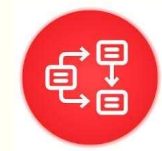1

What is Project Management?

❖ **What is Project?**
❖ **Why is Project Management**
❖ **What are objects to archive?**

2

Project Management

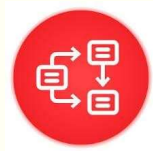❖ **Concept**

❖ **Planning Steps**

❖ **Tool for Project Management**

❖ **Notes**

3

❖ **Concepts**

➢ Project is implementation tasks on the limited time with objects and request a commitment of many skills and many resources.

➢ Project is understanding "This is a combination between resources and non-resources, which operate together in the temporary organization to archive objects".

➢ Project always is many objects, and project will finish successfully when they are archived any time. Therefore, project must have timeline.

4

❖ **Category of Projects**

➢ By the objects of projects
➢ By the project scope
➢ By the project fields
➢ By the capital to invest
➢ By the scale of projects

5

❖ **Concepts**

Project is the process to plan, time, resources and monitoring of project development in order to ensure the project finish successfully on time with money approval and archive the technical requirements, qualities, quantities by applying the best conditions and methods

6

❖ Project Timeline

Project Timeline is the time from project start to finish

International gateway project Lạch Huyện – Hải Phòng
Start time: 07/2015
Finish: 2019

7

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construction, public transport and manufacturing

❖ Project vs. Program

➢ Project vs. Program are not the same. It's depended on the fields
➢ Project usually used on the construction, public transport and manufacturing
➢ Program usually used on the aviation, electronics
➢ Moreover, program is used in a broader sense, is highly focused on activity and does not require time constraints. However, a program may include several projects.
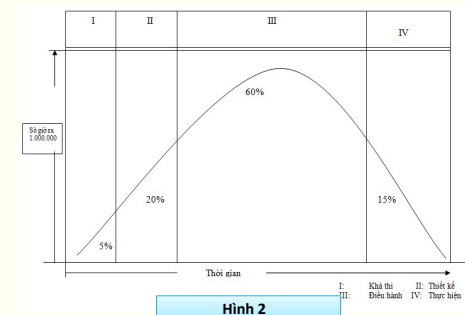
8
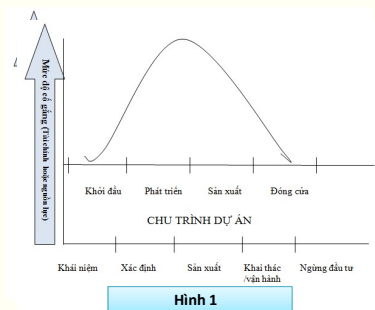
❖ Project Stages

Hình 1

❖ Distributed the stage of project

Hình 2

9

10

Quality work guaranteed

❖ **Project tasks**

➢ Dependent and independent tasks

➢ The constrains between the tasks and time

➢ Quality works are guaranteed

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Project Management

❖ **Concepts**

❖ **Planning steps**

❖ **Tool for Project Management**

❖ **Notes**


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Step 1: Setting basic information

- ➢ Project Description
- ➢ Project Objects
- ➢ Project results
- ➢ Time
- ➢ Customer
- ➢ Third Party
- ➢ Team and role of members of team
- ➢ Information effective to project planning

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Step 2: Project Task List

Point to tasks in order to archive project, in order to:
- ➢ Maintain the responsibility of each member of the project;
- ➢ Identifying the resources of project;
- ➢ Control the Progress of project;
- ➢ Management and moving resources of project;
- ➢ Identifying time to finish project
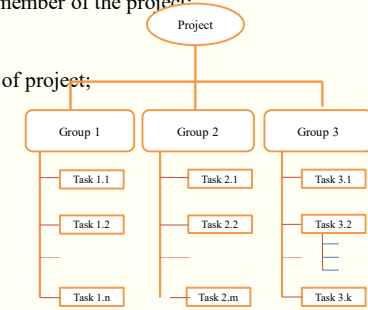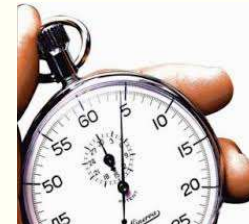

