Introduction to Project Management (PM101)
Section 1 – Introduction & Overview

Workbook
Introduction to Project Management

Course ID: 1384-PM101
PDUs/Contact Hrs.: 21
A man piloting a hot air balloon several thousand feet up comes to the conclusion that he is hopelessly lost. So he descends to a lower altitude to get his bearings. Not having any luck he descends further until he is but 30 feet off the ground where he spots a man walking in a field. He then calls to the man, “Excuse me, can you tell me where I am?” “Why yes”, the man responds, “you are in a hot air balloon 30 feet above this field.” To this the balloonist responded, “you must be in information technology.” The man in the field answered, “why yes I am, but how did you know that?” “Well”, said the balloonist, “what you told me was technically correct but of little real use to anyone.” After hearing this the man in the field shouted back, “You are in senior management aren’t you?” To which the balloonist answered, “Why yes I am, but how did you know?” To this last query the man in the field responded, “well, you don’t know where you are, or where you are going, but you expected my immediate help. You are in the same position you were before we met, but now it’s my fault!”

"Introduction"
Introduction

Course Expectations

- You will walk away having learned the tools and techniques of project management to a degree to manage a small to medium sized project successfully.
Introduction

- PMI® estimates the size of the PM profession globally at 16 million.
- 4.5 million people involved in PM within the U.S.
- Nearly 25% of the world’s GDP is spent on projects.
- $10 trillion spent worldwide on projects annually.

Source: The PMI Project Management Fact Book, Second Edition
### Introduction

#### What Tools Do You Need?

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Introduction

Certifications

- Project Management Institute (PMI)
  - Certified Associate in Project Management (CAPM)
  - Project Management Professional (PMP)
  - Program Management Professional (PgMP)
  - Agile Certified Professional (ACP)
- The Association for Project Management (APM)
  - Prince 2
- The American Academy of Project Managers
  - Master Project Manager (MPM)
- CompTIA
  - IT Project+®
- The International Association of Project & Program Management (IAPPM)
  - Certified Project Manager (CPM)
- Scrum Alliance
  - CSM, CSP, CST...
- Scrum.org
  - PSM I, PSM II...
Introduction

What Is Project Management All About?

- Project management is not about delivering the best possible product.

- Project management is all about attaining consistent, predictable results.
Introduction
How To Attain Great Results?

- Must understand & manage expectations.
- Daily, constant communication is key.
- Must see & manage scope change.
- Must see & manage schedule & costs.
- Must understand causality.
- Must close the project.
Introduction

The Division of Skills

- **Soft skills**
  - Team building
  - Communications
  - Leadership

- **Hard skills**
  - General business management
  - PM specific formulas
  - PM specific techniques
Questions and Answers
**Review Questions:**

1. True or False: Project management is primarily focused on the tracking of project progress.
   A. True
   B. False

2. True or False: Once a person understands the tools, techniques and standards of professional project management they can easily and successfully manage projects in any industry.
   A. True
   B. False

3. True or False: Just because the project is late and over budget does not mean it is necessarily a failure. A lot of great products started out late and over budget.
   A. True
   B. False

4. True or False: In project management, change is a constant fact of life.
   A. True
   B. False

5. True or False: Project management is often considered both a life skill and a profession.
   A. True
   B. False

6. True or False: Real project managers' most important skill is working with Microsoft Project.
   A. True
   B. False

7. True or False: Most projects are not delivered on time and budget.
   A. True
   B. False

8. True or False: The consideration of project management as a profession is a relatively new phenomenon.
   A. True
   B. False
9. True or False: To be truly effective, a project manager must have budget control for the project.
   A. True
   B. False

10. True or False: The most important skill for a professional project manager is good communication.
    A. True
    B. False
Answer Key:

1. B  
   False. Part of project management deals with tracking progress. However, successful project managers are the general managers for their projects. They are primarily concerned with delivering consistent, predictable results by focusing on the management of the triple constraints of Time, Scope, and Cost.

2. B  
   False. According to PMI, successful project managers have to have application specific knowledge. This means they must have technical knowledge about their projects.

3. B  
   False. While it is true that many successful products had their initial development come in late and/or over budget, a successful project requires the delivery of all three legs of the triangle (scope, time and cost). This is a primary difference between product and project management.

4. A  
   True. Most projects face a significant amount of change over their lifecycles. The key is to manage the change rather than resisting it.

5. A  
   True. The question of life skill or profession is a constant debate within the project management community. It is easy to find people on both sides of this debate.

6. B  
   False. Although Microsoft Project is a very popular software package for project management, it does not even represent the majority of what a good project manager does.

7. A  
   True. Most projects done today are significantly over budget and late.

8. A  
   True. Although project management has been around for thousands of years. The largest professional association dedicated to project management (PMI) was founded in 1969.
9. A
True. Management of a project is measured against the constraints of time, cost and scope. If one of these areas is out of the PM's control it is difficult to truly be successful.

10. A
True. Research has shown the largest single category causing project errors is communications.