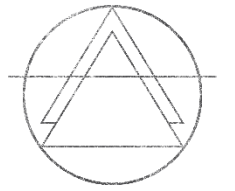




Project Management



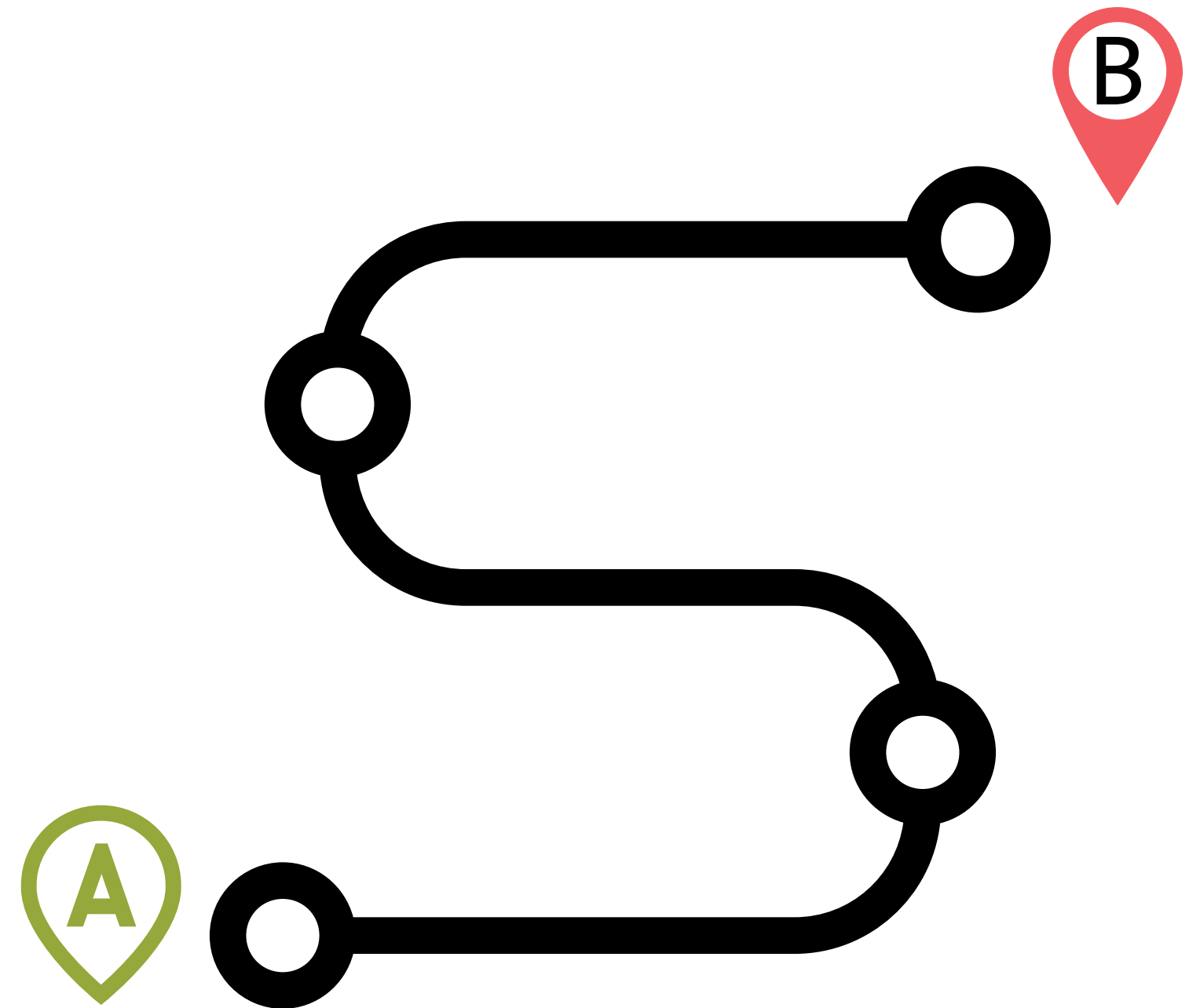
S T O N E
C H A N G E S

“The journey with a 1000
miles begins with one
step.

