keep things simple and focus on what is necessary
- Allow self-organizing teams to make decisions
- Reflect on and continuously improve the team's process

- Face-to-face communication is the most efficient and effective method of conveying information

- Working products are the primary measure of progress.

(Note: We explained in detail this method in a separate e-book, please check **Agile Manual by Business Explained**)

When to use Agile

- In industries that anticipate some volatility

- In projects where you won't be able to foresee every detail upfront

- In software development, where changes are nearly frequent

- If you're launching a new product and aren't sure where the pain points are until toward the end of the project.

You shouldn't use Agile

- If you require a clear and predictable deliverable, and it is crucial to establish its exact specifications from the beginning

- If your project cannot handle any changes during its progress

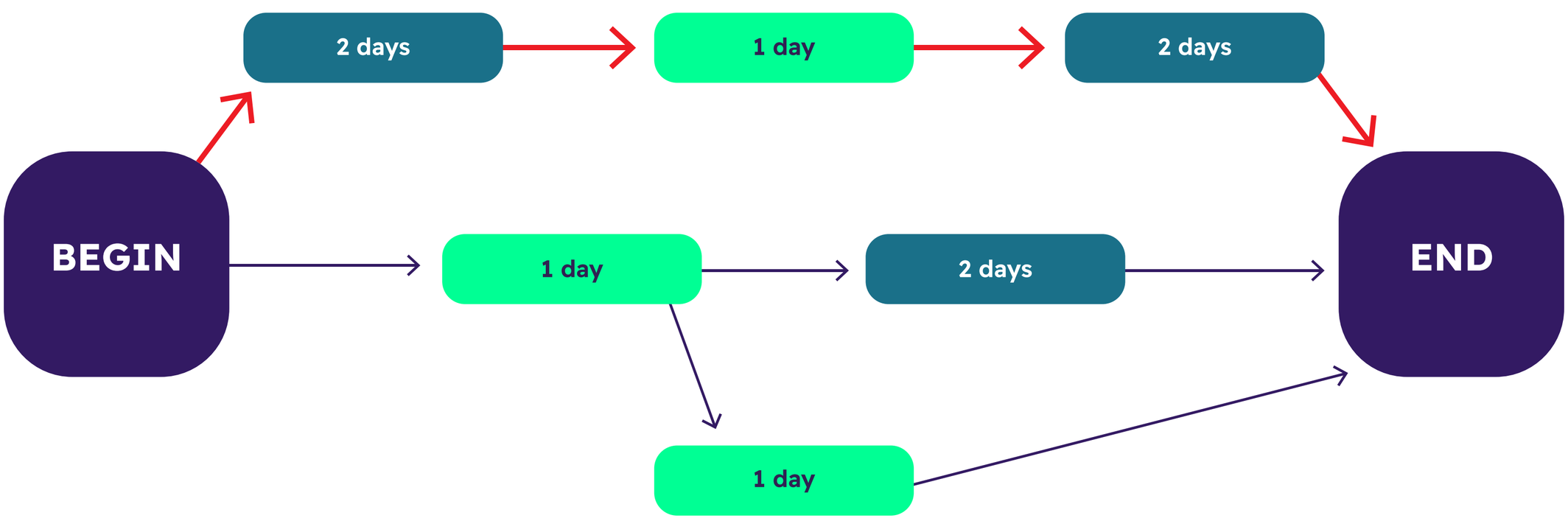
- If you lack self-driven individuals

- If you have stringent deadlines or specific deliverables that require strict adherence.

3. PERT

The Program Evaluation Review Technique (PERT) is a project management methodology for analyzing and coordinating large-scale projects. It is especially well-suited to projects with a high level of uncertainty or tasks that are interdependent.

The PERT methodology is based on the concept of drawing a network diagram that depicts the various tasks and activities that are involved in a project. This enables project managers to visualize task dependencies and identify potential bottlenecks or critical path issues.



Critical Path = 5 days

When to use PERT

COMPLEX PROJECTS WITH MANY INTERDEPENDENT TASKS

It is especially well-suited to projects with interdependent tasks, which means that one task cannot be completed until another is finished. If you are constructing a house, for example, the foundation cannot be poured until the plans have been approved and the excavation has been completed. PERT can assist you in visualizing these dependencies and identifying potential bottlenecks or critical path issues.

PROJECTS WITH A HIGH LEVEL OF UNCERTAINTY
It can also be used in projects with a high level of uncertainty or risk. For example, if you are launching a new product and are unsure how long certain tasks will take or how much they will cost, PERT can assist you in analyzing potential risks and developing contingency plans.

PROJECTS WITH STRICT DEADLINES
It can also be effective in projects with strict deadlines that must be met. By studying the network diagram, you may identify the critical path and ensure that sufficient resources are allocated to the critical path tasks to fulfill the deadline.

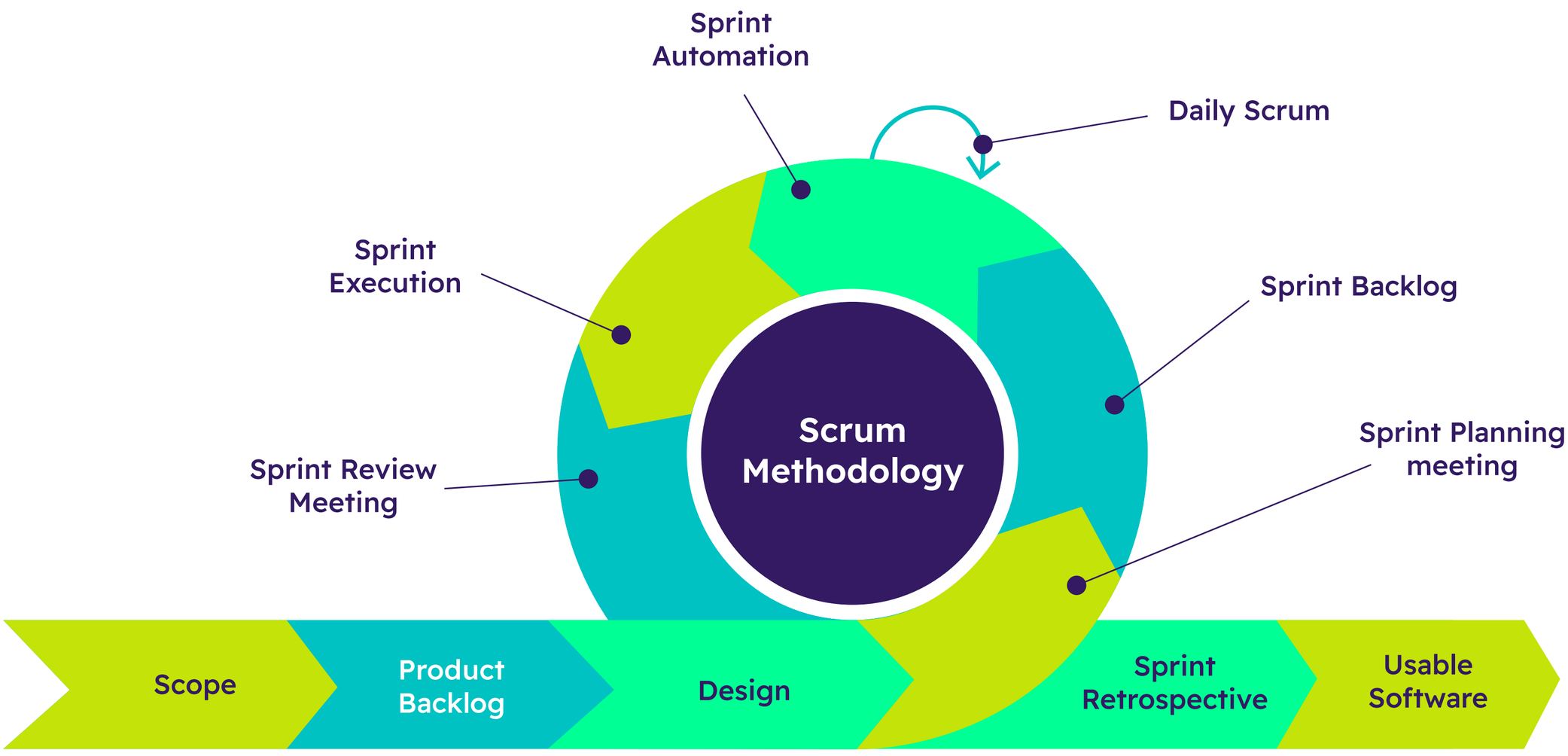
You shouldn’t use PERT

- If the project is very small in scope or duration
- If the project is highly structured and predictable
- If the project does not have strict deadlines
- If the project does not involve a large number of stakeholders.

4. SCRUM

Scrum is the most popular Agile approach, with more than half of Agile adopters utilizing it. It is a sort of Agile project management, but it is older than Agile. It was established in the early 1990s by framework developers, who also signed the Agile Manifesto, later in 2001.

Scrum uses small teams, short development cycles, regular communication, and well-defined responsibilities to keep projects organized and on schedule.



https://www.inapps.net

Scrum divides projects into short, iterative cycles called “sprints” which often span one to four weeks. A cross-functional team works during each sprint to produce a defined set of features or capabilities.

Several major roles and ceremonies are involved in the Scrum process:

- Scrum Master is in charge of ensuring that the Scrum process is followed and removing any hurdles that may impede the team from accomplishing its objectives

- The Product Owner is in charge of specifying the features and functionality that the team will work on throughout each sprint

- Development Team is a cross-functional group of people that are in charge of delivering the features and functionality that the Product Owner has outlined

- Sprint is a short, iterative cycle during which the team works to deliver a specific set of features or functionality

- At the beginning of each sprint, the team holds a Sprint Planning Meeting to determine what work will be completed during the sprint

- Daily Scrum is a brief daily stand-up meeting in which team members report what they did the day before, what they aim to do today, and any problems they face

- The team hosts a Sprint Review Meeting at the end of each sprint to demonstrate finished work and get feedback from stakeholders

- Sprint Retrospectives are meetings held at the end of each sprint to review the team's progress and identify areas for improvement.

(Note: We explained in detail this method in a separate e-book, please check Scrum Manual by Business Explained)

When to use Scrum

- It may be an effective method for tackling projects that thrive on change and adaptability

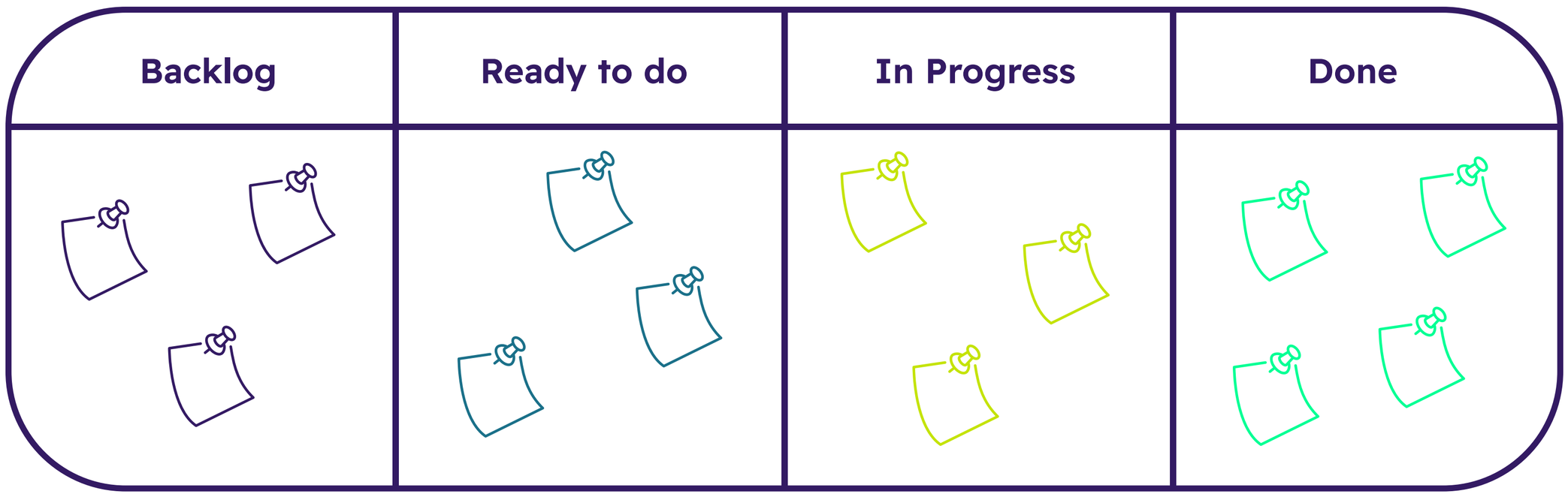
- It is often used for projects in businesses that expect frequent change or unknowns, similar to Agile.

You shouldn’t use Scrum

- If you don’t have the full commitment from the team
- If you require extensive documentation (e.g. regarding introducing new team members during the project)
- If your project requires a high degree of predictability and fixed deadlines
- If stakeholders require a higher level of control and involvement throughout the project.

5. KANBAN

It is the Japanese word for “signboard” used to describe a method of visualizing a project’s process. On a physical or digital board, the tasks of a project are shown as cards divided into columns. The cards move on to the next column as the tasks are completed. The Kanban technique places a premium on continuous workflow. (Note: We devoted a separate e-book to this method, please check Kanban Manual by Business Explained)



When to use Kanban

- It is ideal for projects with several activities that must be done concurrently
- It is frequently used in conjunction with other approaches such as Scrum or Lean.

