



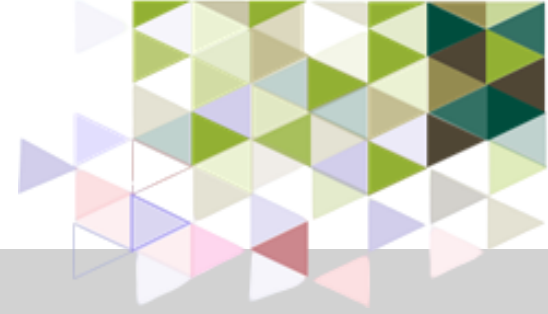
SIP 4

Einführung Projektmanagement

Dr. Mona D. Mirtsch

Dr. Daniel J. Kruse

Prof. Dr. Britta M. Gossel



Learning Objectives



60 min



Understand the fundamentals and principles of classical project management



Identify the key phases of a project and their contents



Recognize the importance of roles, responsibilities, and methods in project management



Apply basic tools and methodologies



What is a Project?

A project is a unique, time-limited endeavor with a defined goal.



Uniqueness of conditions

Every project is different and distinct from routine tasks.



Clearly defined objectives

A project always has a specific desired outcome.



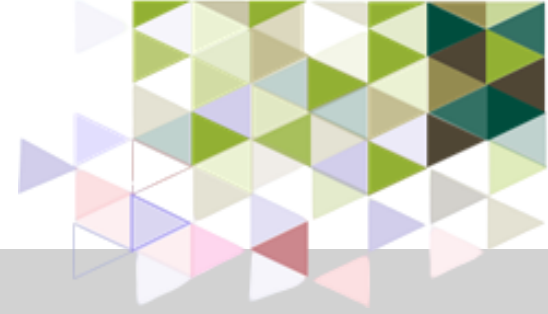
Limited resources

Time, budget, and personnel are allocated within a fixed scope.



Complexity and uncertainty

Projects often involve challenges that require structured management.

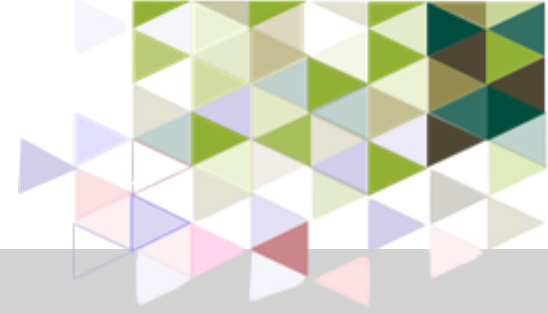


Is it a Project?

Everybody stand up. Stay standing, if you think it is a Project

- ✓ Uniqueness of conditions
- ✓ Clearly defined objectives
- ✓ Limited resources
- ✓ Complexity and uncertainty

Planning a Party or Event



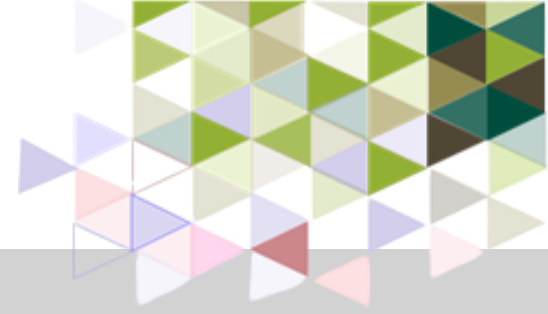
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new recruiting
process



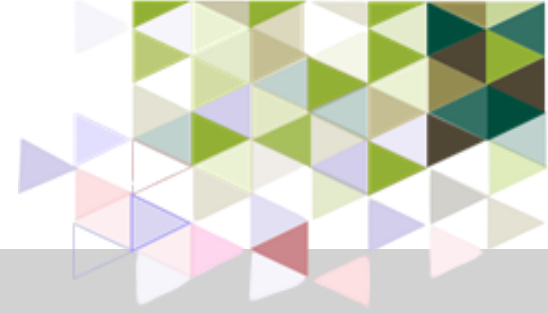
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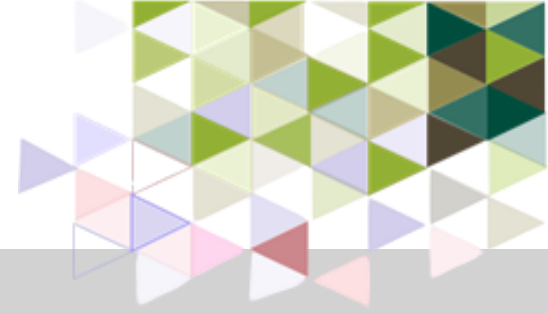