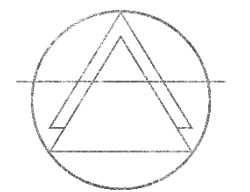
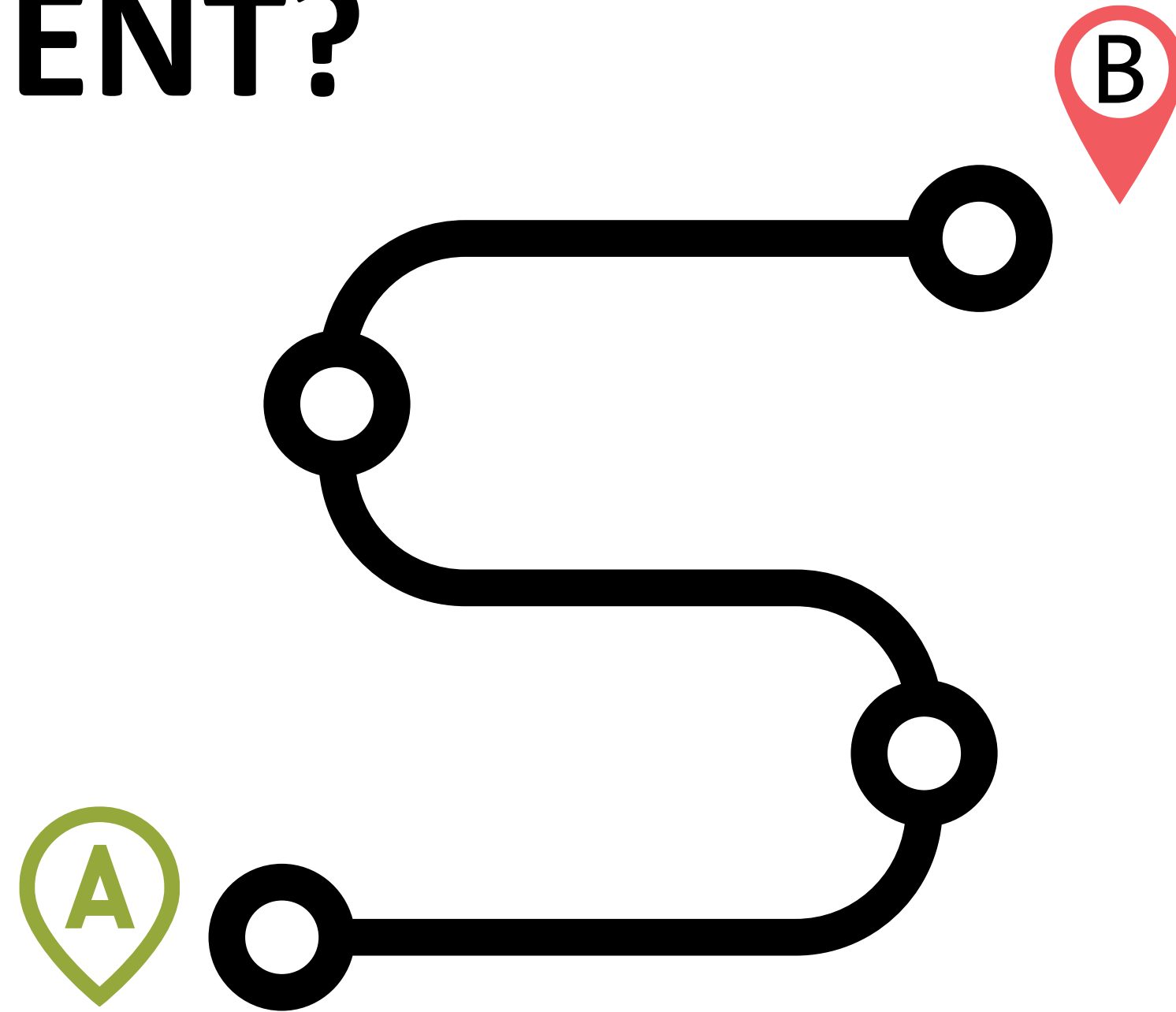
- *CONFUCIUS* -

WHY PROJECT MANAGEMENT?

- Operationalising your vision, mission, blurb
- Approaching your project in a structured way
- to get to where you're headed in the most efficient and effective way



WHAT IS PROJECT MANAGEMENT?



STONE
CHANGES

WHATS A PROJECT?



project

noun [C] • **UK**  /'prɒdʒ.ekt/ **US**  /'prɑː.dʒekt/

★ **B2** a piece of planned work or an activity that is finished over a period of time and intended to achieve a particular purpose:

