

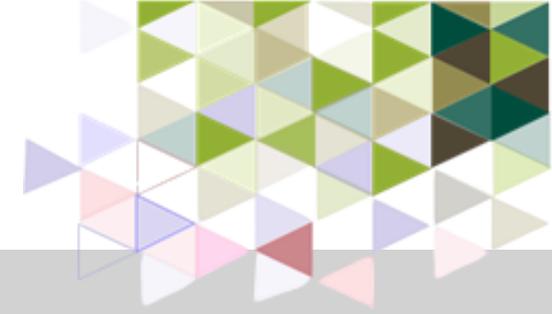
SIP 4

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



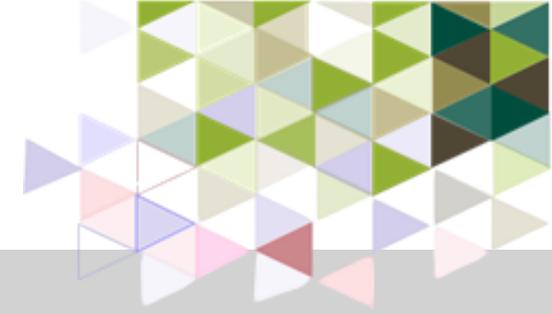
Identify the key phases of a project and their contents



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



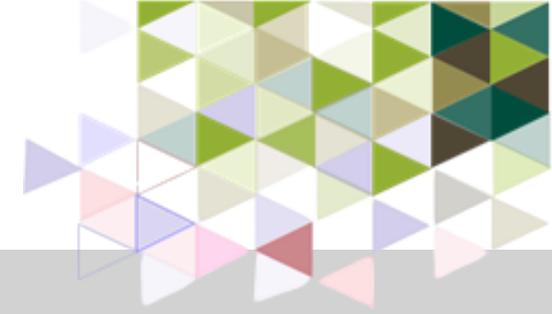
Apply basic tools and methodologies



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.

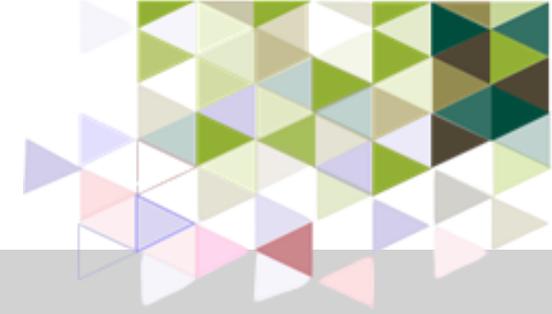


Is it a Project?

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



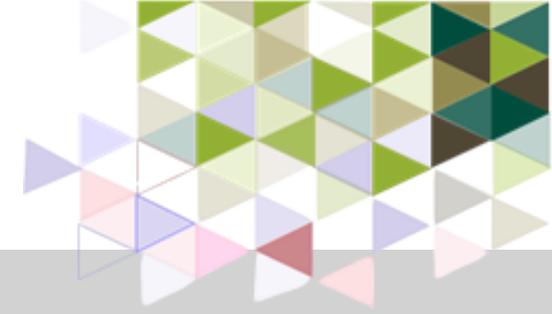
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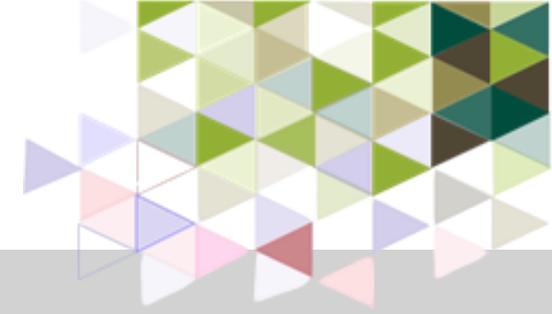


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Implement a
new recruiting
process