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Creating
monthly
financial report

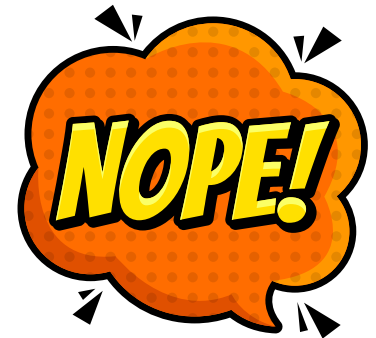


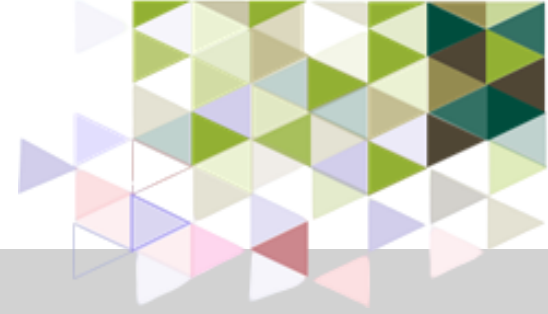
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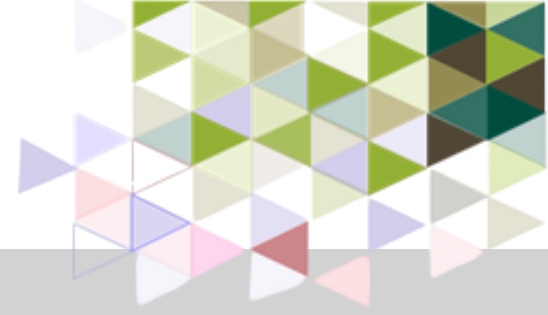




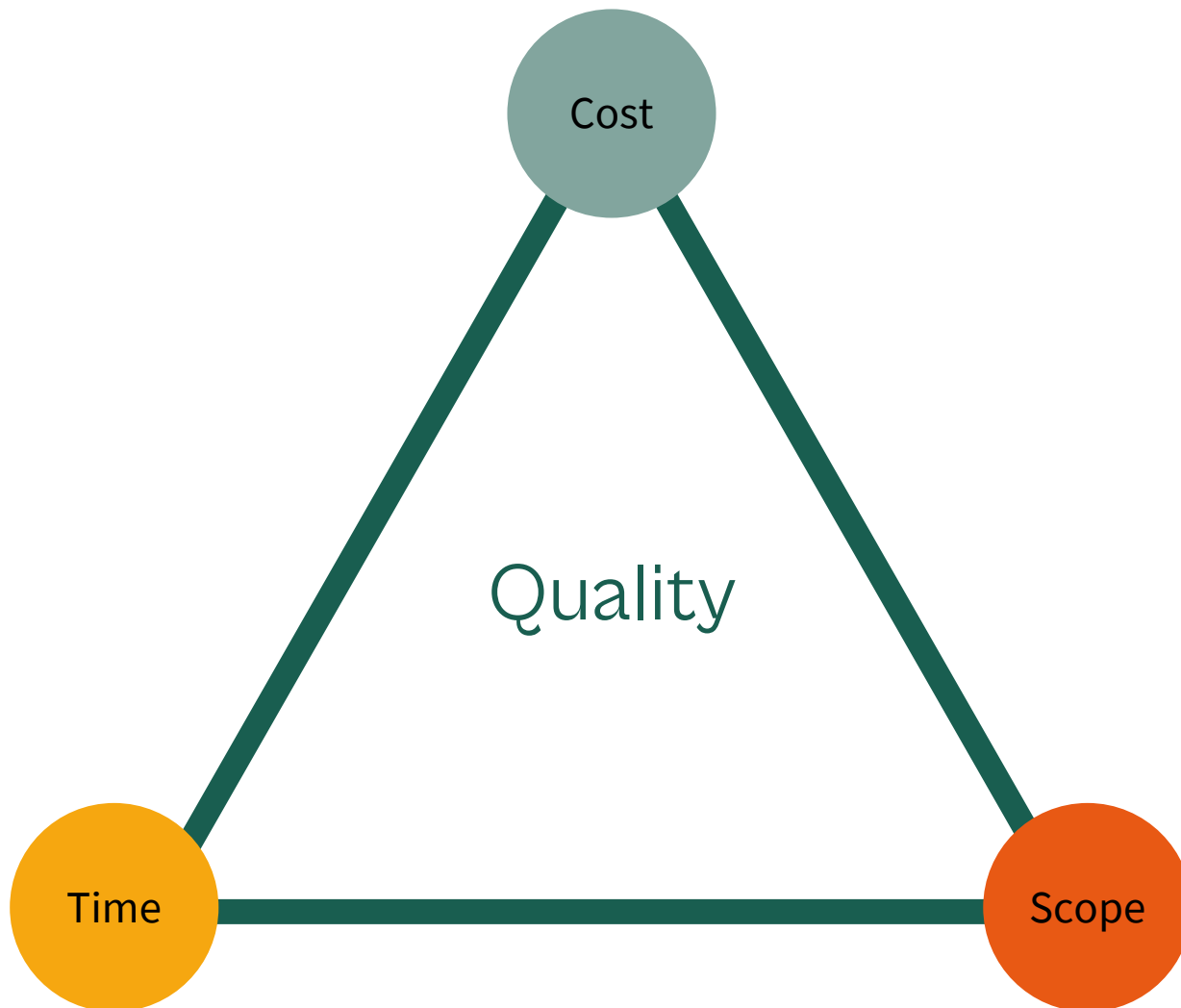
What is Project Management?