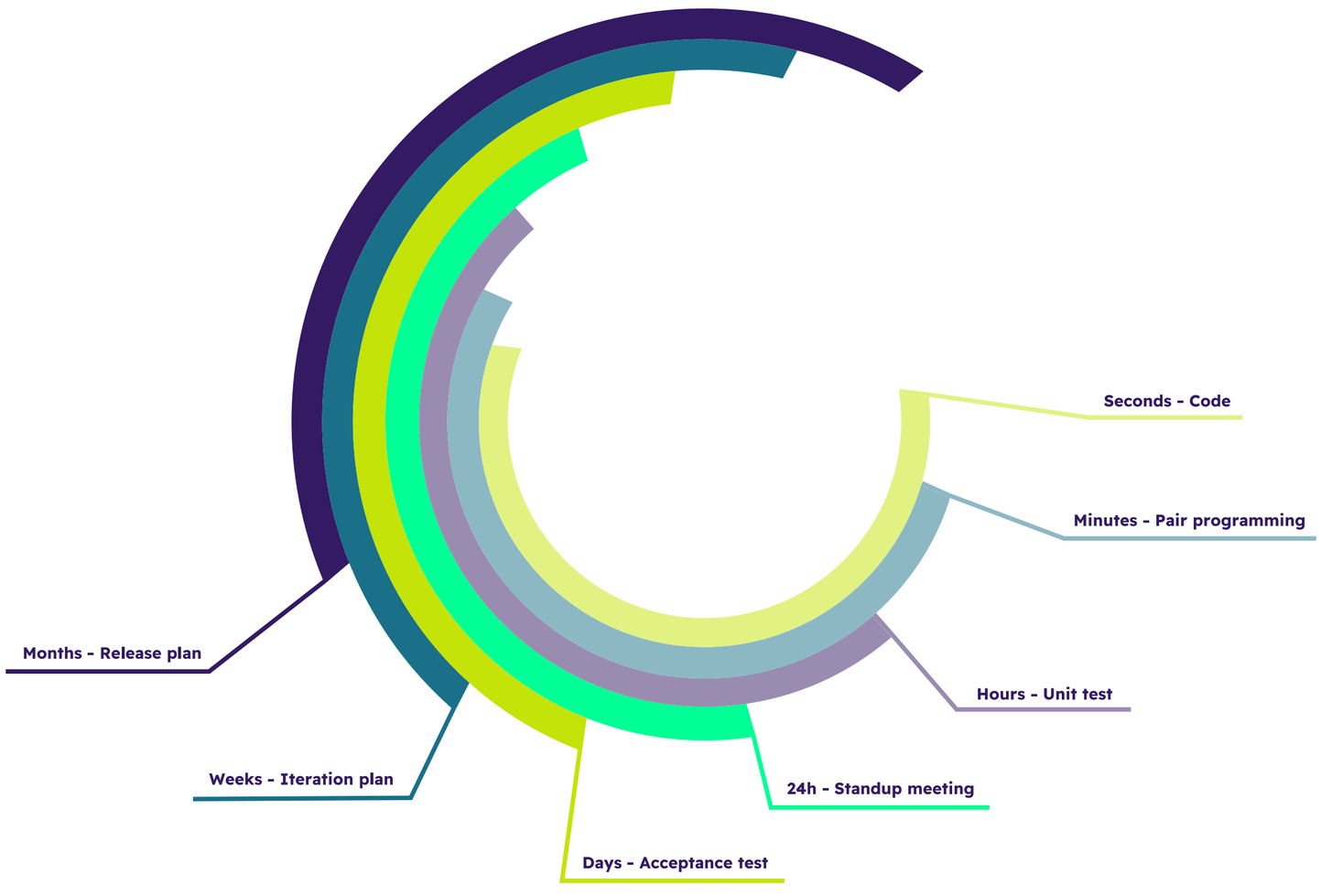
You shouldn’t use Kanban

- If your project requires a fixed timeline or has time-sensitive deliverables
- If your project heavily relies on collaboration between different disciplines or departments.

6. EXTREME PROGRAMMING (XP) METHODOLOGY

Another type of agile project management that was intended for software development is the eXtreme Programming (XP) technique. It has a set of rules that teams must follow. They are based on their five values: simplicity, communication preferably face-to-face, feedback, respect, and courage. It prioritizes teamwork and collaboration among management, customers, and engineers, with self-organizing teams.

XP method specifically puts the focus on the code more than the design. While a good design is crucial for attracting customers, it’s the code that brings the design to life. So, it is essential to strike a balance. Code and design have to work hand in hand to create a valuable end product that meets all the requirements.



https://www.extremeprogramming.org

When to use Extreme Programming

- If you want to encourage cooperation and teamwork
- If you have a small, close-knit crew
- If your team is dispersed across many locations and time zones.

You shouldn’t use Extreme Programming

- If you are a rule breaker, this technique may not be for you
- If the customer is away from the developmental team because the best results are when team members meet face-to-face
- If there is a lack of accurate documentation and evidence, it may cause fixed bugs to recur.

7. ADAPTIVE PROJECT FRAMEWORK (APF) METHODOLOGY

The adaptable project framework (APF) technique is a sort of Agile project management approach created with change in mind. It is often known as adaptive project management (APM). This project framework understands that even the best-laid plans of mice and men frequently go astray. As a result, the essential quality of APF is that teams must possess the ability to adapt to change acceptably.

Teams must employ adaptive approaches to anticipate risks and be ready for unforeseen project events. They must recognize that essential components are continually changing and must be able to re-evaluate findings and decisions in light of these shifting factors. This necessitates extensive communication and collaboration with all stakeholders, having in mind the variety of agile project management methodologies.

When to use Adaptive Project Framework

- In case you know what you want i.e. you are aware of your ultimate objectives
- If you have established your Conditions of Satisfaction.

You shouldn't use Adaptive Project Framework

- If you require predictability
- If you lack the resources to deal with the possible drawbacks of flexibility such as scope creep, rework, and time wastage.

8. LEAN METHODOLOGY

This is another project management style that has its roots in manufacturing, specifically in the Toyota Production System. It is applied to increase value while minimizing waste. While the term has been used to point out the decrease of physical waste in the manufacturing process, it is now applied to all other wasteful activities in the project management process.

These are referred to as the 3 M's: Muda, Mura, and Muri.

- Muda (waste) is the consumption of resources without bringing value to the client
- Mura (unevenness) arises when overproduction in one area knocks all of your other areas out of the kilt, resulting in excess inventory (waste) or inefficient procedures (also waste)
- Muri (overburden) happens when resources such as equipment and people are put under undue pressure, which can lead to malfunctions in both machinery and humans.

A project manager may eliminate this sort of waste by applying Lean concepts to develop more efficient workflows. Although the goal of lean project management is to cut overall costs, its implementation can be expensive.

When to use Lean

- If you're seeking a set of guidelines to assist you eliminate waste and maximize your flow
- If you're always looking for ways to enhance and provide more value to the consumer
- If you ultimately want to cut costs.

You shouldn't use Lean

- If you can't afford to have supply issues (e.g. not having enough goods on hand) or to lose the margin for mistakes (e.g. in the case of essential equipment failure)
- If you lack the funds to invest in it
- If you're a raccoon, and you adore waste.

9. CRITICAL PATH METHOD

The critical route approach known as critical path analysis is a method for identifying and scheduling all of your project's critical tasks, as well as their dependencies.

It is needed to:

- Determine all of the necessary tasks to do to meet your project's objectives
- Calculate the duration of each of these tasks keeping in mind that some must be finished before others can be started
- Use all of that information to plan the "critical route" you'll need to take to complete the job as rapidly as feasible while without skipping any important phases.

The critical route is the longest series of critical jobs that defines the timeline for your project. Along the way, you'll encounter milestones that will indicate when one set of activities or phases is complete and you may go on to the next. Depending on the complexity of your project, there are several ways to illustrate the critical path, ranging from flow graphs to Gantt charts.

When to use Critical Path Method

- If your project is vast and complicated
- If your project has several dependencies
- If you're seeking a visual approach to sketching out the work sequence
- If you must choose which jobs are the most critical to appropriately deploy your resources

- If you have a strict plan and deadlines, leaving no room for frivolity

- If you’re obsessed with algorithms.

You shouldn’t use Critical Path Method

- If you don’t need anything overly complicated
- If you are unsure of deadlines, times, or durations
- Your project requires flexibility.

10. CRITICAL CHAIN PROJECT MANAGEMENT

Critical chain project management (CCPM) is an expansion of the critical path method (CPM). It offers an estimate of the time needed to complete each key from the beginning to the end of the project activity. Sometimes it happens not to be realistic. CCPM solves this issue by providing extra time to account for human factors like delays and resource problems. Buffers are included so that the critical chain can use them, keeping the project on track even when life gets in the way.

When to use CCPM

- If you want something a little bit more real compared to the critical route technique

- If you already overestimated task durations in CPM and now want more detailed information on how long the work takes compared to your projections.

You shouldn’t use CCPM

- If you feel that buffers are only for individuals who did not prepare adequately the first time

- If there is nothing that could go wrong.

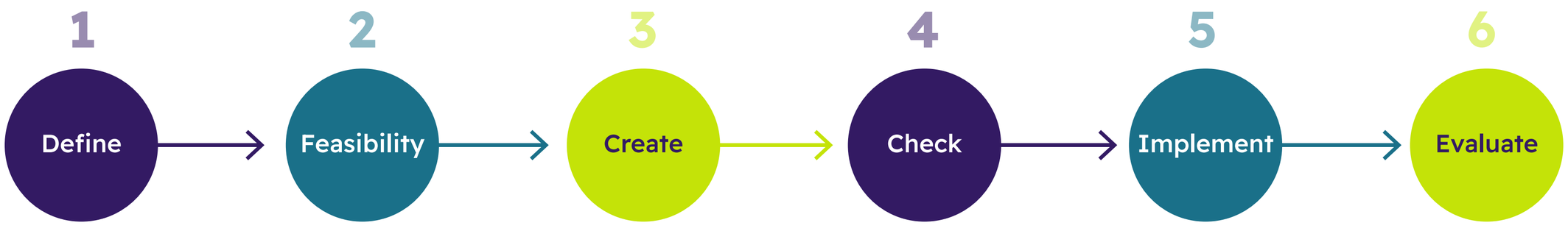
11. NEW PRODUCT INTRODUCTION (NPI)

In terms of launching a new product, a new product introduction is an excellent project management strategy to employ.

The new product introduction (NPI) process includes everything required to discover, design, and launch a new or improved product.

The project follows the creation of a single product from beginning to end. The steps of this procedure, known as a stage-gate method, might vary from one organization to another but typically include the following:

- Defining the project's parameters and the product specification
- Considering the possibility
- Creating the prototype
- Testing and analysis are used to validate the prototype
- Producing the goods on a greater scale
- Evaluating the product's commercial success after introduction.



Cross-functional cooperation and communication are vital since the needs for a successful new product launch cover numerous divisions within a business, from leadership and product managers to marketing and beyond.

When to use NPI

- If you are launching a new or improved product into the market
- If you are focusing on a single product
- If you want to encourage cross-functional and key stakeholder alignment from the beginning.

You shouldn’t use NPI

- If you are not launching a new or upgraded product into the market
- If you want a product development strategy that is more adaptable because NPI is typically sequential rather than iterative.

12. PACKAGE-ENABLED REENGINEERING (PER)

Package-enabled reengineering (PER) is a project management approach that helps companies reevaluate their products or processes from a different perspective. It focuses on supporting corporations in making timely and purposeful changes, whether via process reform or people restructuring.

When to use PER

- If your organization needs a facelift
- If you seek a fresh perspective on your products or methods.

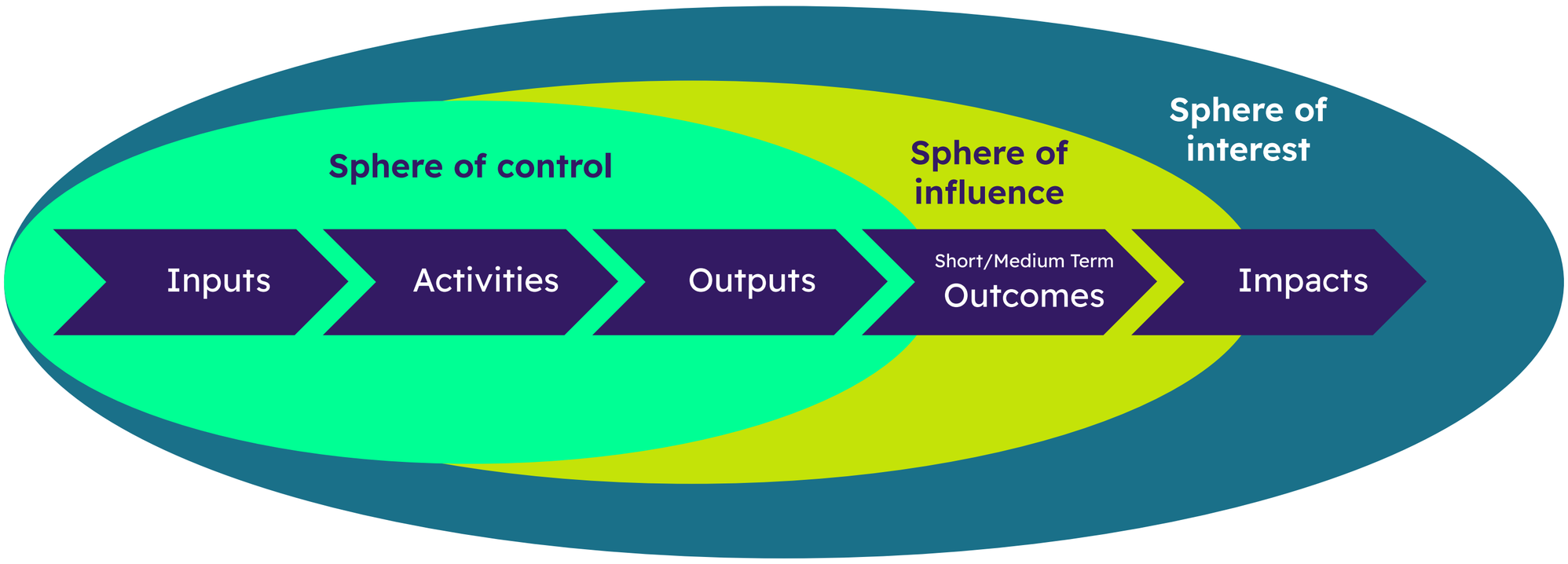
You shouldn’t use PER

- If you are not seeking to improve an existing system.