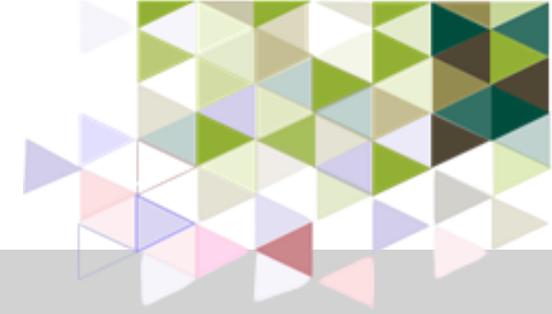
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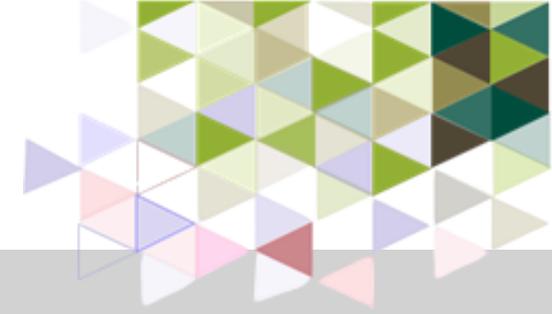


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Creating
monthly
financial report



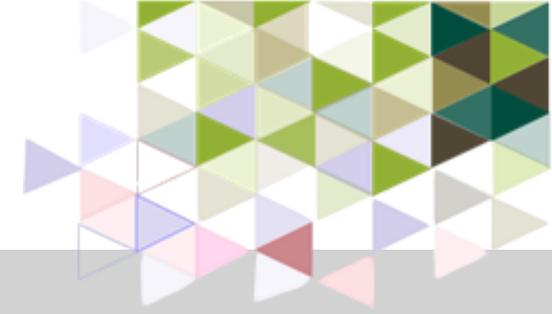
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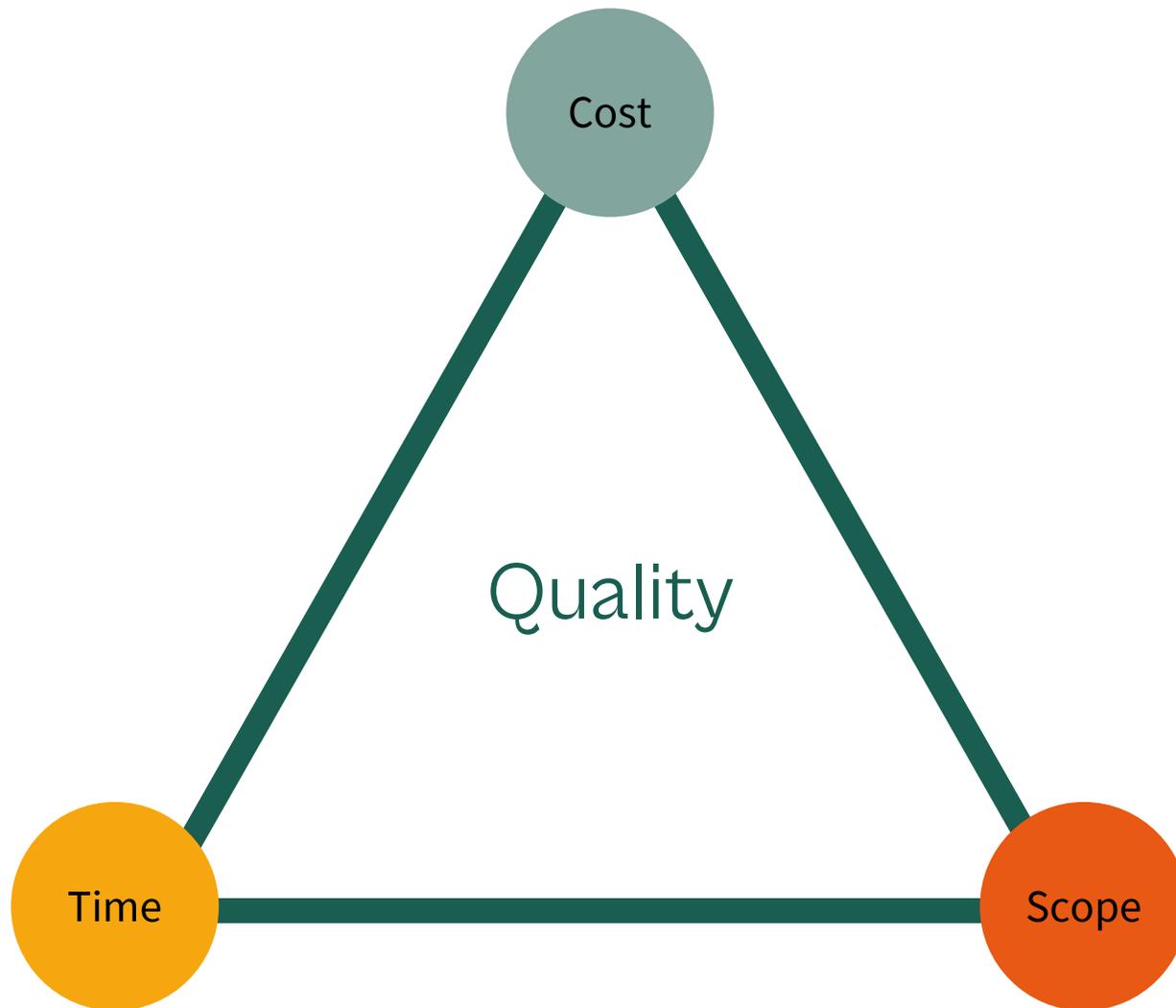
What is Project Management?