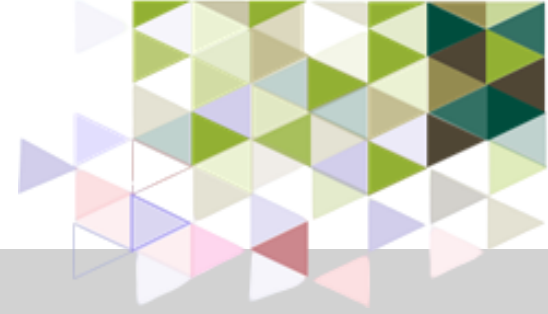
Project management is the application of knowledge, skills, tools and techniques to project activities to meet project requirements.

Project managers strive to meet the triple constraint, (project scope, resources and time) and also facilitate the entire process to meet the needs and expectations of project stakeholders.



The “magic triangle” of Project Managemet

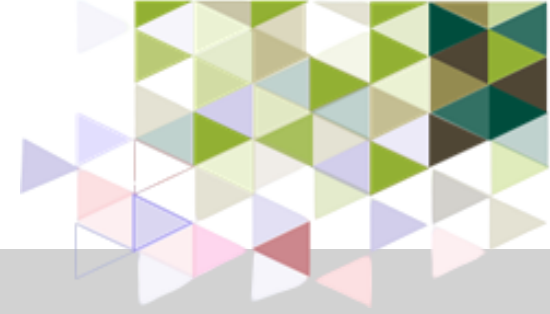




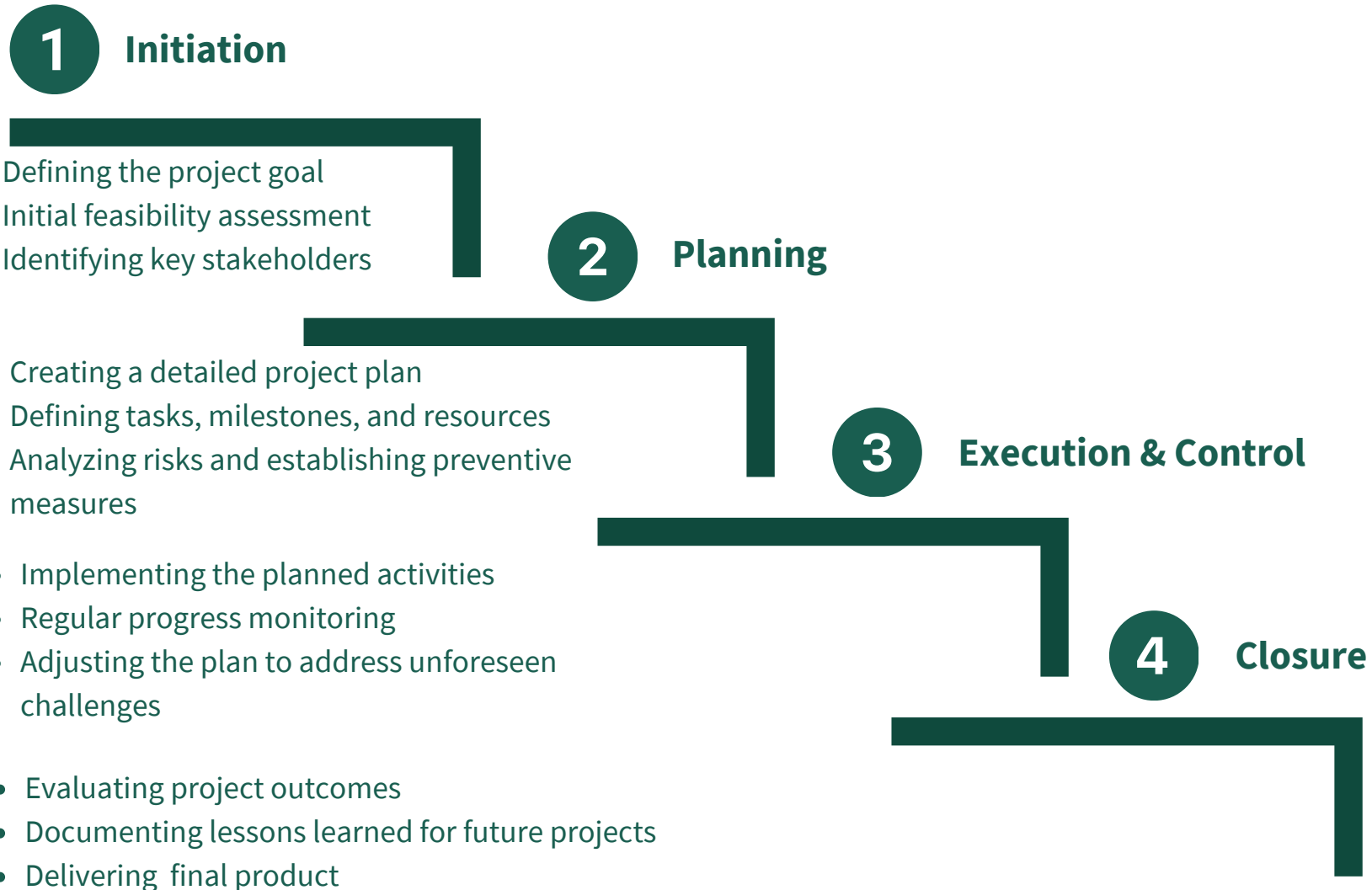
Why Project Management?

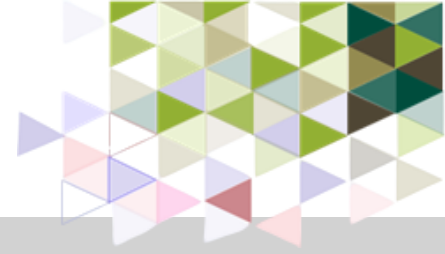
Project management helps ensure
efficient project **execution** and **successful completion**.

- 📌 **Efficient resource utilization:** Clear allocation of time, money, and personnel
- 📌 **Risk reduction:** Early identification and mitigation of risks
- 📌 **Clear structures and responsibilities:** Everyone understands their tasks and duties
- 📌 **Increased project success rate:** Well-planned projects have a higher probability of success



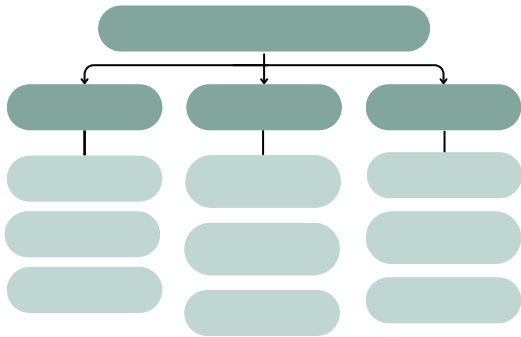
Project Management: Waterfall Method





Methods & Tools

Work Breakdown Structure (WBS)