13. OUTCOME MAPPING

To track project progress, the International Development Research Centre developed the result mapping system (IDRC). It differs from the other methods on this list as it focuses on long-term behavioral change rather than quantitative outputs.

It is a common project management strategy utilized in charitable activities in poor countries.
It is less concerned with the project itself as a project management approach and more concerned with the project's long-term impact and capacity to affect change in the community. As a result, it measures influence rather than other more conventional project progress metrics. Following a lengthy planning phase, there is a record-keeping phase to track the results in outcome mapping.



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When to use Outcome Mapping

- If rather than producing deliverables, the purpose of your project is to alter behavior
- If your initiative focuses on societal transformation and change, for instance, in the field of international development, communications, charity, and research.

You shouldn’t use Outcome Mapping

In case final deliverables are more important than the project’s behavioral results

If your project requires a strong emphasis on quantitative data or relies heavily on numerical indicators for evaluation and reporting

If your project requires a higher level of structure, step-by-step processes, or standardized practices.

14. SIX SIGMA

A process improvement approach called Six Sigma places a strong emphasis on output precision and consistency. Six Sigma is available in several variants, including Lean Six Sigma and Agile Sigma. Anyhow at its core, Six Sigma is a business strategy that uses defined procedures to eliminate flaws and decrease variance. Both new processes and old ones can be optimized and improved using Six Sigma techniques.

To enhance business processes, the Six Sigma DMAIC approach can be employed. It regards the project methodology stages: Define, Analyze, Measure, Improve, and Control.

To design new processes or products, apply the Six Sigma DMADV process: Define, Analyze, Measure, Design, and Verify.

Six Sigma approaches may be utilized with many other project management strategies, such as Lean and Agile because they are a collection of ideas and procedures often referred to as a philosophy rather than a project management methodology.

When to use Six Sigma

- If you want a set of thoughts and values that you can apply to almost every project or firm
- It is primarily designed for projects that involve process improvement and reducing defects.

You shouldn't use Six Sigma

- If you did not have a lot of money to invest in training and certification, that may be expensive
- If you want a specified procedure for a given project, rather than a collection of guidelines.

15. PMI'S PMBOK

The PMI's PMBOK (Project Management Institute's Project Management Book of Knowledge) is not a project management technique, but a best practices guide. It serves as the foundation for the Project Management Institute's (PMI) Project Management Professional (PMP) certification - one of the most important project certifications in this field.

As a result, the PMBOK is an industry-standard collection of guiding principles that you can use to verify your projects across many teams and companies satisfying the PMI's high requirements and best practices.

When to use PMI'S PMBOK

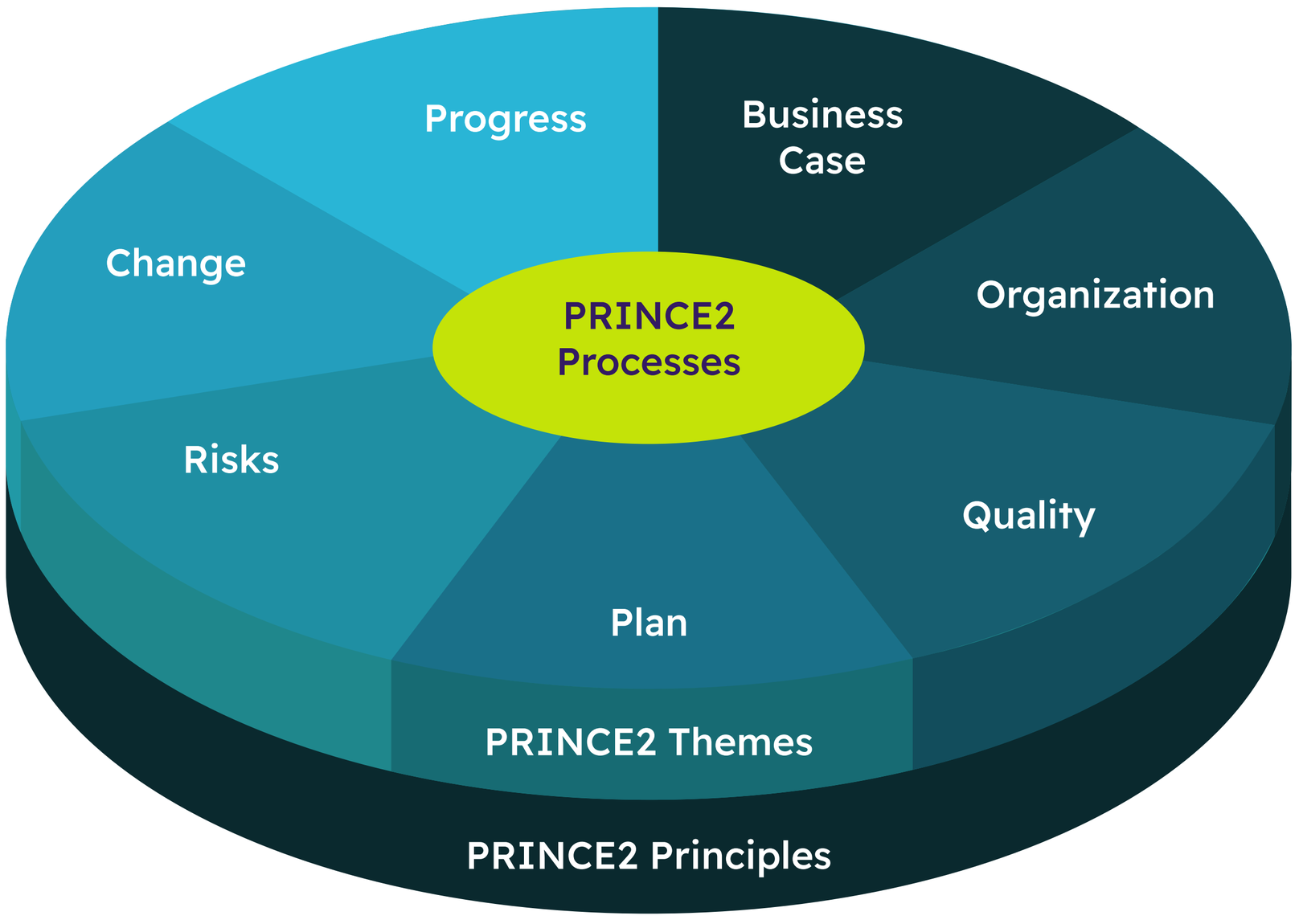
- If you have or plan to attain a PMP certification
- If you should be familiar with industry standards and best practices
- If you live and work in an industry where the PMP is the norm for project management certification, such as in the US.

You shouldn’t use PMI’S PMBOK

- If a robust project management methodology is required to map your project, rather than basic but beneficial project management expertise
- If your project team lacks prior experience or the time required for comprehensive PMBOK training.

16. PRINCE2 METHODOLOGY

PRINCE2 (PRojects IN Controlled Environments) is a project management approach and certification that aims to teach project managers effective practices and processes. It appears to be an excellent option for those looking for both a methodological foundation and a credential, because of fewer requirements compared to the PMP certification. Furthermore, unlike the PMP, PRINCE2 is a methodology in its own right. It is directed by seven principles (Figure 15), which in turn mandate the seven procedures that every PRINCE2 project manager must adopt.



When to use PRINCE2

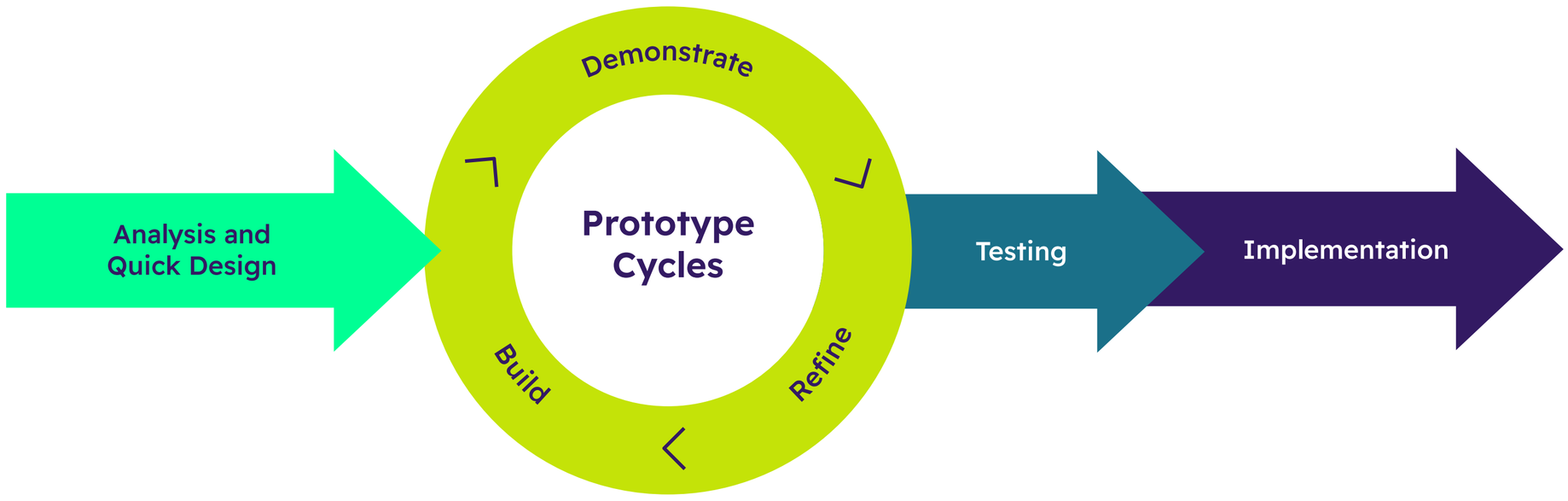
- If you want a qualification that will offer you an advantage
- If you live and operate in an environment where the industry standard for project management certification is PRINCE2.

You shouldn’t use PRINCE2

- If you refuse to commit to full certification
- If the seven-step process will not work for your projects
- If you find yourself modifying or disregarding the steps of the procedure to the point that it becomes PINO (“PRINCE in name only”).

17. RAPID APPLICATION DEVELOPMENT (RAD) METHODOLOGY

Rapid application development (RAD) is a method of Agile project management that aims to speed up software development. It uses rapid prototype releases and iterations to swiftly gather feedback, and it stresses user feedback above rigorous planning and requirements tracking.



When to use RAD

- If you want to be able to deliver a working model to customers/clients/stakeholders as soon as possible, even if it isn’t perfect
- If you want to build numerous prototypes and work with stakeholders to choose the best one
- If the requirement for speed is crucial
- If you want to encourage code reuse.

You shouldn’t use RAD

- If you don’t have an experienced team
- If your clients or stakeholders do not have the time to commit to such a collaborative strategy or are unable to offer feedback within the timeframes necessary
- If you have a large team
- If you would prefer a detailed specification that details all functional and non-functional requirements.

18. EVENT CHAIN METHODOLOGY

In the Event Chain technique, you identify occupations/ events and their connections i.e. event chains to efficiently allocate resources, and assess and reduce project risk. The goal is to estimate how much time and resources will be needed to complete a project. Similar to the Critical Route method, activities are divided into smaller jobs with defined dependencies and durations. In the Event Chain, you create a realistic timetable and budget, not only to better manage the work and task order.

An Event Chain may also be used as a modeling tool to generate more conservative scheduling predictions, which improves performance by giving you more time to deal with unforeseen risks.

When to use Event Chain

- This method is commonly utilized in change management projects to decrease the need for time-consuming and resource-intensive project overhauls

- It is primarily suited for projects with a significant level of uncertainty and risks.
  You shouldn’t use Event Chain

- If your project has limited resources or time constraints, the added complexity of the methodology may outweigh its benefits

- If your organization lacks a risk management culture or executive support for such initiatives.

19. HYBRID

The Hybrid methodology, as the name implies, blends Waterfall and Agile methodologies. It combines the best features of both Waterfall and Agile into a flexible but structured strategy that can be used on several projects. The Hybrid process, like the Waterfall technique, begins with gathering and analyzing requirements. It then incorporates the Agile methodology's agility, with a focus on rapid iterations. The Hybrid approach, also known as "Structured Agile", combines the greatest aspects of Agile and Waterfall methodologies.

When to use Hybrid

- It is most suited for projects that require structure as well as flexibility
- This is most applicable to medium-sized projects with somewhat high complexity but fixed funding
- If you most likely have a notion of what you want to produce, but you're also open to fresh ideas; collaboration will be essential, particularly following the planning stage.

