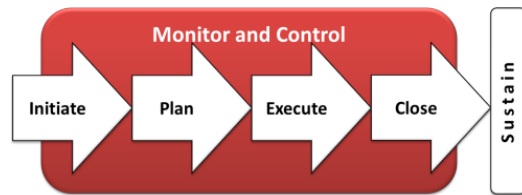


Concise  
Project Management  
Pocket Guide



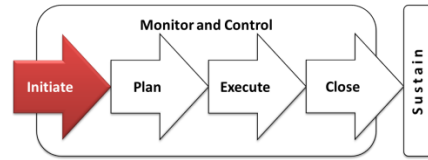
***Project Management  
Is an Everyday Life Skill***

This Pocket Guide has been designed for a wide range of users from beginning project management students to seasoned project management professionals.

We hope this Pocket Guide is useful to YOU!

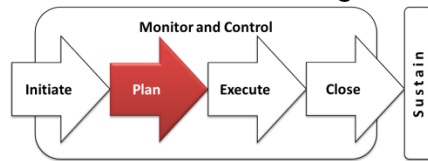
Additional copies may be downloaded from [www.pmforcte.com](http://www.pmforcte.com).

**Initiate Your Project**



- Define the scope.  
Define the high-level scope of the project based on the business and compliance requirements in order to meet the customer's project expectations.
- Gain stakeholder support.  
Perform key stakeholder analysis using brainstorming, interviewing, and other data-gathering techniques in order to ensure expectation alignment and gain support for the project.
- Develop the project charter.  
Develop the project charter by further gathering and analyzing stakeholder requirements in order to document project scope, milestones, and deliverables.

**Plan Your Project**

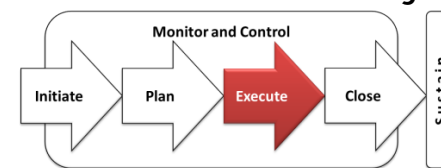


- Create the work breakdown structure.  
Create the work breakdown structure with the team by deconstructing the scope in order to manage the scope of the project.

- Develop a budget plan.  
Develop a budget plan based on the project scope using estimating techniques in order to manage project cost.
- Develop a project schedule.  
Develop a project schedule based on the project timeline, scope, and resource plan in order to manage timely completion of the project.
- Develop an organization structure by defining team roles and responsibilities.  
Develop a human resource management plan by defining the roles and responsibilities of the project team members in order to create an effective project organization structure and provide guidance regarding how resources will be utilized and managed.

- Develop a communications plan.  
Develop a communication plan based on the project organization structure and external stakeholder requirements in order to manage the flow of project information.

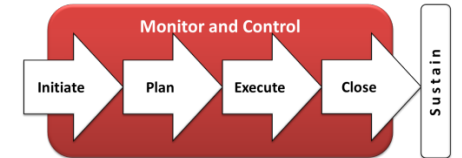
**Execute Your Project**



- Obtain and manage resources.  
Obtain and manage project resources including outsourced deliverables by following the procurement plan in order to ensure successful project execution.

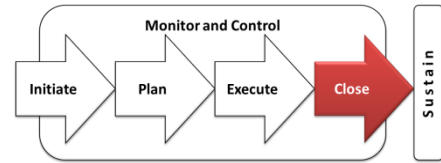
- Achieve the deliverables.  
Execute the tasks as defined in the project plan in order to achieve the project deliverables within budget and schedule.
- Assure quality.  
Implement the quality management plan using the appropriate tools and techniques in order to ensure that work is being performed according to required quality standards.

**Monitor and Control  
Your Project**



- Measure and communicate project performance.  
Measure project performance using appropriate tools and techniques in order to identify and quantify any variances, perform approved corrective actions, and communicate with relevant stakeholders.

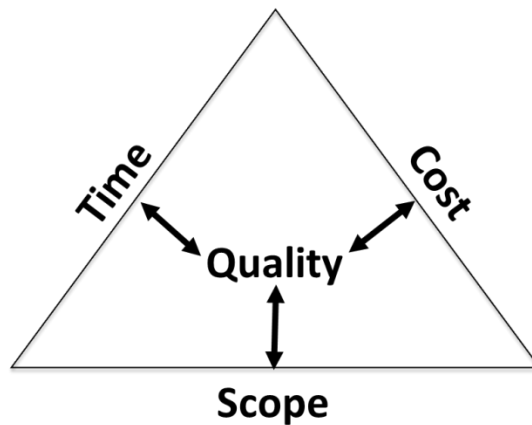
## Close Your Project



- ☐ Conduct project review for learning and continuous improvement.

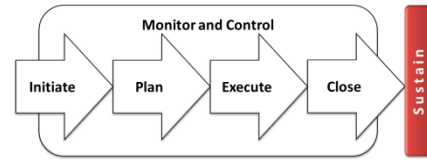
Collate lessons learned through comprehensive project review in order to create and/or update the organization's knowledge base.

The Scope/Cost/Time Dilemma



What happens to Quality when changes occur in Time? Cost? Scope?

## Sustain Your Project



- ☐ Sustainability Questions

How will the project integrate into the future of the organization and/or stakeholders?

Will the impact of the project create new projects or concerns that need to be addressed?

Will the project need to be reviewed again in a month, a year, five years?

Are there future costs that need to be accounted for?

Are on-going quality concerns flagged appropriately?

Has someone been identified to address sustainability issues?

Are future communications with stakeholders identified and planned?

Are potential future risks or limitations identified and responsibility delegated?

Will the acquisition of any resources be needed in the future?

## Overall Knowledge and Skills

Active listening

Brainstorming techniques

Conflict resolution techniques

Cultural sensitivity and diversity

Data gathering techniques

Decision making techniques

Facilitation

Information management tools, techniques, and methods

Leadership tools and techniques

Negotiating

Oral and written communication techniques, channels, and applications

PMI's Code of Ethics and Professional Conduct

Presentation tools and techniques

Prioritization/time management

Problem-solving tools and techniques

Project management software

Relationship management

Stakeholder impact analysis

Targeting communications to intended audiences (for example, team, stakeholders, customers)

Team motivation methods

## References

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) Fourth Edition. © 2008 Project Management Institute.

Permission for educators to reproduce this document is granted provided no additions or deletions are made to its content.

For Additional Information

[www.pmforcte.com](http://www.pmforcte.com)

**PM FOR CTE**<sup>™</sup>  
Project Management for Career and Technical Education

This Pocket Guide was developed by **RPM Systems Corporation** to promote global project management education and to improve project success rates and project sustainability.

[www.rpmtteam.com](http://www.rpmtteam.com)

**RPM Systems**  
CORPORATION  
The Portfolio Company<sup>™</sup>