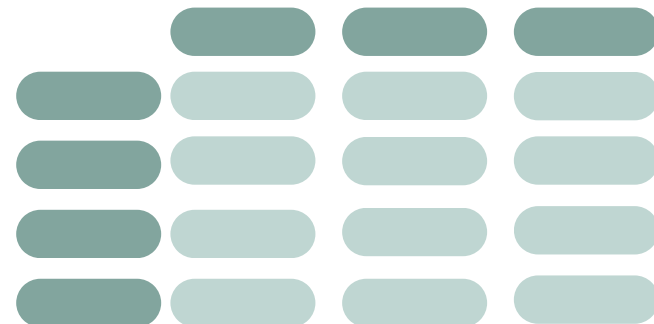
Gantt Chart



Milestone Plan



RACI Matrix

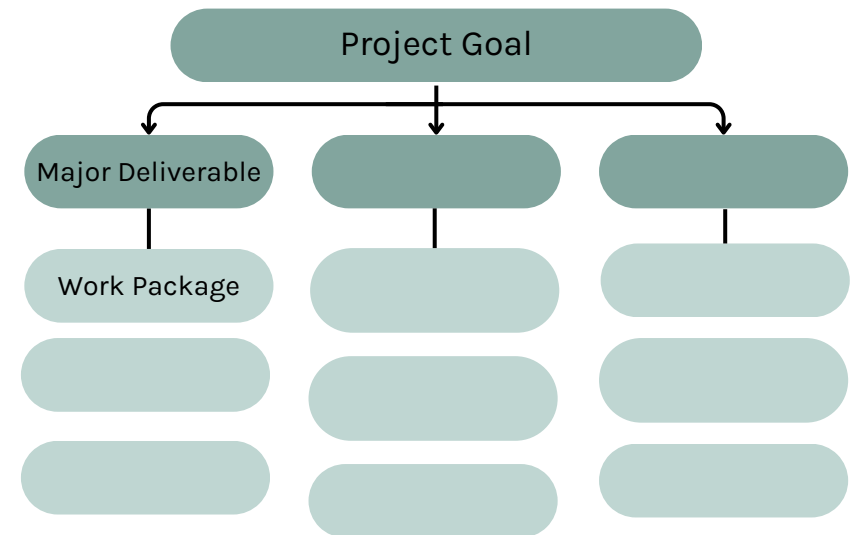




Work Breakdown Structure (WBS)

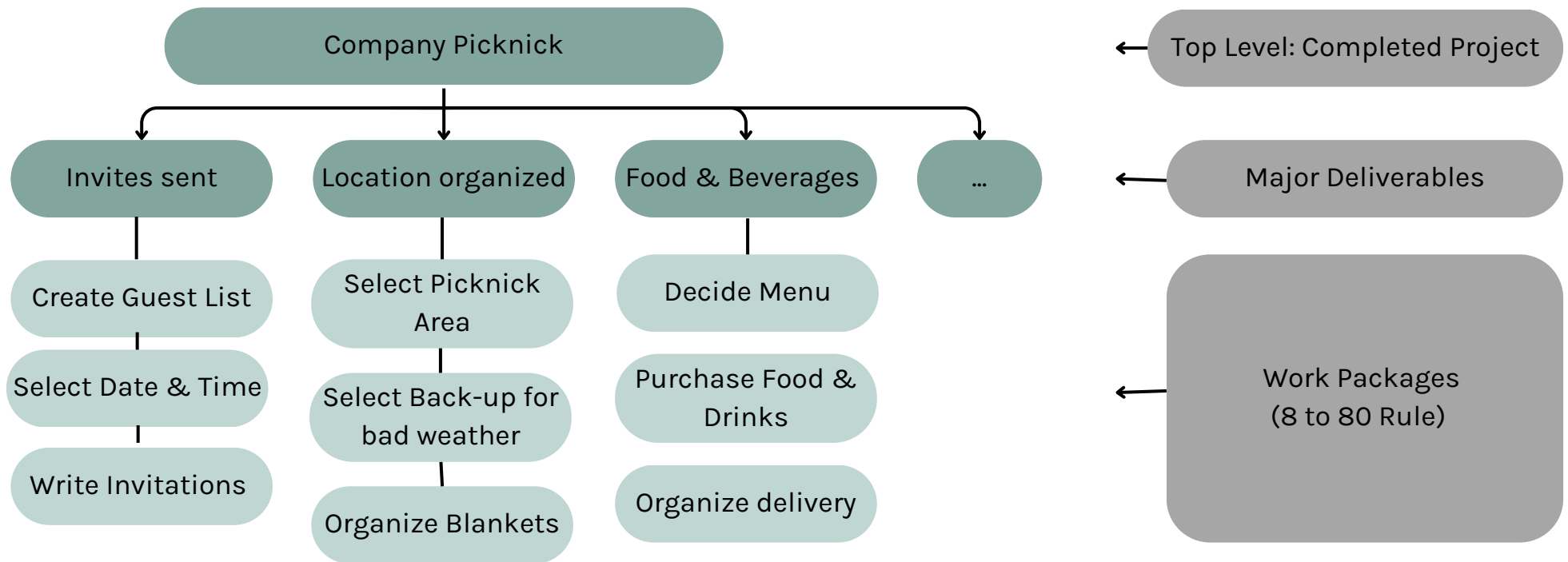
Helps to create an overview and can be used for task allocation