the Kings Cross housing project

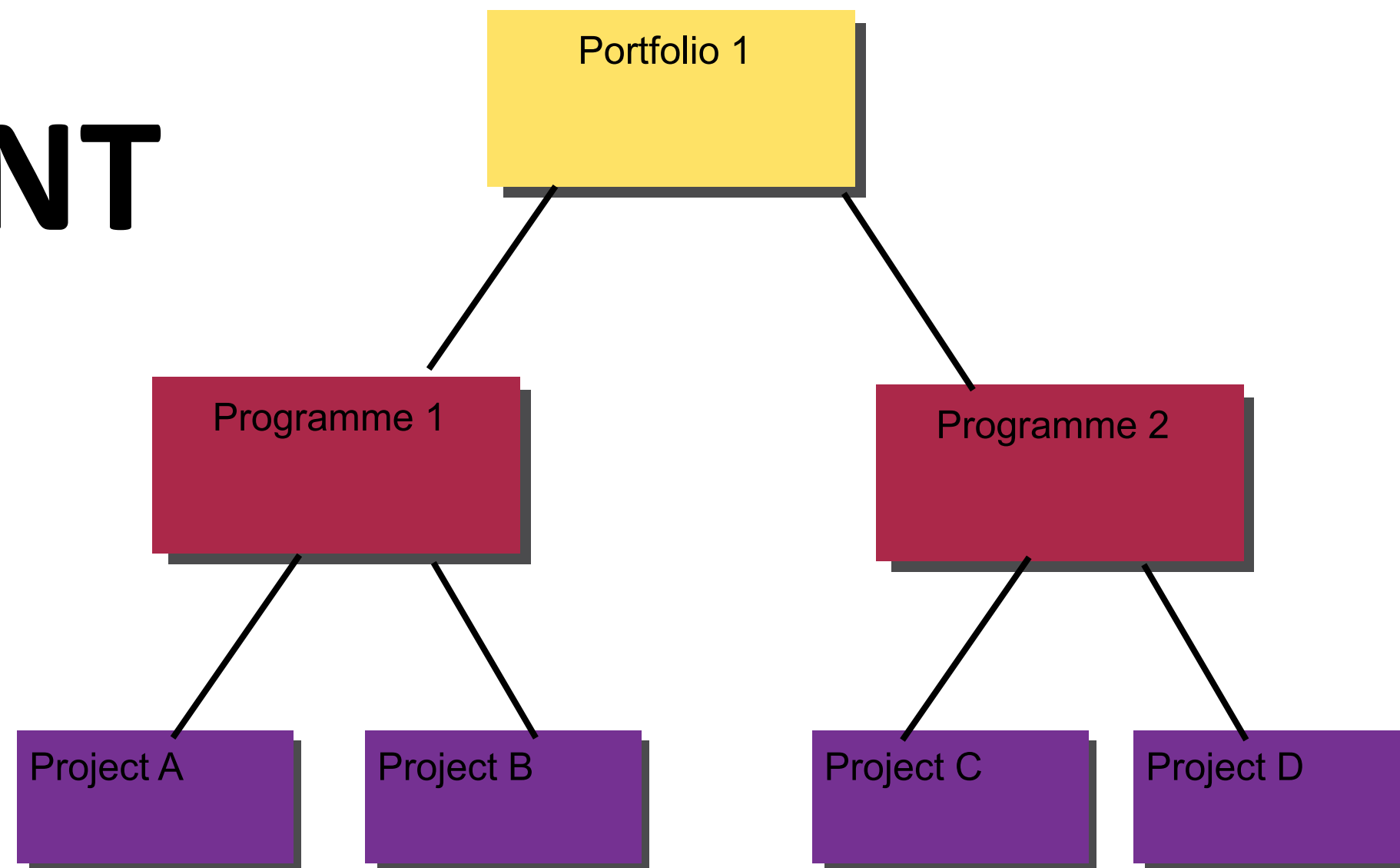
a scientific research project

Her latest project is a film based on the life of a 19th-century music hall star.

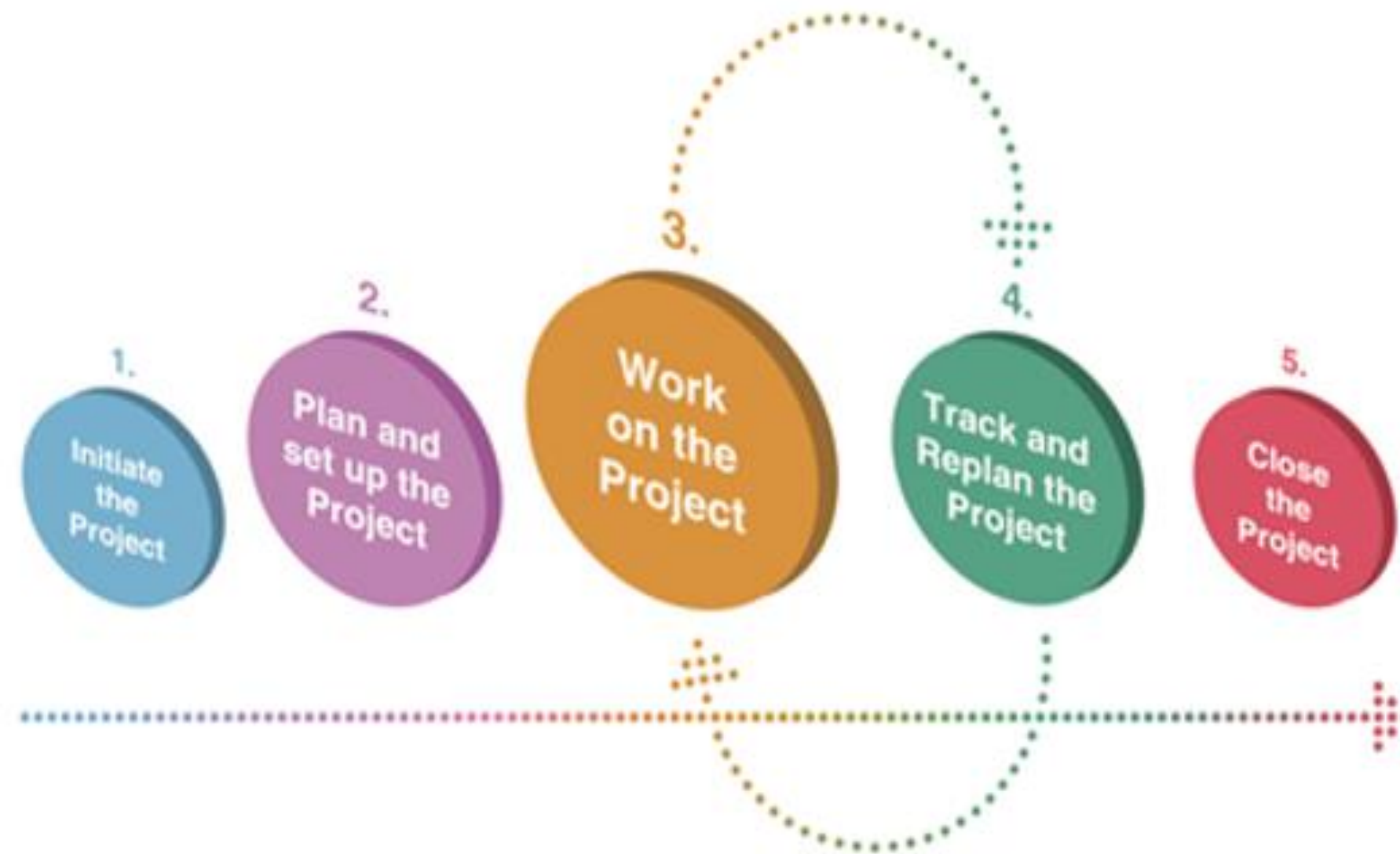
My next project is decorating the kitchen.