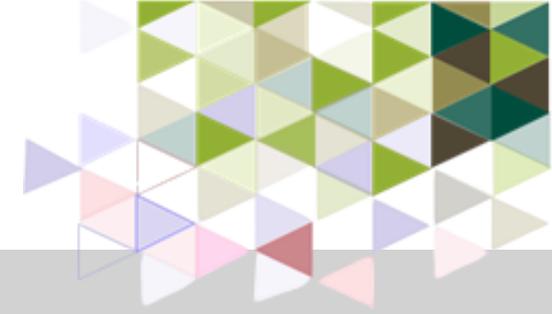
Project management is the application of knowledge, skills, tools and techniques to project activities to meet project requirements.

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

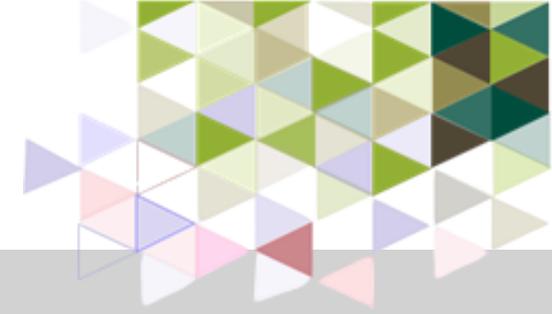




Why Project Management?

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

1 Initiation

- Defining the project goal
- Initial feasibility assessment
- Identifying key stakeholders

2 Planning

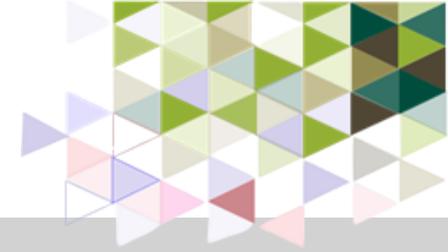
- Creating a detailed project plan
- Defining tasks, milestones, and resources
- Analyzing risks and establishing preventive measures

3 Execution & Control

- Implementing the planned activities
- Regular progress monitoring
- Adjusting the plan to address unforeseen challenges

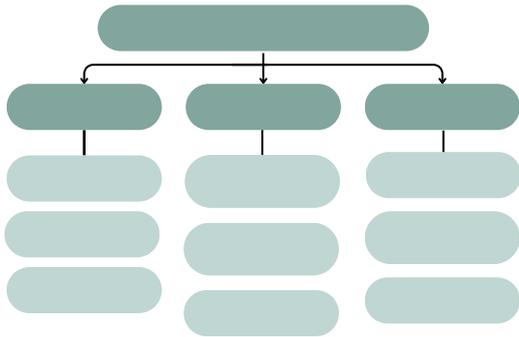
4 Closure

- Evaluating project outcomes
- Documenting lessons learned for future projects
- Delivering final product



Methods & Tools

Work Breakdown Structure (WBS)