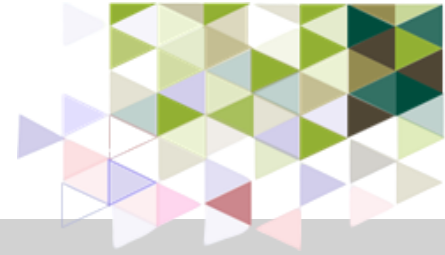
- 📌 Breaking down the project into smaller, manageable tasks
- 📌 Visualizing the project structure
- 📌 Determines Scope of your Project





Work Breakdown Structure (WBS)





Alternative: Milestone Plan

Company Picknick

Milestone →

Kick off meeting took place

02. May

← Due Date

Venue & Date finalized

09. May

Invites sent out

12. May

Catering Confirmed

15. May

Event Day

30. May

Feedback gathered

15. June



Alternative: Milestone Plan

Company Picknick

Milestone

Kick off meeting took place

02. May

Due Date

Venue & Date finalized

09. May

Work Packages

Research Picknick areas

Invites sent out

12. May

Catering Confirmed

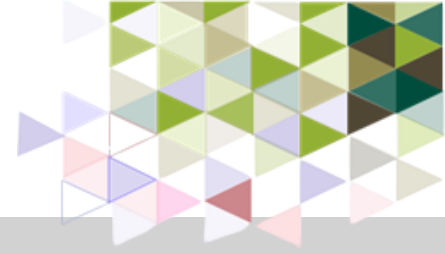
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Gantt Chart

A Gantt chart is a visual project management tool that represents the timeline of tasks in a project.

- ✚ Clarity in scheduling: Easy visualization of project duration and deadlines
- ✚ Dependency management: Helps teams understand which tasks rely on others
- ✚ Progress tracking: Allows for updates and adjustments as needed
- ✚ Resource planning: Ensures efficient use of personnel and materials