Project A

PROJECT/ PROGRAMME/ PORTFOLIO MANAGEMENT



PROJECT MANAGEMENT LIFECYCLE



TASK



- Think of your project now that you can use as an example to practice with
 - A project you've done before
 - A made up project – e.g. kitchen refurb
 - A project you have coming up

INITIATE THE PROJECT

INITIATE THE PROJECT



- “Begin with the end in mind”
- Outlines the strategy (plan, intention) of the project
- Gets everyone on the same page from the outset








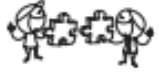






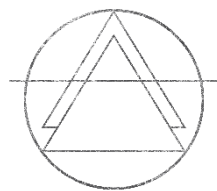
page

*PROJECT CANVAS

project canvas

Project name _____ Project owner _____

Purpose What is the intent of this project? Why are we doing this project? 	Scope What does this project contain? What does this project not contain? 	Success Criteria What do we need to achieve in order for the project to be successful? How can the Success Criteria be measured? 
Milestones When will we start the project and when is the final deadline? What are the key milestones and when will they occur? How can the milestones be measured? 		Outcome What is the end result? - A book - A website - An event 
Actions Which activities need to be executed in order to reach a certain milestone? 		
Team Who are the team members? What are their roles in the project? 	Stakeholders Who has an interest in the success of the project? In what way are they involved in the project? 	Users Who will benefit from the outcome of the project? 
Resources What resources do we need in the project? - Physical (office, building, server) - Financial (money) - Human (time, knowledge) 	Constraints What are the known limitations of the project? - Physical (office, building, server) - Financial (money) - Human (time, knowledge, politics) 	Risks Which risks may occur during the project? How do we treat these risks? 