You shouldn't use Hybrid

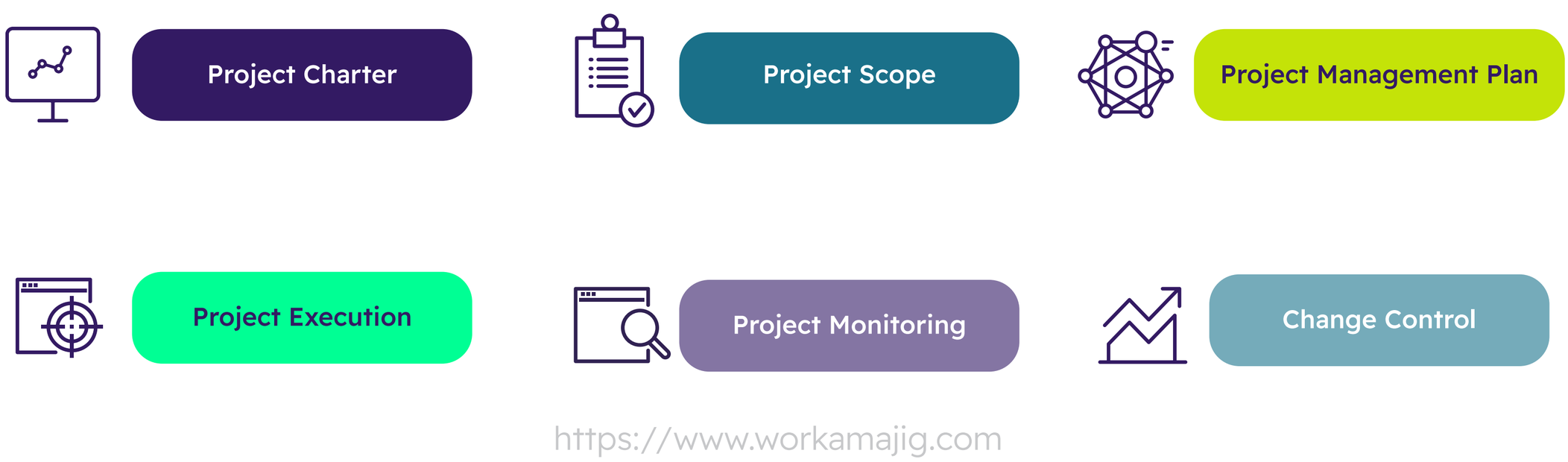
- If maintaining consistency and a unified approach is crucial for your project's success
- If the team members have different levels of familiarity or preferences for specific methodologies.

20. INTEGRATED PROJECT MANAGEMENT (IPM)

It is a common project management technique in the creative industries. Sometimes it is known as “Integrated Project Delivery”. This method emphasizes internal process sharing and standardization.

The IPM approach was established in response to the increasingly integrated nature of creative advertising. You don’t just make one ad - you integrate it with microsites, digital content, and other elements. Most artistic initiatives are part of a larger campaign.

By integrating processes throughout the organization (Figure 17), IPM gives project managers more insight into the project and access to the resources they need.



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When to use IPM

- It is especially well-suited to creative firms, and large businesses with several teams and procedures
- It is best suited for complex creative projects that necessitate the interaction of resources from several teams and departments.

You shouldn’t use IPM

- If there is a lack of trust or alignment of interests among project team members, the collaborative approach of IPM may lead to disagreements, conflicts, and delays

- If the project stakeholders or the organization as a whole are not ready or receptive to the necessary organizational and cultural shift, the adoption and benefits of IPM may be limited.

21. PRISM

PRiSM, which stands for Projects Integrating Sustainable Methods, is a modern project management methodology that places a premium on sustainability. The goal of PRiSM efforts is to reduce a project’s environmental impact while also creating significant social benefits.

Six key ideas underpin the PRiSM concept:

- Accountability and dedication
- Making ethical decisions
- Transparency and integration
- Deployments based on principles and ideals
- Social and environmental equity
- Economic success.

PRiSM implementation is a long-term mentality shift that prioritizes sustainability and equality in all processes and initiatives, to maximize value for all stakeholders.

When to use PRiSM

- It is great for large-scale primary infrastructure projects where sustainability must be concerned

- Its usage is growing in all other industries obliged to take care of the environment and sustainability.

You shouldn’t use PRiSM

- If your team members can not be completely involved throughout the project process
- If the company hardly adapts to sustainable principles.

22. CRYSTAL

There are several variations of the Crystal methodology, each of which is designed for a specific level of project complexity. The variations range from very lightweight and agile, to more heavyweight and structured. Unlike more rigid frameworks such as Scrum, Crystal recognizes that various teams will perform differently depending on team size, project criticality, and priority, encouraging users to tailor the framework to their specific needs.

A small team can maintain itself linked through regular contact, so it doesn’t require as much status reporting and documentation, whereas a large team is more likely to get disjointed and would benefit from a more structured approach.

When to use Crystal

It is well-suited to small, co-located teams working on non-critical projects

In case your team members communicate extensively and if you prefer face-to-face communication

Suitable for projects that involve complex interpersonal dynamics, such as those involving a high level of political sensitivity or stakeholder management; the concept emphasizes the necessity of team members and stakeholders developing strong, trusted connections, which can help to smooth over any interpersonal conflicts that may arise.

You shouldn’t use Crystal

- If your project requires a high level of formal documentation and rigorous processes
- If the project team lacks the necessary expertise, experience, or maturity to work effectively in a self-managed environment
- If your project involves stakeholders who are less involved or have limited availability for engagement.

23. RATIONAL UNIFIED PROCESS (RUP)

RUP is a highly structured and disciplined methodology. It emphasizes the importance of thorough documentation and traceability, which can help to ensure that the project meets all of the requirements.

RUP is divided into four phases:

- Inception
- Elaboration
- Construction
- Transition

Each phase provides a set of activities and deliverables designed to assist teams in incrementally and iteratively planning, designing, and developing software. RUP also provides best practices and standards for managing quality, risk, and change across the software development life cycle.

RUP is ideal for big, complicated software development projects that necessitate a high level of discipline and structure.

When to use RUP

- As a comprehensive project management methodology it is well-suited to large-scale
- It is useful in situations where there is a high level of complexity
- If there is a need for thorough documentation as well as planning
- When there are strict regulatory or compliance requirements, such as in financial or healthcare industries.

You shouldn’t use RUP

If you are working on a small-scale or agile project that requires quick iterations, flexibility, and minimal documentation

If your team or organization prefers a more flexible and adaptive approach, with a focus on individuals and interactions over processes and tools.

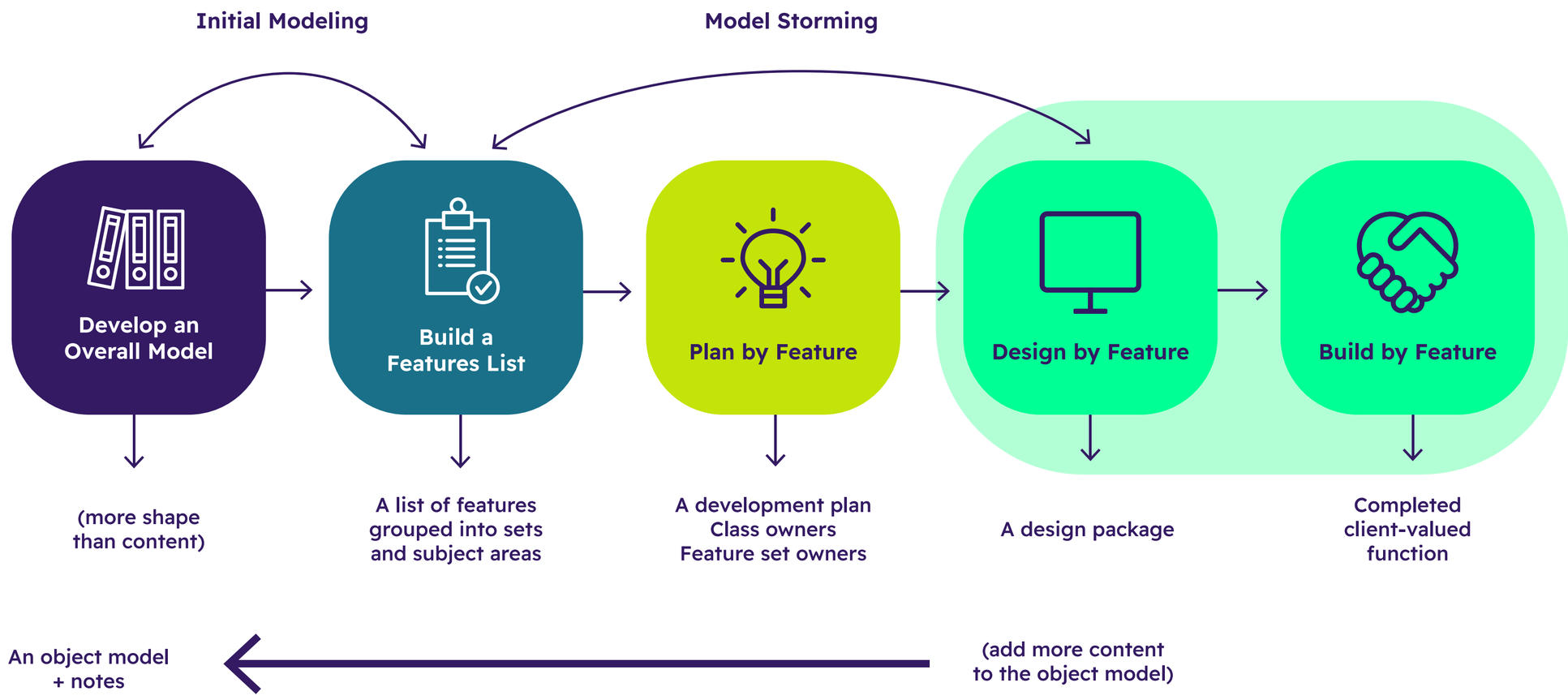
24. FEATURE-DRIVEN DEVELOPMENT (FDD)

FDD is a lightweight and agile methodology. It focuses on producing software in tiny, incremental steps that enable teams to adjust as the project goes to changing requirements and objectives. It contains a set of best practices and standards for managing quality, risk, and change throughout the software development process.

It is divided into five phases:

- Develop an overall model
- Build a feature list
- Plan by feature
- Design by feature
- Build by feature

Each phase provides a set of activities and deliverables designed to assist teams in incrementally and iteratively planning, designing, and developing software.



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When to use FDD

- It works well for iterative and incremental software development projects

- It is an excellent choice for projects with a high level of risk or uncertainty as it can assist teams in identifying and mitigating potential hazards early in the project, hence lowering the total degree of risk.

You shouldn’t use FDD

- If your team is small or lacks the required expertise to fulfill the various roles defined in FDD such as domain expert, chief architect, and class ownership

- If your project requires a strong focus on rigorous testing, quality control, or adherence to specific industry standards and regulations.

25. ADAPTIVE SOFTWARE DEVELOPMENT (ASD)

This methodology is a flexible and iterative approach to software development that emphasizes adaptability and embracing ambiguity. It encourages teams to be open to new information and input, as well as to constantly refine and improve the software as it is developed.

One of ASD's distinguishing characteristics is its emphasis on delivering high-quality software incrementally and evolutionarily. Rather than attempting to define all requirements at the outset, it enables teams to begin with a basic set of features and gradually build upon them over time. This can help to reduce the risk of scope creep and allow teams to respond to changing requirements and priorities more quickly.

ASD also covers best practices and standards for managing quality, risk, and change throughout the software development life-cycle. This includes techniques for identifying and mitigating potential risks early on in the project, as well as tools and techniques for managing change and ensuring that the software meets the necessary quality standards.

When to use ASD

- It is a flexible and iterative methodology that is ideal for projects with rapidly changing requirements
- It is especially beneficial for projects with a high level of technical complexity or a large number of stakeholders with diverse interests and perspectives
- It can be tailored to your specific needs and preferences and is a good fit if you prefer a more flexible and iterative approach to software development.

You shouldn’t use ASD

- If your project has a short timeline and a fixed scope that is unlikely to change
- If your team or organization does not prioritize learning from past projects
- If your team or organization is resistant to change, prefers a more predictable and stable environment.

26. SCRUMBAN METHODOLOGY

ScrumBan blends Scrum and Kanban concepts to give a flexible and iterative method to software development. It combines the short, time-boxed iterations of Scrum with the visual management and just-in-time production concepts of Kanban to enable the team’s adaptation to changing conditions and priorities.

This technique is best suited for software development projects that must adapt to changing requirements or are subject to fast change. It is especially beneficial for projects with a high level of technical complexity or a big number of stakeholders with various interests and viewpoints.

When to use ScrumBan

- If the project has strict deadlines or milestones
- If your project doesn’t need to be very agile
- If the project involves a high level of regulatory or compliance requirements.

You shouldn’t use ScrumBan

- If your team or organization does not have a strong commitment to actively identifying bottlenecks, making process improvements, and optimizing the workflow on an ongoing basis

- If stakeholders are not readily available or are uninterested in participating in regular feedback cycles, backlog refinement, and prioritization activities

- If your team or organization prefers a more structured and predictable approach, with a focus on upfront planning and minimal changes during the project.

27. DYNAMIC SYSTEMS DEVELOPMENT METHOD (DSDM)

It is a project management methodology based on agility and flexibility principles, intended to assist teams in rapidly and incrementally delivering software while continuously adapting to changing requirements and priorities.

The DSDM is a process that can be described with these steps:

PRE-PROJECT PHASE

It is the first stage of the DSDM process, during which the project team establishes the project’s overall goals and objectives. This phase entails identifying the project’s business case as well as any constraints or risks that may impact the project.

FEASIBILITY PHASE

It is a more in-depth examination of the project during which the team determines whether it is technically and financially viable. This phase entails identifying the project’s high-level requirements, as well as any potential risks or issues that may impact its success.

BUSINESS STUDY PHASE
It is a more in-depth examination of the project's business case. This phase entails identifying the project's stakeholders and their needs, as well as any potential benefits or risks.