14

Step 3: Identify Milestones of project

Is to mark the completion of important components of the project
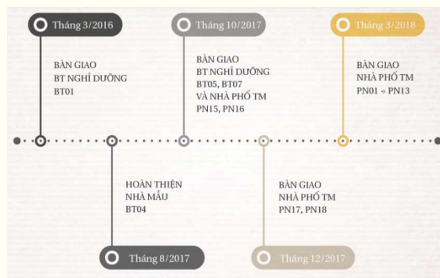
15

Step 4: Identify timeline for each task of project

➢ Calculate the complete time for each task
➢ Having the backup time
➢ Break down the task into small groups to determine the exact working time

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Step 5: Organization tasks of project
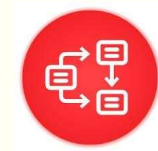
➢ Optimization tasks when project implementation
➢ Identify the relationship among tasks of project

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NỘI DUNG QUẢN LÝ DỰ ÁN

❖ **Concepts**

❖ **Planning steps**

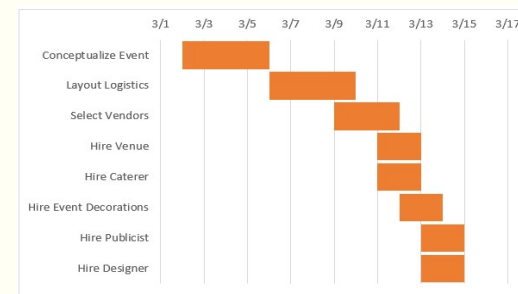❖ **Tool for Project Management**

❖ **Notes**

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GANTT Diagram

➢ What task, resources in Projects
➢ Who is responsibility with tasks
➢ When the task start and finish.

TASK	START DATE	DURATION	END DATE
Conceptualize Event	3/1	5	6-Mar
Layout Logistics	3/6	3	9-Mar
Select Vendors	3/8	2	11-Mar
Hire Venue	3/10	1	12-Mar
Hire Caterer	3/11	1	13-Mar
Hire Event Decorations	3/11	3	14-Mar
Hire Publicist	3/13	2	12-Mar
Hire Designer	3/14	2	12-Mar

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GANTT Diagram

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GANTT Diagram

TOOLS: Microsoft Excel, Microsoft Project….

|	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Week of...	14-Jul	21-Jul	28-Jul	4-Aug	11-Aug	18-Aug	25-Aug	1-Sep	8-Sep	15-Sep	22-Sep	29-Sep	6-Oct	13-Oct
2	**Research Design Phase**														
3	Kickoff														
4	Define Scope														
5	Revise														
6															
7	**Data Collection Phase**														
8	Schedule Interviews														
9	Conduct Interviews														
10	Survey														
11	Analysis														
12															
13	**Final Report Creation**														
14	Writing														
15	Copy editing														
16	Layout														
17	Report Launch														
18															

Network Diagram

- ➢ Network Diagram (PERT – Program Evaluation and Review Technique, Network Diagram)
- ➢ Network Diagram point to the dependency among different task in the project.
  - Tasks (CV): the task to do
  - Events: the task result

- ➢ Relationship between tasks
  - Have the previous CV, no following CV
  - Have the following CV, no previous CV
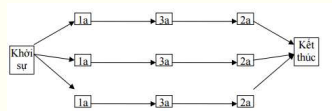 - Have Previous and following CV