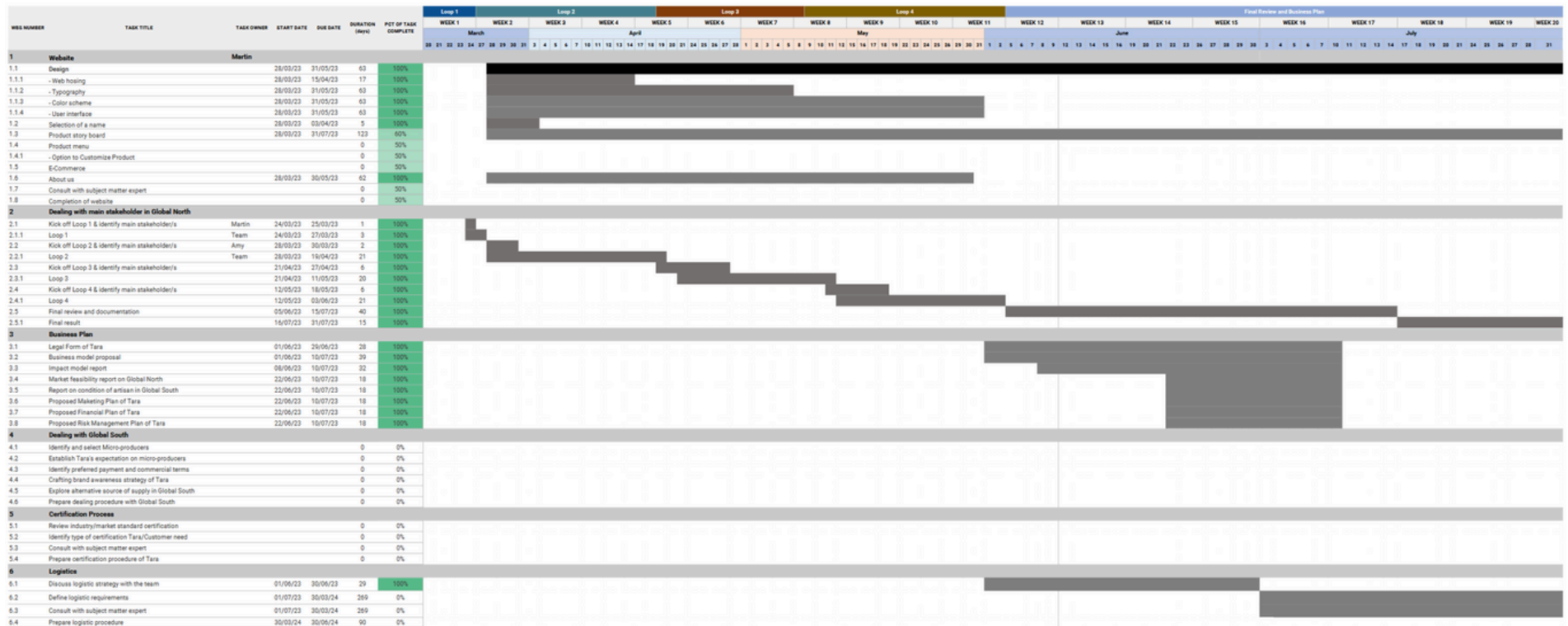


Gantt Chart

Tara - We simplify partnerships with the GS

PROJECT TITLE: Tara
PROJECT MANAGER: (Project Manager's name)

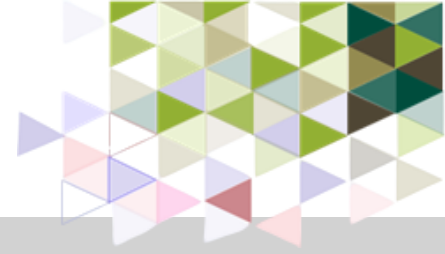
COMPANY NAME: FairShare
DATE: 27.03.2023 To 31.07.2023



The diagram illustrates the relationship between various project management components:

- Major Deliverable**: Points to the "WBS NUMBER" column.
- Responsibilities**: Points to the "TASK OWNER" column.
- Work Packages**: Points to the "TASK TITLE" column.
- Start- and Due Date**: Points to the "START DATE" and "DUE DATE" columns.
- Timeline**: Points to the timeline section on the right.

The main table structure includes columns for WBS NUMBER, TASK TITLE, TASK OWNER, START DATE, DUE DATE, DURATION (days), PCT OF TASK COMPLETE, and a detailed timeline section with Loop 1, Loop 2, Week 1 through Week 5, and specific dates from March 20 to April 24.



Tools



 Excel Gantt Template



 online based Project Management Tool



 online based Project Management Tool -
Kanban Boards



Kanban

To Do

Task 1

Task 2

Task 3

Doing

Done

Kanb

To

Task

Task

Task

○ Expose schreiben

in Liste **TO-DO** 

Mitglieder

A



Benachrichtigungen

 Wird beobachtet ✓

Frist

02.12.2024, 10:00

Überfällig ✓

☰ Beschreibung

Detaillierte Beschreibung hinzufügen ...

☰ Aktivität

Details anzeigen

A

Schreiben Sie einen Kommentar...