TECHNICAL STUDY PHASE
It is an examination of the project's technical aspects. This phase identifies the technical resources and infrastructure needed to complete the project, as well as any potential risks or issues that could jeopardize its success.

DETAILED DESIGN PHASE
It is a more in-depth project design in which the team develops a detailed plan for how the project will be implemented.

BUILD AND TEST PHASE
It is the project's implementation, during which the team produces and tests the software. This step entails developing and testing the software by the strategy created during the previous phase.

IMPLEMENTATION PHASE
During this phase, the program is deployed to production. It entails moving the program from the development environment to the production environment, as well as providing any necessary training or support to end users.

POST-PROJECT PHASE
It is the final stage in which the team examines the project to identify any lessons learned or opportunities for improvement.

When to use DSDM

- If your firm promotes rapid development
- If on-time and on-budget delivery is a priority
- If the focus is on breaking down bureaucracy and boosting communication across cross-functional teams.

You shouldn’t use DSDM

- If your project has strict time constraints or lacks the necessary resources to support frequent interactions and involvement of key stakeholders
- If your project has a fixed scope or strict requirements that are unlikely to change
- If your organization has rigid and inflexible processes, procedures, or governance structures.

EXPLORING THE ESSENTIAL KNOWLEDGE AREAS OF PROJECT MANAGEMENT

The knowledge categories for project management effectively encompass everything you need to know about managing projects. The project management knowledge domains are a great place to start.

Understanding each topic may help you enhance your competence, whether you're a project manager studying for your Project Management Professional (PMP) test, brushing up on your knowledge, or wanting to streamline and grasp your project management knowledge.

PROJECT INTEGRATION MANAGEMENT

Project integration management is the umbrella term for all other areas of project management expertise. It connects individual processes and tasks into a single project with clear goals and deliverables.

If you're considering the bigger picture and how your project fits into your larger business, this is the area of project management knowledge you need.

Being the broadest topic, it might be convenient to keep it for last or at the very least go over it when you are finished with your project plan.

How would this benefit me?

Project integration management assists by coordinating all aspects of a project and ensuring that all team members adhere to the same general strategy. It contributes to the project's seamless and effective operation.

PROJECT SCOPE MANAGEMENT

How often have you started a project only to have more obligations tack on later, delaying its completion? For that reason, the project scope must be explicitly specified and justified throughout the process.

As you complete your scope process groups, you will create a management strategy that defines, verifies, and controls scope. These guidelines will keep you on track and ensure that everyone, including the project requester, understands what tasks will be included in the project, preventing aggravating changes and disappointing expectations.

How would this benefit me?

Project scope management allows you to remain on top of any additional work that may arise throughout the project. As a result, dealing with any predicted or unforeseen increases in expenses or workload becomes much more manageable.

PROJECT TIME MANAGEMENT

Almost all initiatives rely on several deadlines and the availability of multiple persons. Some team members may overestimate the time it will take to complete a job so that there is an opportunity for error and no sense of urgency. Others may underestimate the value of their time. Unexpected complications, of course, will throw your schedule off. However, it is precisely because of these factors that efficient time management is so important.

Your plans will decide which tasks may be changed and how the team's resources will be distributed and managed during the project. When such hard circumstances arise, you'll be relieved to have a strategy to refer to and calm your nerves.

How would this benefit me?
Project time management can assist you in keeping the project within the original deadlines and timetables. With this, you'll be able to ensure that the job is completed smoothly and on schedule.

PROJECT COST MANAGEMENT

Your project will cost money whether you have a budget or not. Keeping expenses low, or at least at a predictable or fair level, is a critical component in demonstrating ROI on a project. After all, if you can't say for certain how much a project will cost, how will you know whether you've earned any money?

Your involvement in cost management is more than just generating a budget. To minimize surprises at the conclusion of a project, you must constantly analyze your expenses.

How would this benefit me?
Project cost management is essential for staying within budget. Financial issues that develop throughout a project can cause unanticipated shocks and impact profitability. Project cost management can help avoid this.

PROJECT QUALITY MANAGEMENT

In project management, quality is not synonymous with perfection. It is impractical to devote the time and resources necessary to bring a project to perfection - and in many cases, perfection is not even attainable. Project quality management aims to ensure uniformity throughout your projects.

Quality control will guarantee that you provide exceptional work every time if you know and appreciate your stakeholders' expectations and have made fair agreements with them and your team. If projects do not meet expectations, you can shift course and make modifications to the process or product to get back on track.

How would this benefit me?
Completing a job on schedule is one thing, completing it to a good degree of work is another. Project quality management ensures that what you produce meets customer approval.

PROJECT RESOURCE MANAGEMENT

Working with people is one of the reasons you chose project management, isn't it? Creating teams that click and assisting individual team members in growing and learning new duties are two of the most satisfying aspects of this process. As a result, this project management expertise area encompasses much more than merely creating schedules and allocating tasks.

Effective resource management necessitates understanding and working with your team's bandwidth. Determine their specific strengths and limitations, as well as their synergy with other team members. It all comes back to the part about assisting team members in their growth.

Based on existing and planned initiatives, you should also identify knowledge gaps and possibilities for continuing training for individual team members and the whole team. By investing in their talents and development, you will put your team up for success and boost commitment. (Note: For in-depth information please check Human Resources Management Explained by Business Explained)

How would this benefit me?
Project resource management is useful for determining who and what you need in place for the project to succeed. You may ensure that you have enough personnel, the correct individuals, and a project team - and search for more resources if any gaps exist.

PROJECT COMMUNICATIONS MANAGEMENT

How often have you heard the term “keep me in the loop”? And yet, when changes occur, sometimes key stakeholders are overlooked.

There is a delicate line between inadequate and excessive communication. Before your project begins, your communications management strategy will help you establish who needs to know what and when.

How would this benefit me?
Communication is essential on any large-scale project, ensuring that everyone engaged is kept up to date on changes, updates, and issues at the appropriate times. Communication breakdowns may be difficult, so this is not an area where you want to be weak.

PROJECT RISK MANAGEMENT

The fact is that no endeavor is without hiccups. It’s also impractical to look at a project and expect everything to go well.

If you can manage your firefighting by identifying important project risks and the mitigation measures that go with them, your team and project requesters will be more prepared and more forgiving when problems arise in a project. As an extra plus, you’ll save time and energy instead of having to troubleshoot at the last minute when your team is stressed and up against a deadline.

How would this benefit me?
It is uncommon that a project does not encounter a stumbling barrier or two. Project risk management may alert you to potential difficulties and provide you with the tools you need to work around and through them rather than generating big obstacles.

PROJECT PROCUREMENT MANAGEMENT

You may not have the resources or team members on hand to finish a task in some circumstances or parts of a project. If you engage contractors or suppliers to help with certain duties, you'll want them to fit right in.

This project management knowledge area specifies which tasks or services will be performed by outside contractors. It also constructs and arranges the legal documentation and coordination procedure in advance. Even while you might not frequently need this area of knowledge, it can be very helpful when you do.

How would this benefit me?
You may not have the skills and experience required for every area of a project in-house. Project procurement management enables speedy onboarding so that any contractors may hit the ground running.

STAKEHOLDER PROJECT MANAGEMENT

Finally, the success or failure of a project is determined by how your project is delivered to the stakeholders. But who exactly are your stakeholders?

Stakeholders include not just the project requester, but also team members that worked on the project, contractors, suppliers, consumers, or the general public, and a variety of additional internal and external stakeholders.

From the viewpoint of the project, not all stakeholders are equal. Identifying who is a project stakeholder and how they are participating in the process will ensure that everyone receives the information they require – no more, no less.

How would this benefit me?
There are many individuals to keep satisfied throughout the course of a project, and any stakeholders are among the most crucial. Making sure they have all of the information they need is critical and might save you trouble later on.

Based on all mentioned herewith, knowledge areas provide a comprehensive framework for project managers to understand and address various aspects of project management, ensuring successful project outcomes. Project managers should be knowledgeable in all these areas and apply appropriate techniques and processes to manage their projects effectively.

IMPLEMENTING THE SEVEN C'S FOR PROJECT EXCELLENCE

CUSTOMERS

Is the new opportunity aimed at your present client base, an existing customer in a new location, or a brand new group of customers? The more you stick to your core competencies, the more you will understand market preferences and purchasing behaviors. Core customers are usually the desired target since they have considerably more experience with your product or service, are more loyal, and may consider the cost of moving to be prohibitively expensive.

You must distinguish your consumers and identify the most profitable segment. Determine who in the market is likely or willing to move beyond a current product or service. If you can find out how to address the demands of either group - even if the need is narrow, if you step outside of your comfort zone, your chances of success will be higher (e.g., attempting to reach out to an existing consumer with a new product service, such as a local delicatessen that has decided to offer delivery service to adjacent workplaces during lunch hours, or attempting to enter the gourmet catering industry, etc.)

CAPABILITIES

Can your new project make use of current or complementary skills, talents, and technology, or will it necessitate a next-generation, cutting-edge, or entirely new capability? If you already own the ability or have access to it through other means, such as strategic relationships, your chances of success improve significantly.

Many businesses have been in problems because they intended to grow into a different consumer or product base but did not have the capabilities readily available. So, what are they going to do? They usually obtain competence through a merger or purchase. Simply put, they invest in it only to find themselves selling it since it pushed them too far outside of their core expertise. Knowledge and abilities build credibility, which leads to confidence.

CAPITAL

Most organizations aspire to expand but lack the means to do so. Can your planned project be completed with existing resources, or will new resources, especially financial resources, be required? The more your ability to rely simply on accessible resources, the better.

What is the quantity and timing of investment vs projected income if external funds and resources are required? How many businesses have you known or heard of that were over-leveraged to enter a new market or increase their present client base?

CHANNELS

It is often more difficult to get the project outcomes to the client than it is to build the product in the first place. How will the project's outcomes be disseminated to the market and end users? Do you control the supply chain or do you collaborate with someone who does? There is a substantial variation in how the product is brought to market.

If you've always utilized direct access, such as a specialist distributor, and now want to use an indirect access method, such as a major "big box" store like Lowe's or Home Depot, the acceptance requirements change dramatically. It can become considerably more difficult if you are attempting to transition to an Internet or Web-based strategy.

COMMUNICATION

Businesses rely on information, and the quality of that information is critical. Are your key stakeholders actively involved in gathering and communicating the correct information throughout the business case creation and analysis processes? If so, what role do they play? Why not, if not?

If you want to expand your communication process, you must first decide how much you want to expand it. Adding another chain store in the same city, just a short distance from the center is unlikely to cause big communication issues for your firm. However, acquiring an existing firm in a completely new industry and area would almost certainly result in several communication challenges.

COORDINATION

Integrating all of the other C's will need a thorough awareness of the larger picture. The more capabilities that are two or more tiers away from your core competency, the more challenging it will be to ensure that all of the components are completely integrated.

Factors to consider about coordinating and preserving synergy include the level to which other parties are involved vs working alone, how much risk and uncertainty is linked with each step, and the degree to which the seven C's are local or global.

COMPETITORS

The major reason that firms will strive to enter into a new industry is most likely competition. Whether it is a move because your competitors are there and you will be left behind if you do not move, or because there is little or no competition and you perceive a chance to fill the hole. It is critical to identify present and future rivals. When you move away from your primary business, you will confront more competition.

If there are few competitors, you must grasp why. Is it just because your move is revolutionary and you are the first to take that step, or are there no clients because it is too expensive or has a poor profit potential?

When comparing yourself to your competitors, it is suggested to determine what truly distinguishes your product or service from what is already offered. This distinction is what customers use to determine whether to collaborate with you or a rival based on value or pricing. When there is no discernible difference between products, pricing becomes the major, if not the only, choice consideration. If this is the case, you are simply supplying another commodity in a low-margin commodities market.

EMPOWERING PROJECTS WITH ROBUST MANAGEMENT TIMELINES

A project management timeline is also known as a project schedule or project timeline. It is a visual representation of a project's planned sequence of activities and milestones. It provides a chronological overview of when specific tasks, events, and deliverables are expected to occur throughout the project's lifecycle.

Dividing your project into smaller tasks and milestones, each with its date, your timetable shows you and your team not just when specific components are due, but also when the full project is expected to be completed.

SIGNIFICANCE OF PROJECT TIMELINES

Project deadlines provide your team with a plan of action, increase responsibility, and assist you in avoiding any stumbling blocks. And that's just scraping the surface of the benefits your project timetable provides. Other significant benefits are the following:

SHOW EVERYONE A BROAD OVERVIEW OF THE PROJECT

When you're working on a project, you know how easy it is to become lost in the weeds. Your timeline provides the team with a larger perspective, allowing them to zoom out and observe what distinct processes are taking place and when. It provides context for their separate components, enabling the team to understand how everything fits together.

You can also discover possible barriers or needs before your project begins.

MANAGE YOUR RESOURCES MORE EFFECTIVELY

Your project will need resources such as equipment, a budget, and team members' time. If everything was always available when you needed it, projects would be a breeze, but you're not executing your plan in a vacuum.

Restricted or overburdened resources are usually mentioned as the leading cause of project failure. Knowing when specific activities occur allows you to more efficiently assign and manage project resources. So, if you know that your company's graphic designer will be unavailable until the month ends, you may prepare appropriately.

MAKE OVERWHELMING PROJECTS MORE MANAGEABLE

What is the best way to eat an airplane? Take one mouthful at a time.

You must break your project down into manageable parts to construct your timetable. That provides you and your team a road map to follow to put one foot in front of the other and eat that aircraft without being overwhelmed. Project deadlines make massive tasks seem more manageable.