STONE
CHANGES

TASK



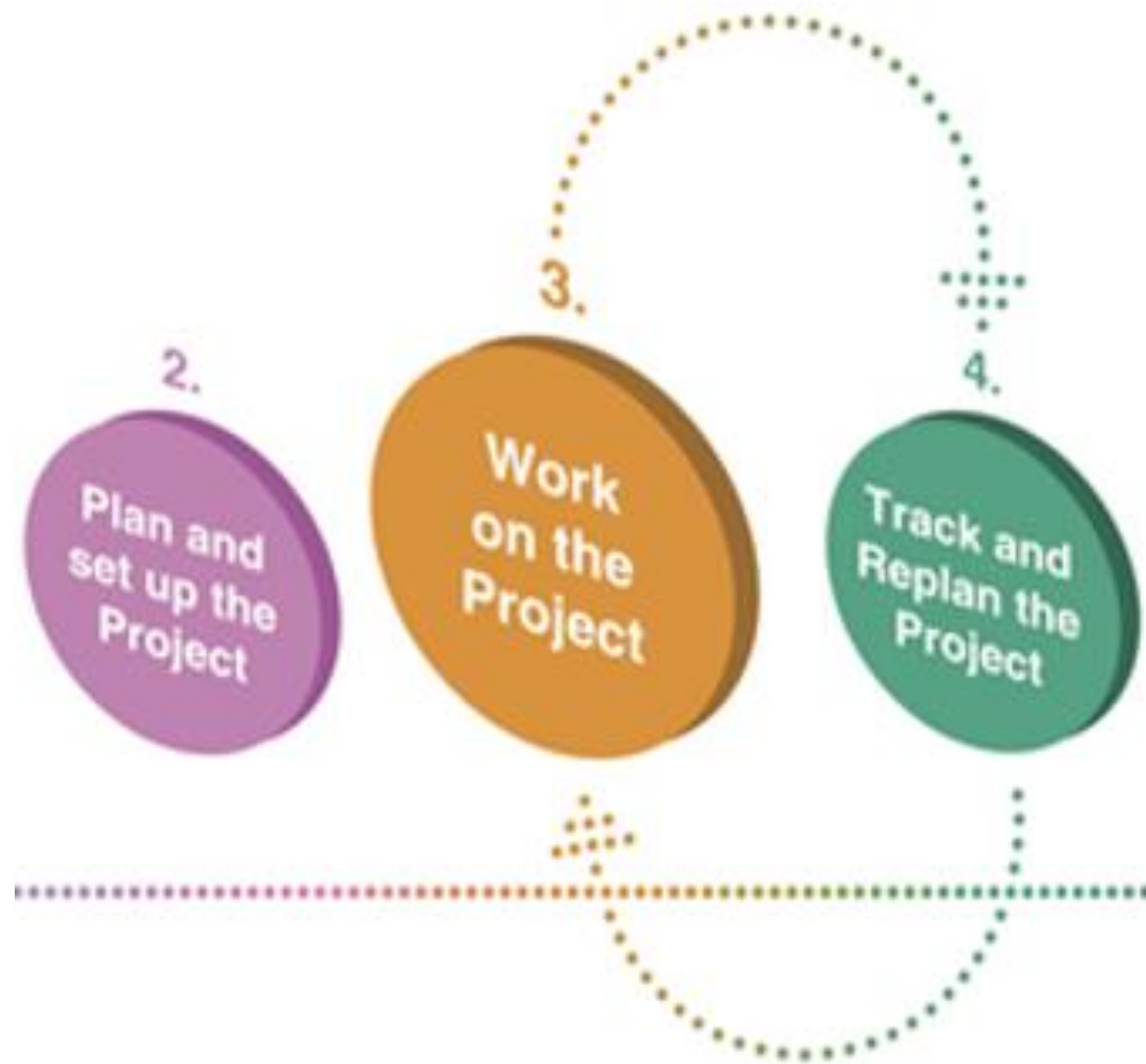
PROJECT CANVAS

project canvas

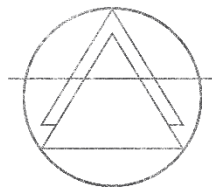
Project name _____		Project owner _____	
Purpose What is the intent of this project? Why are we doing this project? 	Scope What does this project contain? What does this project not contain? 	Success Criteria What do we need to achieve in order for the project to be successful? How can the Success Criteria be measured? 	
Milestones When will we start the project and when is the final deadline? What are the key milestones and when will they occur? How can the milestones be measured? 		Outcome What is the end result? - A team - A website - A report 	
Actions What activities need to be executed in order to reach a certain milestone? 			
Team Who are the team members? What are their roles in the project? 	Stakeholders Who has an interest in the success of the project? In what way are they involved in the project? 	Users Who will benefit from the outcome of the project? 	
Resources What resources do we need in the project? - Physical (Flux, building, server) - Financial (Money) - Human (Time, knowledge) 	Constraints What are the known limitations of the project? - Physical (Flux, building, server) - Financial (Money) - Human (Time, knowledge, public) 	Risks What risks may occur during the project? How do we treat these risks? 	

PLAN & SET UP THE PROJECT

- “Just enough planning” – NO PROCRASTI-PLANNING
- A key outcome of this stage is the Project Plan
- “No plan survives first contact with the enemy”



TIMELINE/ TASK LIST



STONE
CHANGES

[PROJECT TITLE] Project Delivery Timeline & Task List

Status Key





- To Do
- In Progress
- Done
- Stuck
- Cancelled



STONE
CHANGES

ACTIVITY/TASK	DESCRIPTION	OWNER	STATUS	TARGET START DATE	TARGET END DATE	ACTUAL DATE COMPLETED	NOTES
<i>Enter the name of the activity/task</i>	<i>Enter a description of the task to be completed</i>	<i>Who is responsible for making this happen</i>	<i>You can click on the status below for a drop-down list</i>	<i>When does work on this need to start</i>	<i>When does this need to be completed by</i>	<i>When was the task actually completed</i>	<i>any additional notes to add</i>
Event Content Schedule							
<i>Research content</i>	<i>- Look into competitor events and identify key themes - Explore evaluation and topics identified as relevant</i>	<i>Abidemi Okunju</i>	<i>Done</i>	<i>12 March 2025</i>	<i>15 March 2025</i>	<i>15 March 2025</i>	<i>Delayed by one day due to bank holiday</i>
<i>Create skeleton schedule</i>	<i>- Get a template for the schedule from online - Input all the data ready for testing</i>	<i>Avinu Ajoy</i>	<i>In Progress</i>	<i>27 March 2025</i>	<i>28 March 2025</i>		
<i>Test all with test cases</i>	<i>- Identify 5 test case users - Get an incentive to participate</i>	<i>Yasmin Emie</i>	<i>In Progress</i>	<i>04 April 2025</i>	<i>05 May 2025</i>		
[INPUT TASK GROUP NAME]							
[INPUT TASKS]	* ...* ...						
[INPUT TASKS]	* ...* ...						
[INPUT TASKS]	* ...* ...						
[INPUT TASK GROUP NAME]							
[INPUT TASKS]	* ...* ...						
[INPUT TASKS]	* ...* ...						
[INPUT TASKS]	* ...* ...						
[INPUT TASK GROUP NAME]							
[INPUT TASKS]	* ...* ...						
[INPUT TASKS]	* ...* ...						
[INPUT TASKS]	* ...* ...						
[INPUT TASK GROUP NAME]							
[INPUT TASKS]	* ...* ...						
[INPUT TASKS]	* ...* ...						
[INPUT TASKS]	* ...* ...						

SWOT

<p>STRENGTHS </p> <p>What strengths do you have that will help you deliver this successfully? What skills, resources, contacts do you already have?</p>	<p>WEAKNESSES </p> <p>What are your areas of improvement that you will need to consider to be successful? What are the gaps? How can you fill these gaps?</p>
<p><i>e.g. experienced and training in sewing</i></p>	<p><i>e.g. no premises available to run workshops or keep equipment</i></p>
<p>OPPORTUNITIES </p> <p>What opportunities could you explore and exploit? What is the vision and potential of this?</p>	<p>THREATS </p> <p>What are your biggest challenges? What are your constraints? What are the potential risks that you will need to consider? e.g. safeguarding What could get in the way of your success? In what ways can you mitigate or minimise each risk? i.e. insurance, safeguarding plan</p>
<p><i>e.g. potential to use community centre in White City - need a contact</i></p>	<p><i>e.g. other local sewing groups/providers</i></p>