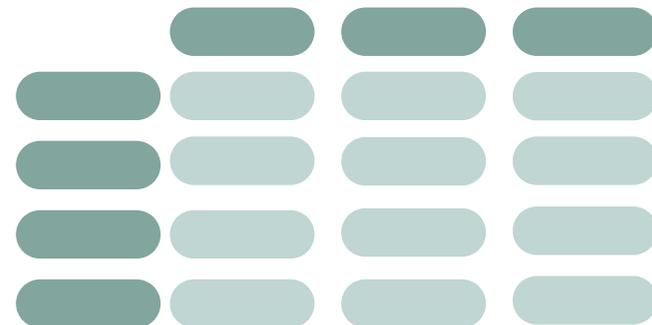
Gantt Chart

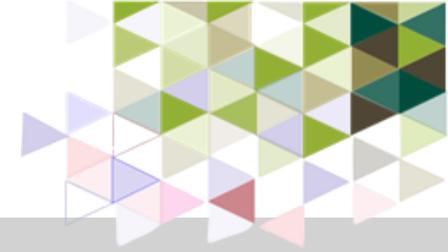


Milestone Plan



RACI Matrix

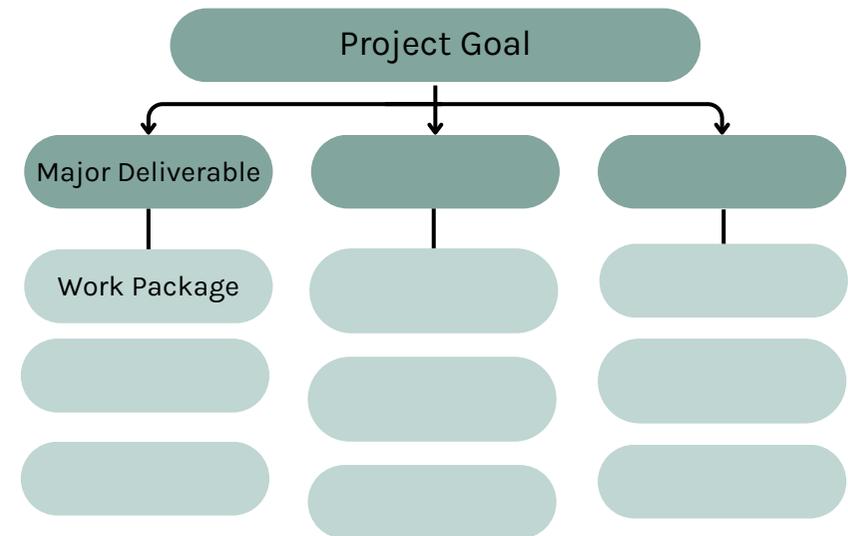


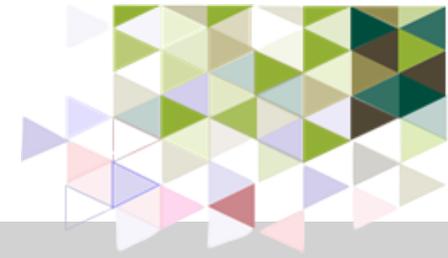


Work Breakdown Structure (WBS)

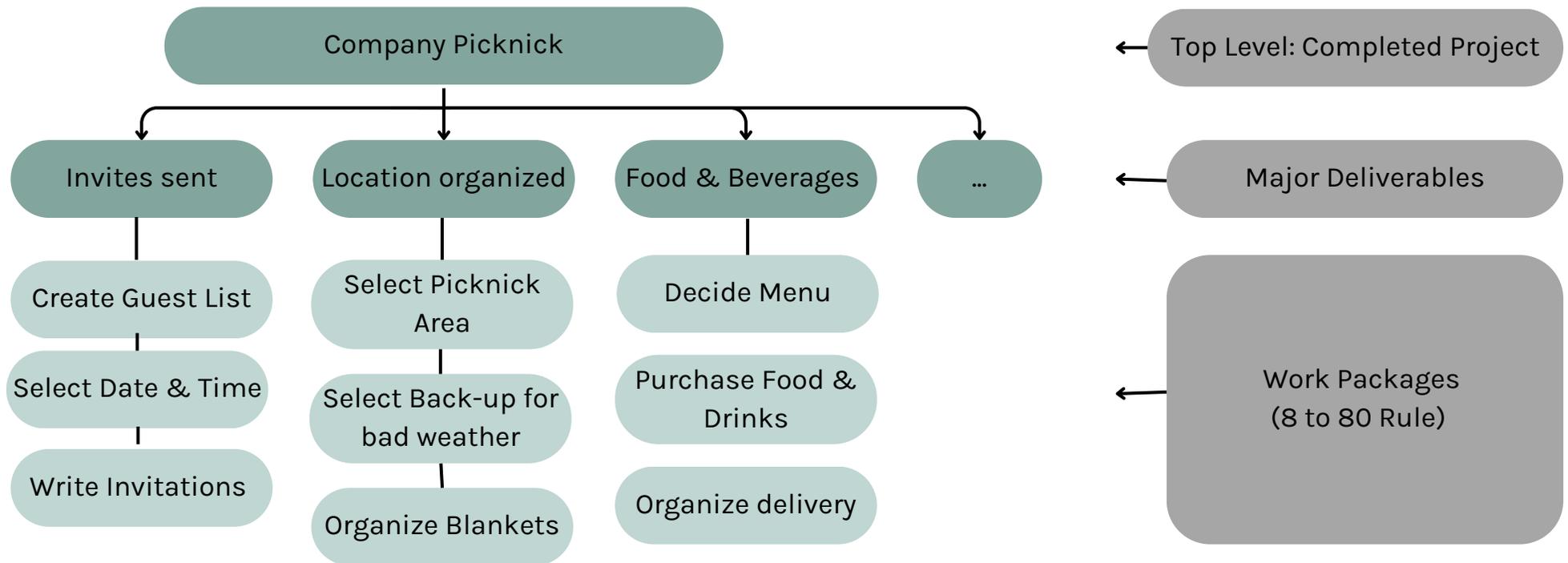
Helps to create an overview and can be used for task allocation