Do you require assistance? With our to-do list template, you can scribble down all of those activities and ensure that you avoid committing to too much at once.

KEEP PROJECTS ON TRACK

The fact that a project timetable keeps you on track is among its most significant benefits. Breaking things out makes it easy to notice any gaps or discrepancies and track progress. If a single element is late, your entire project is at risk of slipping behind schedule.

Enabling everyone to know who is responsible for what and when it is due, your schedule will encourage team responsibility, and a great number of employees say responsibility is one of the most important things they would like to see more of at work.

PROJECT MANAGEMENT TIMELINE BEST PRACTICE

When you're making a project management timeline, there are a few practices that can help you regarding its accuracy.

KEEP YOUR TIMELINE UP TO DATE

Your timetable serves as a guide, but it is also a live, breathing thing that changes with the project. Any modifications that occur as the project advances should be reflected in your timetable.

COMMUNICATE

Every interested person, from team members to stakeholders, wants to know how things are progressing. Inform everyone when tasks have been completed, milestones have been met, and if there are any difficulties or delays.

USE THE RIGHT TOOLS

Timelines for project management can take numerous shapes. They can be whiteboard drawings (messy and difficult to share), scribbles on scraps of paper (forgotten in the blink of an eye), Excel spreadsheets (clunky and difficult to change), or charts in a project management tool (bingo).

A STEP-BY-STEP GUIDE TO CRAFTING AN EFFECTIVE RISK MANAGEMENT PLAN

A risk management strategy can help you reduce the effect of threats that could harm your cash flow or your brand. It will also aid in the establishment of a culture of prudent risk awareness and management in your organization.

RISK IDENTIFICATION

Risk identification takes place at the start of the project planning phase and continues throughout the project life cycle. While many dangers are deemed “known concerns,” others may necessitate extra investigation.

You may design a risk breakdown structure to identify and categorize all of your project hazards. This may be accomplished by interviewing all project stakeholders as well as industry experts. Many project risks may be classified as technical or organizational, then identified by particular subcategories such as technology, interfaces, performance, logistics, budget, etc.

Create a risk record that you can reveal to everyone you spoke with to have a single spot for all known dangers discovered during the identification process.

RISK ASSESSMENT

In the following step, you will analyze the qualitative and quantitative effect of the risk, such as the chance of the risk occurring vs the impact it would have on your project, and lay it out in a risk assessment matrix.

To begin, you will provide a probability score to the danger likelihood ranging from low to high. Then, you'll rank your risk effect from low to medium to high and provide a score for each. This will give you an indication of how probable the risk is to influence the project's success, as well as how urgent the reaction must be.

To make the risk assessment matrix easier to understand for all members of the risk management team and project stakeholders, multiplying your risk probability score by your impact level score yields an overall risk score. You may begin by using our free risk assessment template.

CREATE A RISK RESPONSE PLAN

When project hazards arise, a risk response strategy is implemented to mitigate them. The risk response plan outlines the risk mitigation methods that will be implemented to reduce the effect of hazards on your project. Doing so generally comes at a cost, either in terms of time or money. So, before developing your risk management plan, you should budget time and money for risk management.

ASSIGN RISK OWNERS

In addition, you should appoint a risk owner to each project risk. Risk owners in the risk management team are liable for monitoring the risks allocated to them and supervising the implementation of the risk response if necessary.

List out the risk owners while creating your risk register and risk assessment matrix, so no one is confused about who must carry out the risk response plans whenever the project hazards materialize, and each risk owner can take quick action.

Use a risk register to document the specific risk response for each project risk, and get your risk response strategy authorized by all stakeholders before execution. That way, you'll have a record of the problem and its solutions to go over after the job is finished.

UNDERSTAND YOUR TRIGGERS

This may occur with or without a risk currently affecting your project, and it is especially common around project milestones as a manner of reviewing project progress. If that happens, think about reclassifying the existing hazards.

Even if certain triggers have not been satisfied, it is advisable to develop a backup plan as the project progresses - perhaps the criteria for a given risk will no longer exist once a certain point in the project has been achieved.

MAKE A BACKUP PLAN

You should still think of your risk register and risk assessment matrix as being active. Because your project risks might change in categorization at any time during the project, it's critical that you develop a contingency plan as part of your process.

Contingency planning includes things like finding new risks as the project reaches milestones and reevaluating current risks to see if any conditions have changed. Any risk categorization necessitates a little adjustment to your backup plan.

MEASURE YOUR RISK THRESHOLD

Measuring your risk threshold entails determining which risks are too high and speaking with your project stakeholders to determine whether it is worthwhile to continue the project in terms of time, money, or scope.

The risk threshold is often set as follows: Consider risks with "very high" or multiple "high" scores, and confer with your leadership team and project stakeholders to assess if the project itself is in danger of failing. Project hazards that necessitate extra consultation have crossed the risk threshold. The sooner you recognize a danger, the sooner you can resolve it.

THE POWER OF VALUE DELIVERY

Every successful firm follows through on its commitments to its clients. A person who steals other people's money without providing comparable value is referred to as a "scam artist."

Value delivery entails everything required to guarantee that every paying client is satisfied: order processing, inventory management, delivery/fulfillment, troubleshooting, customer support, and so on. There is no business without value delivery. (Note: If you have a specific interest in this topic, please check Customer Relationship Explained by Business Explained)

THE FOUNDATION OF BUSINESS SUCCESS

The finest businesses in the world exceed their consumers' expectations by delivering the value they promised them. Customers like to reap the advantages of their purchases in a timely, dependable, and regular manner.

The more satisfied consumers a firm has, the more probable it is that those customers will return to the company. Happy consumers are more likely to tell others about what you do, which improves your reputation and brings in more potential customers.

During a changing environment, successful firms please their consumers the majority of the time. Unprofitable firms fail to satisfy their clients, lose them, and finally collapse.

DEPARTMENTS AS AUTONOMOUS ENTITIES

At the level of a department within the organization, each department inside a corporation is nothing more than an autonomous entity that provides value. It is the one that receives inputs and generates results for another department or end users.

For this thought exercise, imagine the department as a “business unit” and believe that the department or division exists because it provides value to “its customers.” If this value is not recognized by “its clients,” it will be closed, reformed, or combined with another well-performing “department.” This is frequently the cause of business reorganizations.

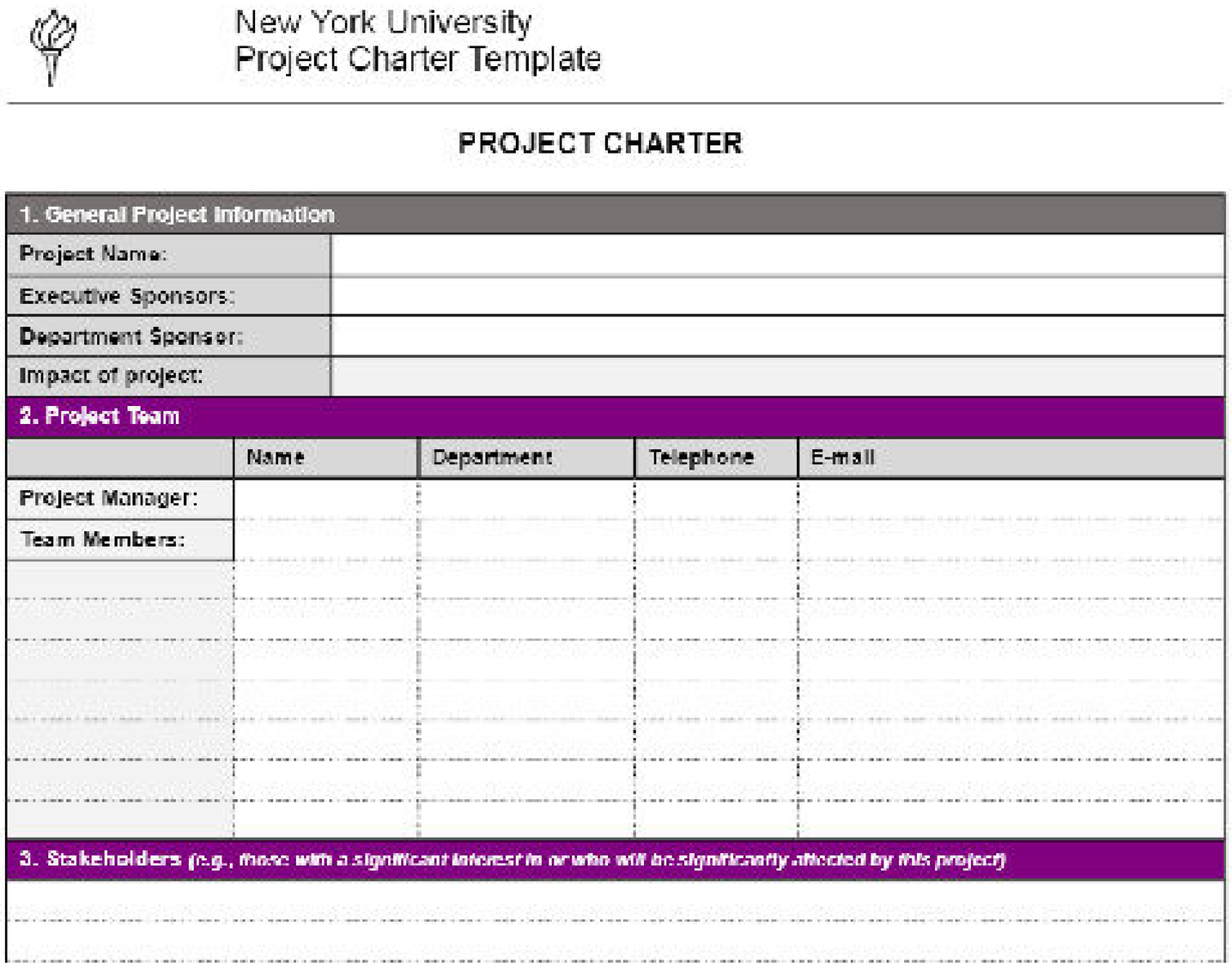
If it falls under the purview of the serving department, then pain relief and service enhancement become the department’s mandate. The organization’s standard value has become error-free delivery, no errors, and excellent quality on time. If it is not being met, taking the initiative and supplying that service or product advances that department in the value delivery life cycle and elevates it to the position of leader.

READY-TO-USE PROJECT MANAGEMENT TEMPLATES

Containing a list of the essential project elements, these templates standardize the project management process, define priorities, and facilitate better communication. They can help you work more efficiently and keep your project on schedule.

NYU MICROSOFT WORD PROJECT CHARTER TEMPLATE

This is a simple and aesthetically appealing charter template for creating high-level project summaries. You may explain the scope of your project and even grade project hazards depending on their severity (high, low, med).



New York University
Project Charter Template

PROJECT CHARTER

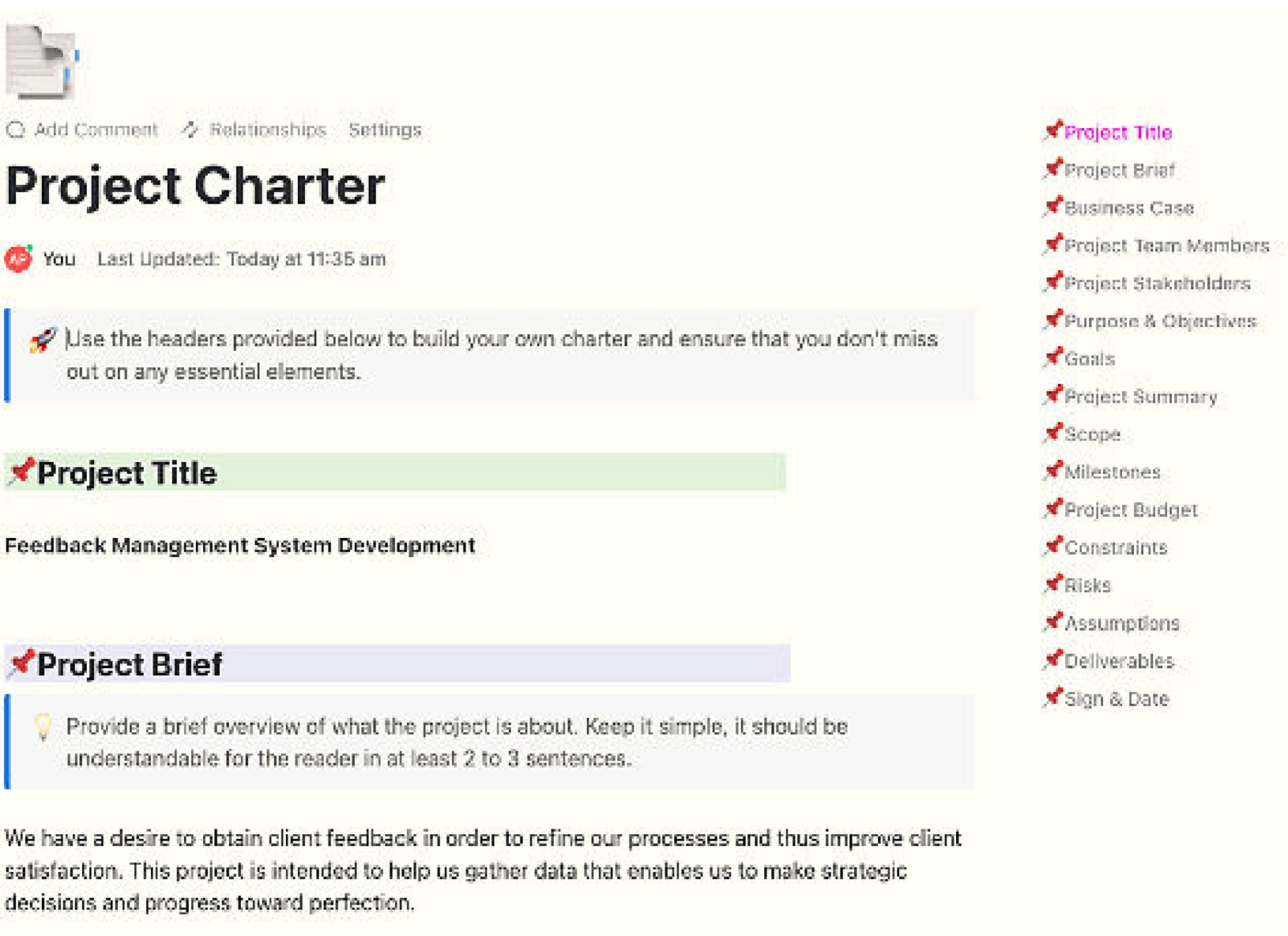
1. General Project Information	
Project Name:	
Executive Sponsors:	
Department Sponsor:	
Impact of project:	

2. Project Team				
	Name	Department	Telephone	E-mail
Project Manager:				
Team Members:				

3. Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)*

CLICKUP THE PROJECT CHARTER TEMPLATE

A project can be carried out from beginning to end using this ClickUp project charter template. It defines the project's scope, objectives, and participants. It includes the project's objectives and timelines.