TASK



TIMELINE/ TASK LIST

SWOT

[PROJECT TITLE] Project Delivery Timeline & Task List

Status Key

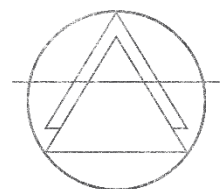
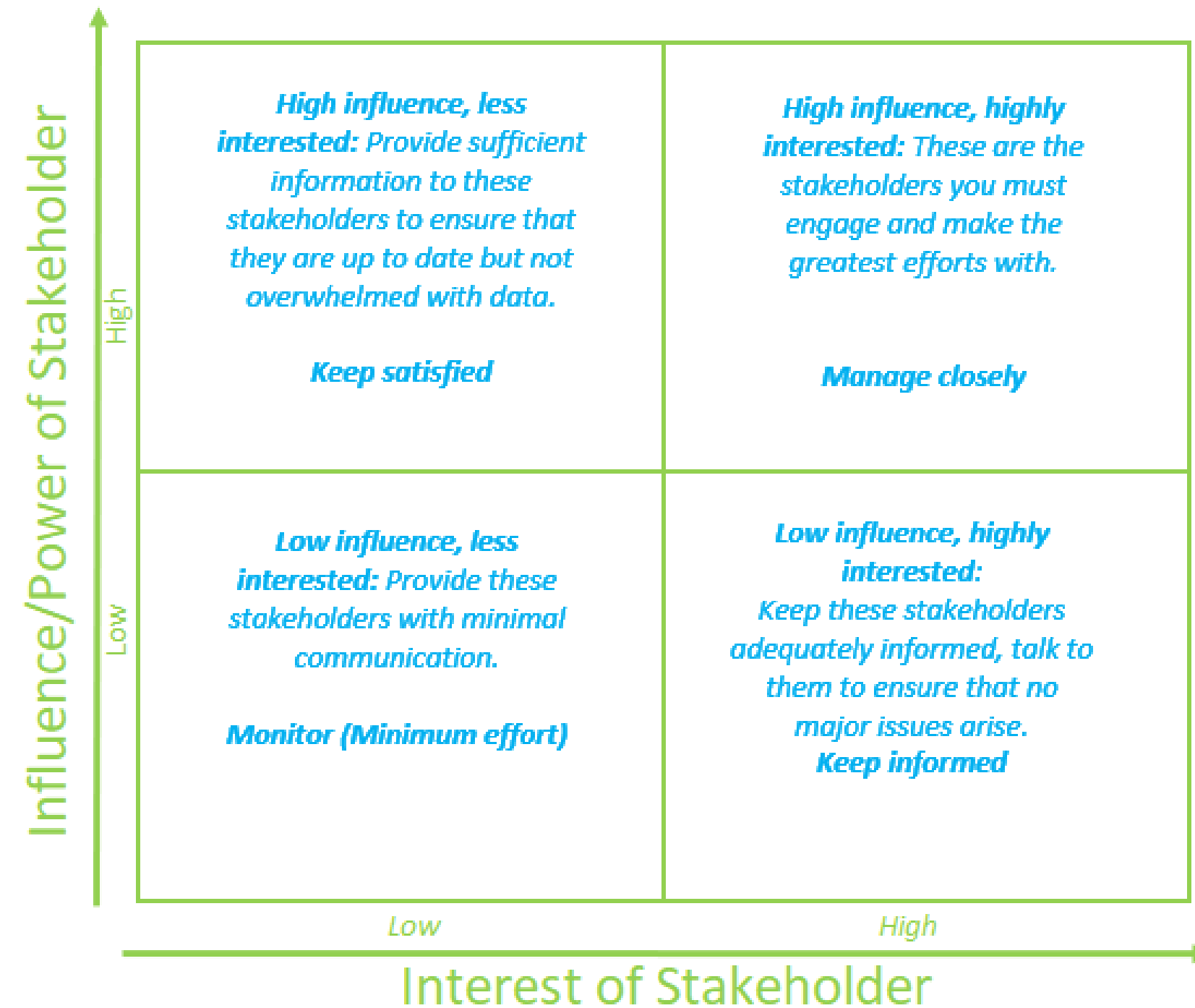
- To Do
- In Progress
- Done
- Stuck
- Cancelled

ACTIVITY/TASK	DESCRIPTION	OWNER	STATUS	TARGET START DATE	TARGET END DATE	ACTUAL DATE COMPLETED	NOTES
<i>Enter the name of the activity/task</i>	<i>Enter a description of the task to be completed</i>	<i>who is responsible for making this happen</i>	<i>you can click on the status below for a drop-down list</i>	<i>when does work on this need to start</i>	<i>when does this need to be completed by</i>	<i>when was the task actually completed</i>	<i>any additional notes to add</i>
Free Content Schedule							
Research content	<ul style="list-style-type: none"> Look into computer events on disability by theme Explore education and topic identified or relevant 	Abidemi Okunni	Done	12 March 2022	15 March 2022	15 March 2022	Delayed by one day due to bank holiday
Oversee content schedule	<ul style="list-style-type: none"> Get a template for the schedule from online Check if the schedule is ready for printing 	Amina Ajay	In Progress	27 March 2022	29 March 2022		
Test/Print out case	<ul style="list-style-type: none"> Modify 2 test case users Get an incentive to participate 	Tareemah Emik	In Progress	04 April 2022	16 May 2022		
[INPUT TASK GROUP NAME]							
[INPUT TASKS]							
[INPUT TASKS]							
[INPUT TASKS]							
[INPUT TASK GROUP NAME]							
[INPUT TASKS]							
[INPUT TASKS]							
[INPUT TASKS]							
[INPUT TASK GROUP NAME]							
[INPUT TASKS]							
[INPUT TASKS]							
[INPUT TASKS]							
[INPUT TASK GROUP NAME]							
[INPUT TASKS]							
[INPUT TASKS]							
[INPUT TASKS]							

