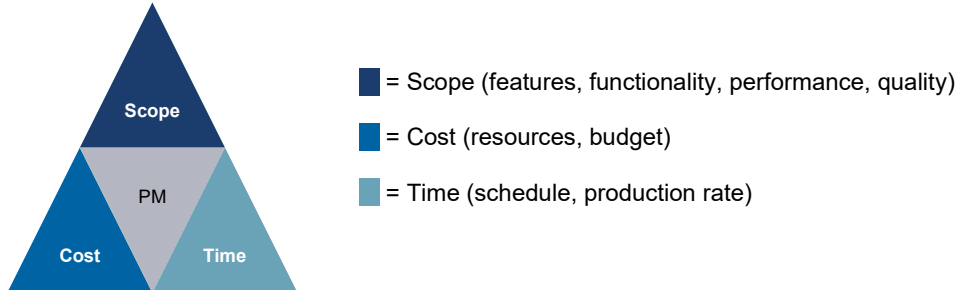












Project Management Fundamentals

Project Triple Constraint



Project Management Phases

 Initiation Guiding Principle: Alignment	 Planning Guiding Principle: Clarity	 Execution Guiding Principle: Integrity	 Stabilization Guiding Principle: Trust
Project Charter 	Project Schedule  Project Budget 	Status Reports 	Project Closeout Form  Project Summary 

DFA Templates and Additional Resources

- **DFA Project Management Templates:**
<https://dfa.uci.edu/learning/pm/index.php>
- **UCI Project Management Specialization on Coursera:**
<https://www.coursera.org/specializations/project-management>
- **Project Management Institute:**
<https://www.pmi.org/>

Project Management Success Tips

1. Requirements Gathering

- Take the time to gather and analyze requirements
- Document and share requirements
- Establish a process for tracking and managing changes

2. Work Breakdown Structure (WBS)

- Dedicate effort based on the size and criticality of the project
- Engage the project team in creating it

3. Project Team

- Ensure team members have the skills and experience necessary to complete their task
- Ensure the project team covers all the skills you need

4. Project Schedule (template)

- Create a realistic schedule
- Make sure the schedule is visible to all team members
- Communicate high-level milestones to sponsors and details to project team

5. Project Budget (template)

- Use historical data
- Leverage experts
- Set aside contingency funds

6. Risk Management

- Create contingency plans for major risks
- Prepare to act on positive risks (opportunities)
- Manage major risks proactively

7. Project Communications

- Be careful not to overcommunicate
- Tailor communications to stakeholders' needs
- Communicate current state and forecast future state

8. Managing Project Change

- Anticipate and plan for changes
- Include project team in change management efforts
- Communicate regularly with stakeholders and track engagement

9. Status Meetings

- Distribute agenda and materials ahead of time
- Use brainstorm, parking lot, and other facilitation techniques
- Capture key decisions, issues, and action items
- Schedule off-line meetings to resolve complex issues

10. Status Reports (template)

- Report to select stakeholders
- Communicate successes and challenges
- Celebrate victories

11. Project Closeout Form (template)

- Get input from all stakeholders
- Capture important information about the project execution
- Use it in future process improvement efforts

12. Project Summary (template)

- Include key project metrics
- Include key stakeholder feedback
- Use graphics and visuals