Add Comment Relationships Settings

Project Charter

You Last Updated: Today at 11:35 am

🚀 Use the headers provided below to build your own charter and ensure that you don't miss out on any essential elements.

📌Project Title

Feedback Management System Development

📌Project Brief

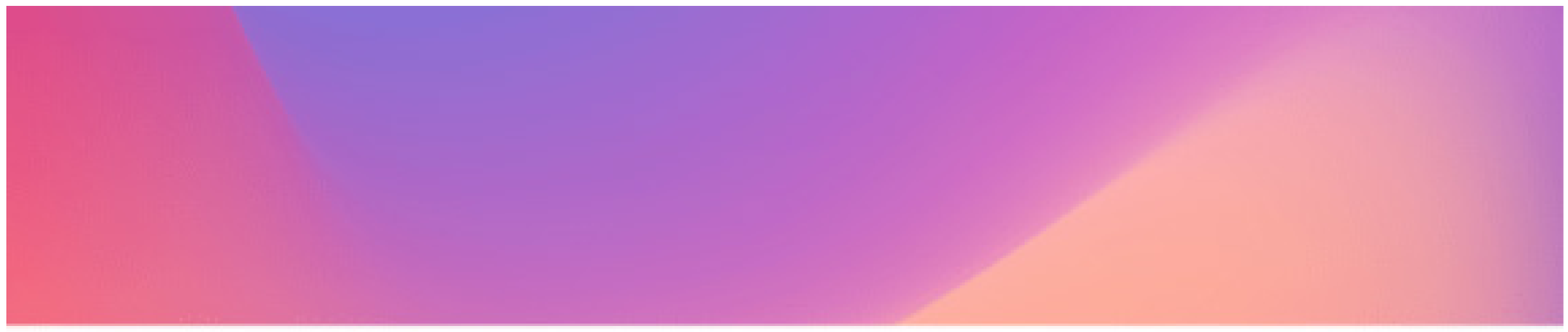
Provide a brief overview of what the project is about. Keep it simple, it should be understandable for the reader in at least 2 to 3 sentences.

We have a desire to obtain client feedback in order to refine our processes and thus improve client satisfaction. This project is intended to help us gather data that enables us to make strategic decisions and progress toward perfection.

📌Project Title
📌Project Brief
📌Business Case
📌Project Team Members
📌Project Stakeholders
📌Purpose & Objectives
📌Goals
📌Project Summary
📌Scope
📌Milestones
📌Project Budget
📌Constraints
📌Risks
📌Assumptions
📌Deliverables
📌Sign & Date

CLICKUP PRODUCT BRIEF TEMPLATE

This ClickUp product brief template is a pre-made ClickUp Doc that will assist you in organizing each aspect of your product development into a single, easy-to-navigate document.



Add Comment Relationships Add Icon Settings

Product Brief

You Today at 3:47 pm

Context

What is the business or situational context that explains how this came up?

Business objective

What business goal or initiative does this support?

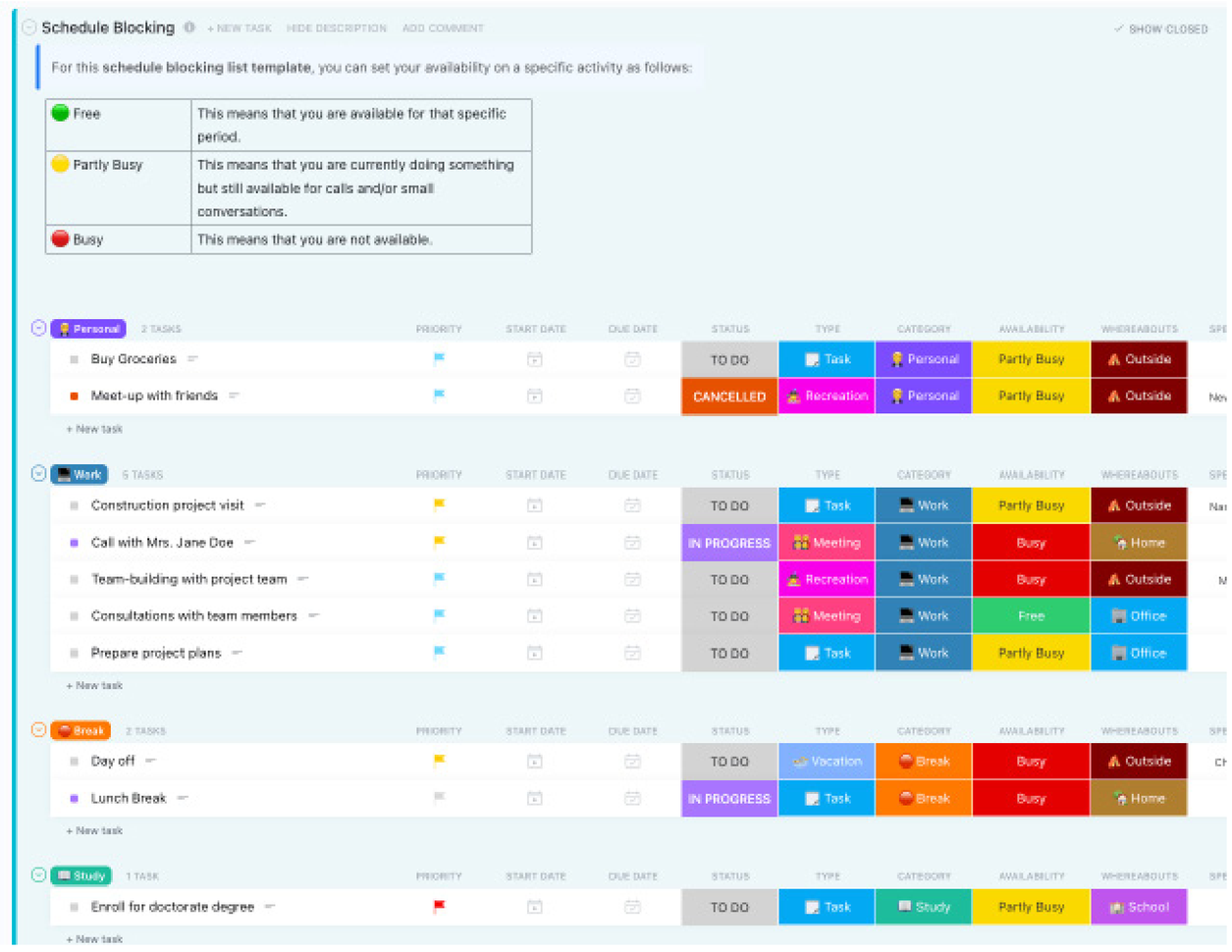
Why is this important right now?

Include any data that indicates this is the most important thing to work on at this time.

https://clickup.com/blog/project-charter-template/

CLICKUP SCHEDULE BLOCKING TEMPLATE

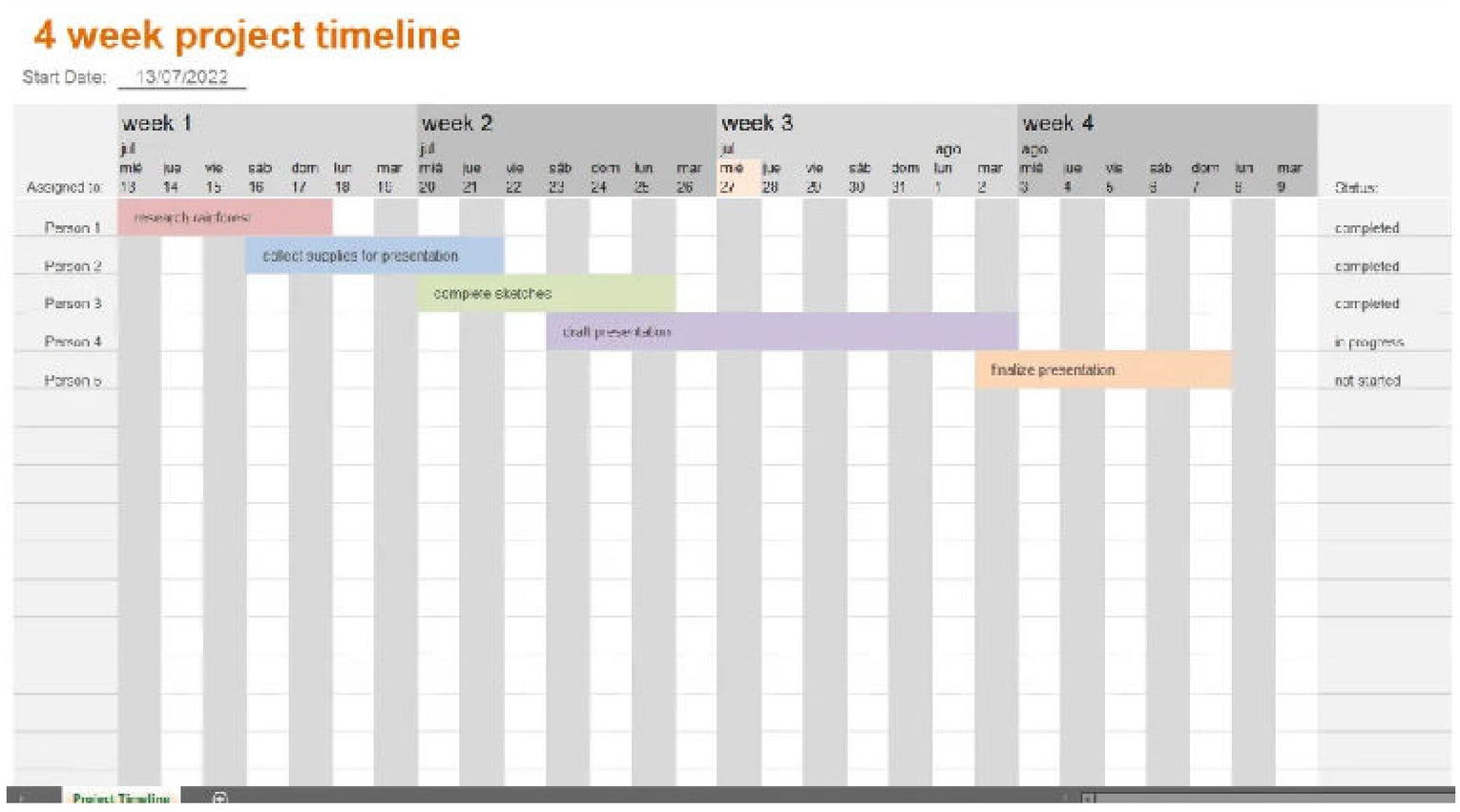
Use this ClickUp schedule blocking template to keep track of your previous, current, and planned events.



https://clickup.com/blog/time-blocking-templates

EXCEL FOUR-WEEK TIMELINE TEMPLATE

This template allows you to color-code your project timetable to distinguish between different types of work. You may also use this template to update the status of your project. The Excel templates we've provided here can assist you in managing your project's operations.