Network Diagram

➢ 2 types:
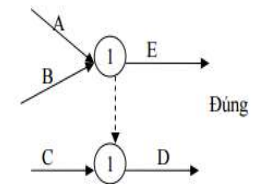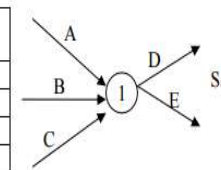- AOA: Arrows indicate tasks and buttons indicate events
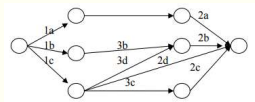
-
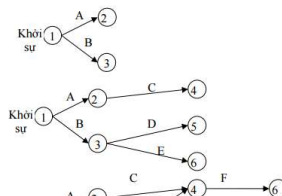- AON: Task indicate on nodes

Network Diagram: AOA Style

Các công việc	Công việc trước
A	-
B	-
C	-
D	A,B,C
E	A,B

Network Diagram: AOA Style

Công việc	Công việc trước
A	-
B	-
C	A
D	B
E	B
F	C,D
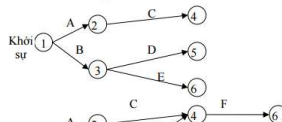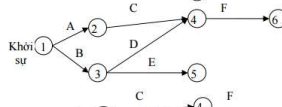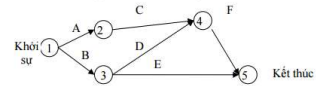
Network Diagram: AON Style
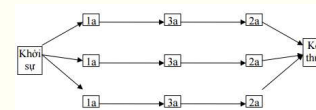
Ví dụ: Cho bảng các hoạt động của dự án, thứ tự và thời gian thực hiện

Critical Path (Duong GANT)

- ➢ Critical path is the longest path through the network from start to finish through critical task.
- ➢ Critical task is the tasks with reserve time (free time) equal 0. Mean that the tasks are fix time.
- ➢ Meaning: the length of the critical path on the time axis, which is the shortest possible time for the project to complete as planned, i.e. the time to complete the project..

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Network Diagram

Critical Path CPM

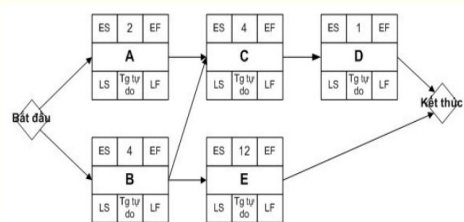| ES	Tg	EF
Công việc		
LS	Tg tự do	LF

- ➢ ES: Early Start
- ➢ EF: Early Finish
- ➢ LS: Late Start
- ➢ LF: Late Finish:
- ➢ Tg: Complete time
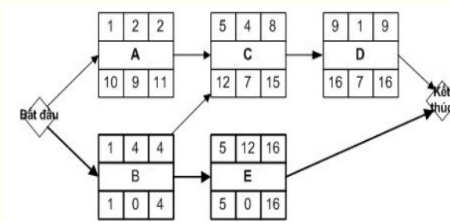
28

Network Diagram

PHƯƠNG PHÁP ĐƯỜNG GĂNG CPM

Công việc	Thời gian (ngày)	Công việc trước
A	2	
B	4	
C	4	A, B
D	1	C
E	12	B

Network Diagram

PHƯƠNG PHÁP ĐƯỜNG GĂNG CPM

Công việc	Thời gian (ngày)	Công việc trước
A	2	
B	4	
C	4	A, B
D	1	C
E	12	B

Đường găng là đường chưa toàn các công việc có thời gian tự do là 0: B->E là đường găng.

Project Management

❖ **Concepts**

❖ **Planning steps**

❖ **Tool for Project Management**

❖ **Notes**

❖ **Notes**

➢ Attention to detail
➢ Assignment task to each member based on experiment and knowledge
➢ Finance and different resources
➢ Documents by progress of project
➢ The roles of members: Project Manager, manager, financer
➢ Microsoft Project Software

Exercise

- **Exercise 1: Implementation Gantt & Network Diagram on Excel**

- **Exercise 2: Draw network diagram and identify Critical path as follow:**

Công việc	Thời gian (ngày)	Công việc trước
A	3	
B	4	
C	5	A
D	1	A,B
E	2	C
F	11	B