<p>STRENGTHS</p> <p>What strengths do you have that will help you deliver this successfully? What skills, resources, contacts do you already have?</p>	<p>WEAKNESSES</p> <p>What are your areas of improvement that you will need to consider to be successful? What are the gaps? How can you fill these gaps?</p>
<p><i>e.g. experienced and training in sewing</i></p>	<p><i>e.g. no premises available to run workshops or keep equipment</i></p>
<p>OPPORTUNITIES</p> <p>What opportunities could you explore and exploit? What is the vision and potential of this?</p>	<p>THREATS</p> <p>What are your biggest challenges? What are your constraints? What are the potential risks that you will need to consider? e.g. safeguarding What could get in the way of your success? In what ways can you mitigate or minimise each risk? i.e. insurance, safeguarding plan</p>
<p><i>e.g. potential to use community centre in White City - need a contact</i></p>	<p><i>e.g. other local sewing groups/providers</i></p>

STAKEHOLDER ANALYSIS

Stakeholder Matrix



COMMUNICATION PLAN



[PROJECT NAME] Project Communication Plan



One of the biggest risks you have on a project is actually it's stakeholders. The most likely reason a stakeholder may object to the project is that they have misunderstood what the project is trying to achieve, and more often than not it's due to ineffective communication. Once you've identified your stakeholder and their relative interest and influence on the project, now it's time to **communicate, communicate, communicate.**

Method	Receiver	Sender	Message	When
e.g. email	e.g. customers	e.g. marketing team, signed off from CEO	e.g. - preparation email ahead of event - event time/date and location - how to log in to find ticket and directions - what to do on arrival	e.g. 6-weeks before the event

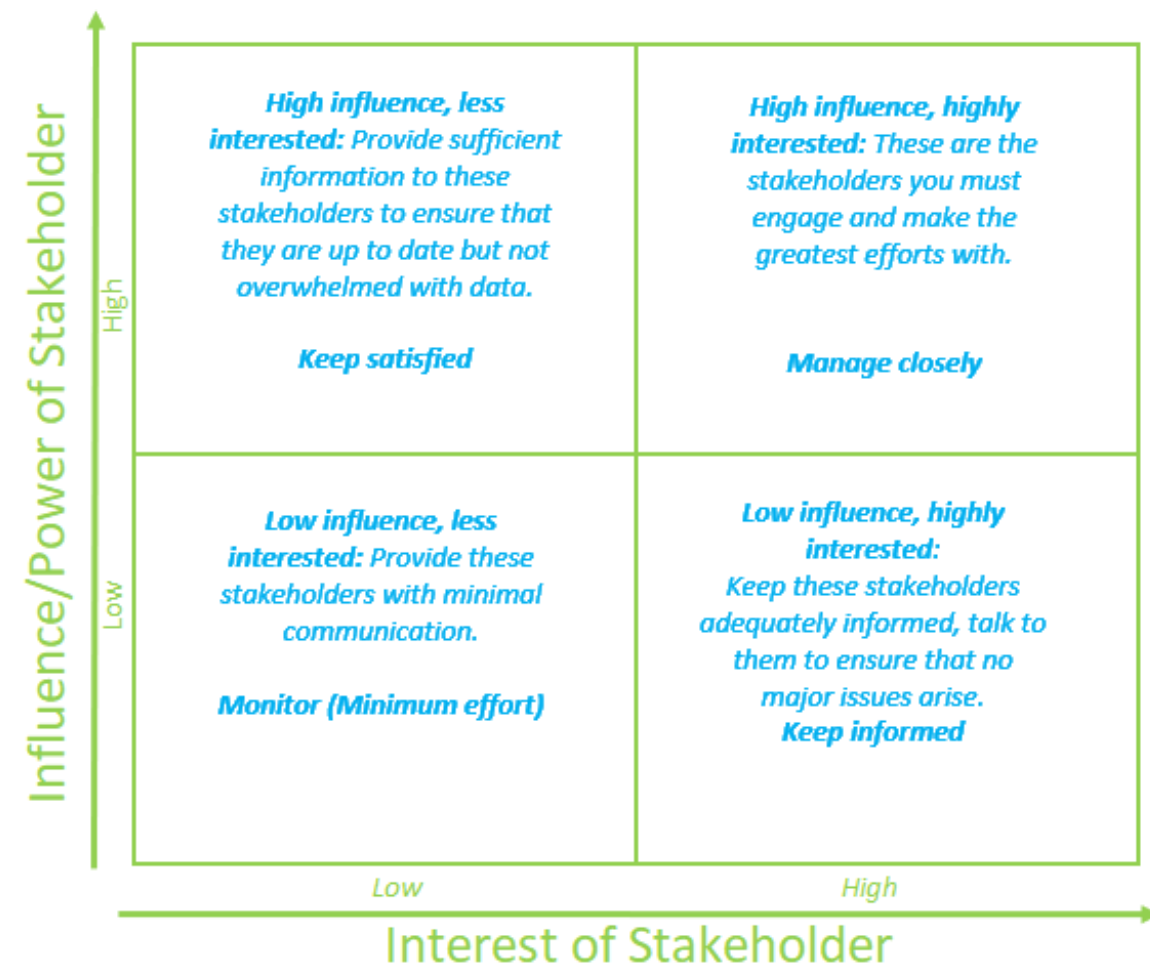
TASK



STAKEHOLDER ANALYSIS

COMMUNICATION PLAN

Stakeholder Matrix



[PROJECT NAME] Project Communication Plan

One of the biggest risks you have on a project is actually it's stakeholders. The most likely reason a stakeholder may object to the project is that they have misunderstood what the project is trying to achieve, and more often than not it's due to ineffective communication. Once you've identified your stakeholder and their relative interest and influence on the project, now it's time to **communicate, communicate, communicate.**