A

Amy hat diese Karte zu To-Do hinzugefügt

25.11.2024, 11:52

 Verlassen

 Mitglieder


 Labels

 Checkliste

 Datum

 Anhang

 Titelbild

 Benutzerdefinierte
Felder

Power-Ups

+ Power-Ups hinzu-
fügen

Automatisierung




+ Schaltfläche hinzu-
fügen

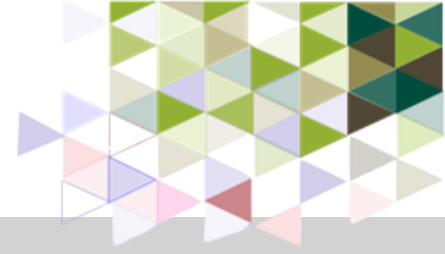
Aktionen

→ Verschieben

 Kopieren

 Spiegelung **NEU**

 Vorlage erstellen



Exercise

Split into groups



Create a Basic Gantt Chart for your tasks in SIP 4



10 Minutes



Responsibilities

How do I know who is responsible for what in a Project?

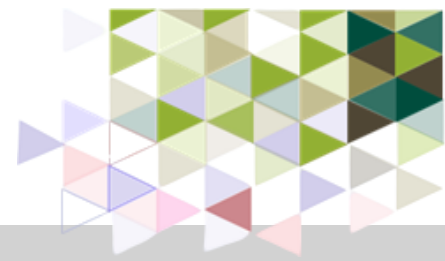
Responsible

Accountable

Consulted

Informed

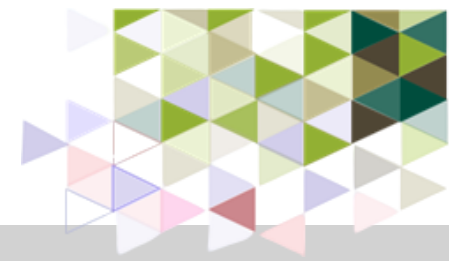
	Person A	Person B	Person C
Task	R	A	I
Task	A	R	C
Task			
Task			



RACI Matrix

A customer comes to your Bike Shop to purchase a new bike.

	Apprentice	Owner	Backoffice (Billing)
Advise customer on bike choice	Responsible	Consulting	
Approve discount (if needed)		Accountable	
Process Payment		Accountable	Responsible
Prepare bike for handover	Responsible	Accountable	



In your SIP Projects

☐ Als erledigt markieren

1

Diese Aufgabe könnte für weitere Personen sichtbar sein. ⓘ

SIP 5, T1 BPW Businesswettbewerb (25%)

Verantwortlich Maria Escalona ✕

Fälligkeitsdatum 15 Feb. 2024 ✕

Projekte Zu Projekten hinzufügen

Felder SIP 5 ✕ Prüfungsleistung ✕

Beschreibung

Einreichung Businessplan zu BPW Teil 1 bis 21.11

Durchführung von 2 Beratungs-/Feedbackterminen mit BPW Team

Einreichung zu BPW Teil 2 bis 15.02

Documentation Form: https://hneberswalde-my.sharepoint.com/:w/g/personal/mpr884_hnee_de/EYUD3jr/GiRLpqxKU1py3QsBW8zbDW6LabndEx5ivCTxQ?e=YkiWhb

Kommentar hinzufügen

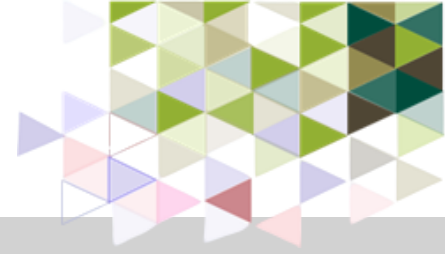
Beteiligte +

Aufgabe verlassen

Unteraufgaben

- Abgabe BPW Teil 1 21 Nov. 2023
- Feedbackrunde 1
- Feedbackrunde 2
- Abgabe BPW Teil 2 5 15 Feb. 2024
- Dokumentation der Aktivitäten 4 15 Feb. 2024 >

+ Unteraufgabe hinzufügen



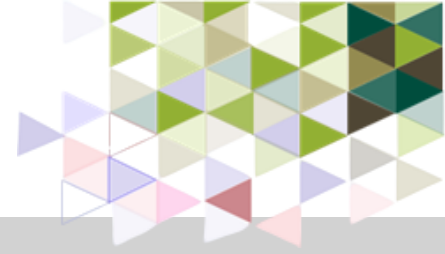
Exercise

Split into groups (SIP Teams)

Discuss Roles and Responsibilities for the upcoming semester



10 Minutes



Thank you!

Amelie Wenninger

amelie.wenninger@hnee.de