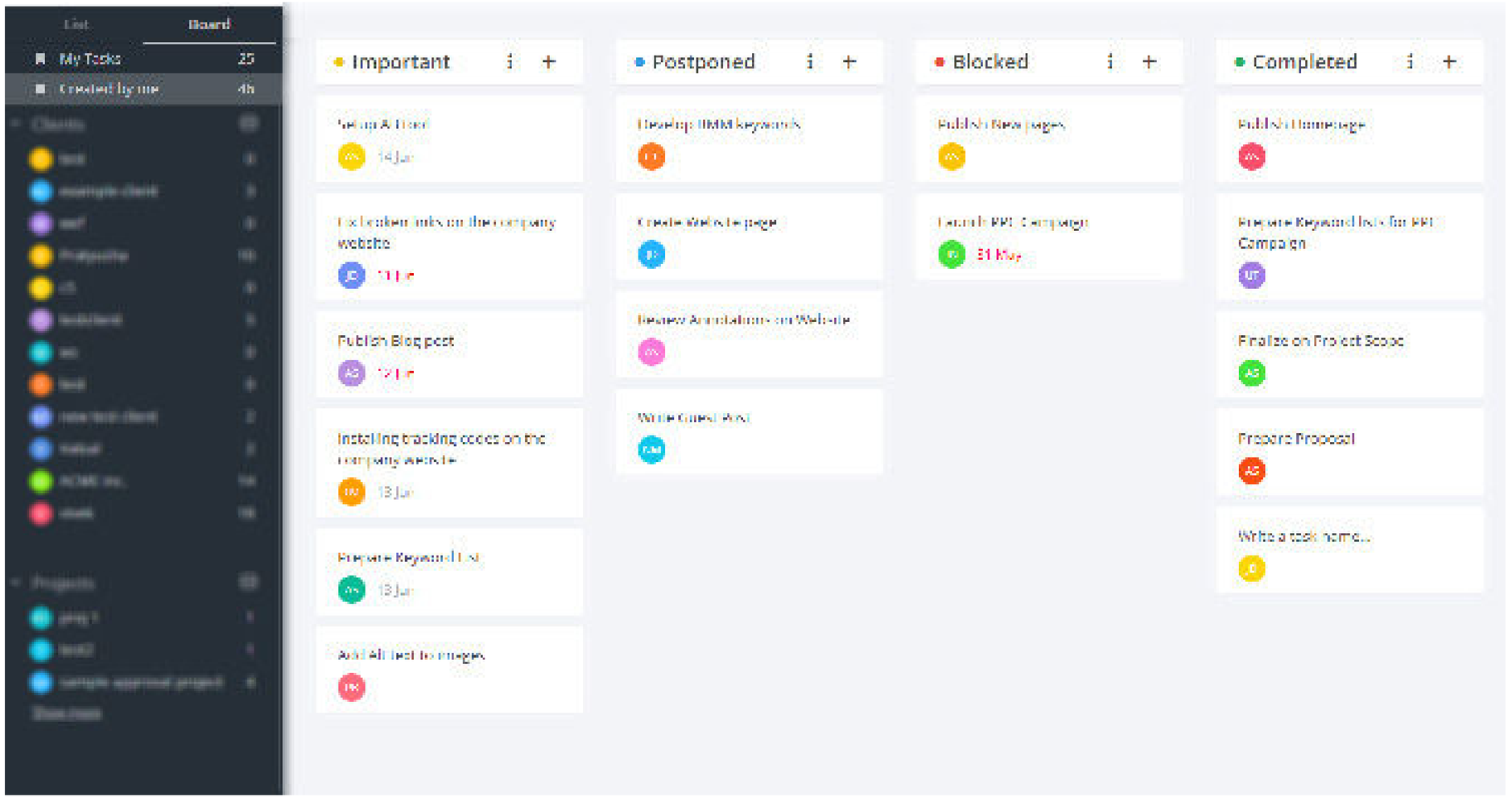
https://www.templatek.com/en/downloads/4-week-schedule-template-in-excel/

DISCOVER TOP PROJECT MANAGEMENT TOOLS

Project management tools are essential for efficiently planning, organizing, and tracking projects from start to finish. They offer a range of features that help teams collaborate, manage tasks, monitor progress, and ensure successful project completion

BOARD VIEW

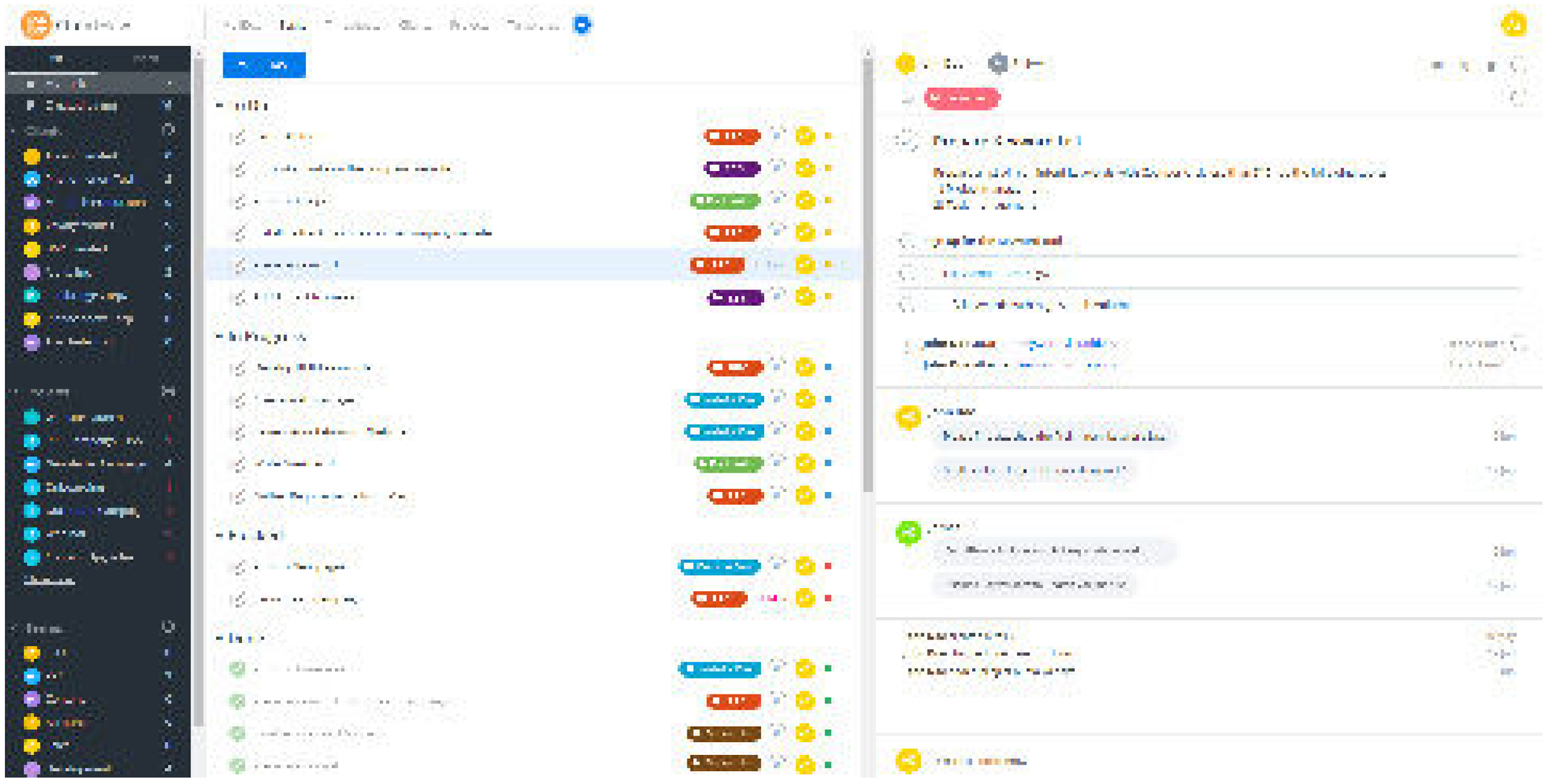
This view is ideal for quickly shifting project items around. It’s an excellent choice for Scrum or Kanban fans.



https://clientflow.com/kanban-project-management/

LIST VIEW

Want to see all of your projects in a GTD (getting things done) style list? No worries. With the List view, you can easily add, edit, view issues, and check off project tasks and subtasks.



https://clientflow.com/project-management-tracking/

ZOHO PROJECTS

Zoho Projects is a popular Zoho service that allows organizations to keep track of projects, communicate, monitor bugs, and run easy reports. The online project management application includes features such as Gantt charts and the ability to charge hours on numerous projects at the same time. Zoho Projects also has a robust set of communication features, such as real-time chat and forum sites.

Many users complain that the Gantt charts are difficult to use and that the reporting breakdown may be insufficient for big teams. Documents may be shared from inside the tool.

Pricing

When it comes to subscription plans, Zoho has numerous options:

- A Perpetual free version with restricted features and users.
- The Standard plan is $3 per month and includes configurable statuses and problem-tracking features. It can accommodate up to ten users.
- The Express plan costs $4 per month and can accommodate up to 50 people. Recurring tasks, Gantt charts, and timesheet approvals are among the capabilities available.
- The Premium plan is $5 per month and supports up to 100 users. It has functions such as task automation, business rules, resource usage, and budgeting.
- The Enterprise package costs $6 per month and has no user limit. Some of the features include custom roles, global Gantt charts, and inter-project interdependence.

All plans are priced per user per month.

WRIKE

Wrike is a cloud-based project management platform that streamlines project planning, assists in tracking your team's work, monitors deadlines, and allows you to effortlessly interact with all stakeholders. It has extensive features like task management, Gantt charts, a real-time newsfeed, and more. You may prioritize projects to move the most important ones forward and meet deadlines. There are also several integration possibilities, making it a versatile project management suite.

For most novice users, the sheer quantity of functions may be intimidating, and the unintuitive UI is no help. It is appropriate for various organizational teams such as marketing, software development, and professional services.

Pricing

Wrike offers one free option and several paid modalities depending on the number of features you want to use.

- A freemium version with restricted functionality and up to five users is available.
- Paid plans begin at $9.80 per user per month.
- Business plan available for $24.80/ user/month. Subtasks, Gantt charts, time tracking, and workflows are all supported.

MONDAY.COM

Monday.com's project management software is easy and uncomplicated, with a visually attractive UI and powerful project visualization capabilities. It's adaptable and provides a clear approach to arranging your work.

On top, there are project templates from which you may create your boards. There are several display choices available, including a map view and a calendar view. The lack of recurring activities is a typical source of consumer frustration. Some consumers find the mobile app difficult to use. The software also provides excellent security, powerful functionality, and simple customization.

Pricing
The pricing scheme is extremely complex.

- There is no freemium option, and you must spend time researching the number of users, automation, and integration tasks you will require each month.

- Paid plans begin at $39 per month for five users.

PROOFHUB

ProofHub provides one location for task lists, processes, Gantt charts, conversations, calendars, and documents. It assists you in planning, organizing, and tracking the duties of your team. It also facilitates cooperation inside teams and with external clients. There are several reports available, such as workload and resource reports.

ProofHub offers extremely few connectors and very limited task management due to its concentration on simplicity. It is beneficial to both freelancers and enterprises of all sizes.

Pricing

There is no user cap on ProofHub, and there is a fixed fee regardless of the number of users. There are two options available:

- The Essential plan costs $50 per month
- The Ultimate control plan costs $99 per month.

CLARIZEN

Clarizen is an excellent online project management tool for medium-to-large-sized businesses. Because the system is exclusively for web-based project management, the lack of a mobile application may restrict its utility for some teams.

Users appreciate the sophisticated reporting options and the ability to manage resource usage, but there is no to-do list or time tracking.

The learning curve is steep because it has specialized ways of organizing processes. Clarizen is best suited for enterprise-level project managers, IT companies, and professional services teams looking for robust, versatile, and user-friendly web-based project management software.

Pricing

- It is not publicly available but is available upon request.

CONCLUSION

Dear reader, we hope we have succeeded in providing a comprehensive understanding of project management principles and practices.

Starting with the difference between a project and project management as a basic, we continued highlighting the concept of the project lifecycle and emphasized its stages, types, significance, and limitations.

The book then explored seven project management phases, including planning, analysis, design, development, testing, implementation, and maintenance. We emphasized the importance of choosing the right project management methodology and provided tips for selection. Various methodologies were covered, such as Waterfall, Agile, PERT, Scrum, Kanban, and Lean, among others.

The essential knowledge areas for the successful execution of project management were discussed, including integration, scope, time, cost, quality, resource, communications, risk, procurement, and stakeholder management.

The book introduced the seven C’s to project success: customers, capabilities, capital, channels, communication, coordination, and competitors. Understanding and addressing these aspects contribute to project success.

The significance of project timelines was highlighted together with providing the best practices for project management timelines. The importance of creating a risk management plan was emphasized with steps outlined for risk identification, assessment, response planning, assigning risk owners, and setting risk thresholds.

Value delivery is a crucial aspect of project management. Therefore, templates for project management, such as project charters, product briefs, schedule blocking, and timeline templates, were presented to aid project planning and execution.

We finished by highlighting the best project management tools available, including Zoho Projects, Wrike, Monday.com, ProofHub, and Clarizen, which offer features like Board View and List View for effective project management.

Having in mind all that we mentioned, you must first establish your needs before you can choose the best project management approach. This will involve stating what material you want, such as whether it must detail every project phase, action, and activity. Should it be industry-specific or general, and should it incorporate processes relevant to your business or organization? You must also describe the functionality it should have for project management, such as reporting and tracking capabilities, as well as data importing and exporting. Another critical step is to go over what you already have. This might include pre-existing methodologies, papers, and templates. Why recreate the wheel if you have something that works 80% of the time and just requires minor tweaking? Perhaps you merely want a few additional templates or written and codified processes.

You could also want to perform some research on existing approaches on the market. These may come pre-packaged with all of your specifications, templates, and features, and can then be readily customized to meet your individual needs. If neither your present methodology nor any market-available methods meet your requirements, you might consider combining the best of both worlds and customizing your own and existing methodologies to better meet your demands. It might take a little longer, but the advantage is that it will be more suited to your particular requirements.

Finally, once you've exhausted all your choices and decided on a certain project management style, the most critical step is to put it into action. To fully implement your methodology, you must ensure that everyone adopts it, that appropriate training on the new methodology is provided, that you communicate your methodology to all stakeholders, that you use your methodology in all of your projects, and that you continuously improve your methodology. These methods will help you choose the best strategy, adopt it, and use it successfully in project management.

By understanding the principles, methodologies, knowledge areas, and best practices, you can improve your project outcomes, deliver value to stakeholders and upgrade your business or career.

But remember: this is just the beginning, the tip of the iceberg... The Business Explained Team offers a valuable resource for those looking to demystify the complexities of the business world. Invest your time to read the rest of our books and unlock your potential to foster a true business mindset.

Stay connected with us and never miss out on exciting updates! Join our Instagram community and keep in touch for the latest news and offers.

We are open to any feedback.

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