Method	Receiver	Sender	Message	When
e.g. email	e.g. customers	e.g. marketing team, signed off from CEO	e.g. - preparation email ahead of event - event time/date and location - how to log in to find ticket and directions - what to do on arrival!	e.g. 6-weeks before the event

LESSONS LEARNED



[PROJECT TITLE] Lessons Learnt Log

Documented experiences that can be used to improve the future management of projects, programmes and portfolios



#	Lesson Detail	What does it effect?	Who does it effect?	Recommendation	Additional notes	Date logged	Logged
1	<i>e.g. Social media posts need to be shorter</i>	<i>Lack of engagement in posts</i>	<i>Brand of business</i>	<i>Limit social posts to max 300 words</i>	<i>Consider researching optimal word count for different social media platforms</i>	<i>45041</i>	<i>Jay Stone</i>
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							

RISK MANAGEMENT



[PROJECT NAME] Risk Register

Risk is the potential of a situation or event to impact on the achievement of specific objectives. IT'S an uncertain event that if it occurs will have an effect on the project. Risks could be either threats or opportunities and therefore could provide both good and bad outcomes as a result. Whilst the very definition of risk suggests uncertainty, generally, there are still things that can be done to: 1. affect whether a risk occurs or not and/or 2. influence how much of an impact it might have on a project if it occurs.

Key

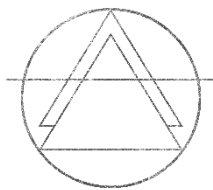
High 9+
Medium 4-8
Low 1-3



Risk Description	Effect	Probability	Impact	Current Rating	Response	Owner
<i>Risk Cause/Event</i>	<i>Impact/Consequences</i>	<i>(1 = Unlikely / 2 = Possible/ 3 = Likely)</i>	<i>(1 = Low / 2 = Medium/ 3 = High)</i>	<i>Probability x Impact = Rating</i>	<i>Minimisation/Mitigation Measures</i>	<i>Who is best placed to deal with the risk?</i>
<i>e.g. Poor communications via social media</i>	<i>Lack of engagement, interest and attendance</i>	<i>2</i>	<i>2</i>	<i>Medium 4-8</i>	<i>Engage with a social media agency who have worked on similar events with success</i>	<i>Diego Mateo</i>

RISK Register

PROBABILITY	Likely	3	Low	MEDIUM	High
	Possible	2	Low	MEDIUM	MEDIUM
	Unlikely	1	Low	Low	Low
			1	2	3
			Low	Medium	High
			IMPACT		



STONE
CHANGES

BUDGET



Title	Forecast		Actual	
Direct Costs				
Total Costs	£	-	£	-
Revenue				
Total Revenue	£	-	£	-
Gross Margin				
TOTAL	£	-	£	-

CLOSE THE PROJECT

CLOSE THE PROJECT



- Project Debrief
- Collate the Evaluation data (feedback)
- Finalise Lessons Learnt Log
- Complete budget and final cost analysis



st

PROJECT REVIEW CANVAS



Project Review Canvas

Aims/Objectives/Outcome(s)/Success Criteria:

List what you aimed to achieve here and use the prompts below to assess the project



What went well?

List any expected or unexpected benefits, outcomes, and targets achieved



What didn't go so well?

List any challenges experienced, risks or drawbacks



What lessons were learnt?

List any lessons that can be usefully applied to this or other projects, this will allow us as an organisation to continue to refine, change and improve what we do



Results from Evaluation

List any feedback you received, list anything you planned to measure/assess and what the results were



Recommendations:

Please provide any recommendations you have in relation to any part of this project e.g. what is the potential for the future?



TASK



BUDGET







PROJECT REVIEW CANVAS

Title	Forecast	Actual
Direct Costs		
Total Costs	£ -	£ -

Revenue		
Total Revenue	£ -	£ -

Gross Margin		
TOTAL	£ -	£ -

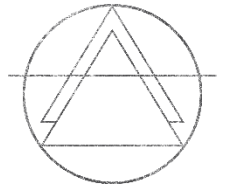
Project Review Canvas

Aims/Objectives/Outcome(s)/Success Criteria: List what you aimed to achieve here and use the prompts below to assess the project 	
What went well?  List any expected or unexpected benefits, outcomes, and targets achieved	What didn't go so well?  List any challenges experienced, risks or drawbacks
What lessons were learnt?  List any lessons that can be usefully applied to this or other projects, this will allow us as an organisation to continue to refine, change and improve what we do	Results from Evaluation  List any feedback you received, list anything you planned to measure/assess and what the results were
Recommendations:  Please provide any recommendations you have in relation to any part of this project e.g. what is the potential for the future?	

REFLECTION



- What was something new that you discovered?
- What were you reminded of or reconfirmed for you?
- What might you do differently knowing what you now know?



S T O N E
C H A N G E S

Thank You