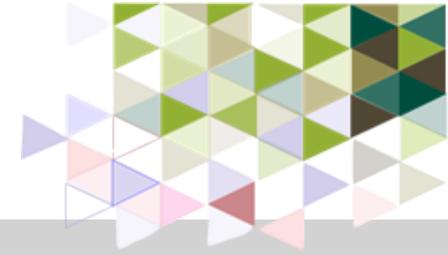
- 📌 Breaking down the project into smaller, manageable tasks
- 📌 Visualizing the project structure
- 📌 Determines Scope of your Project





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

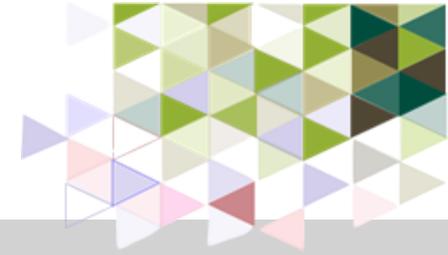
15. May

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

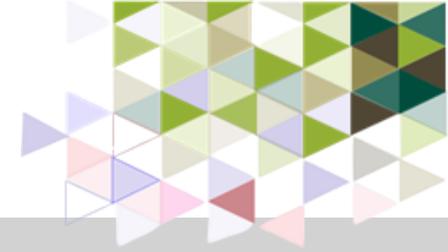
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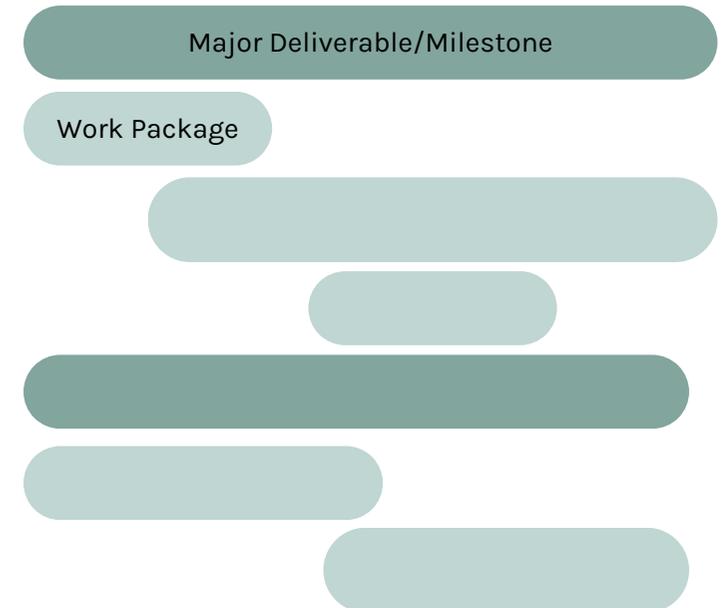
15. June

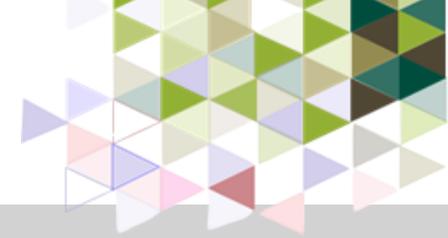


Gantt Chart

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

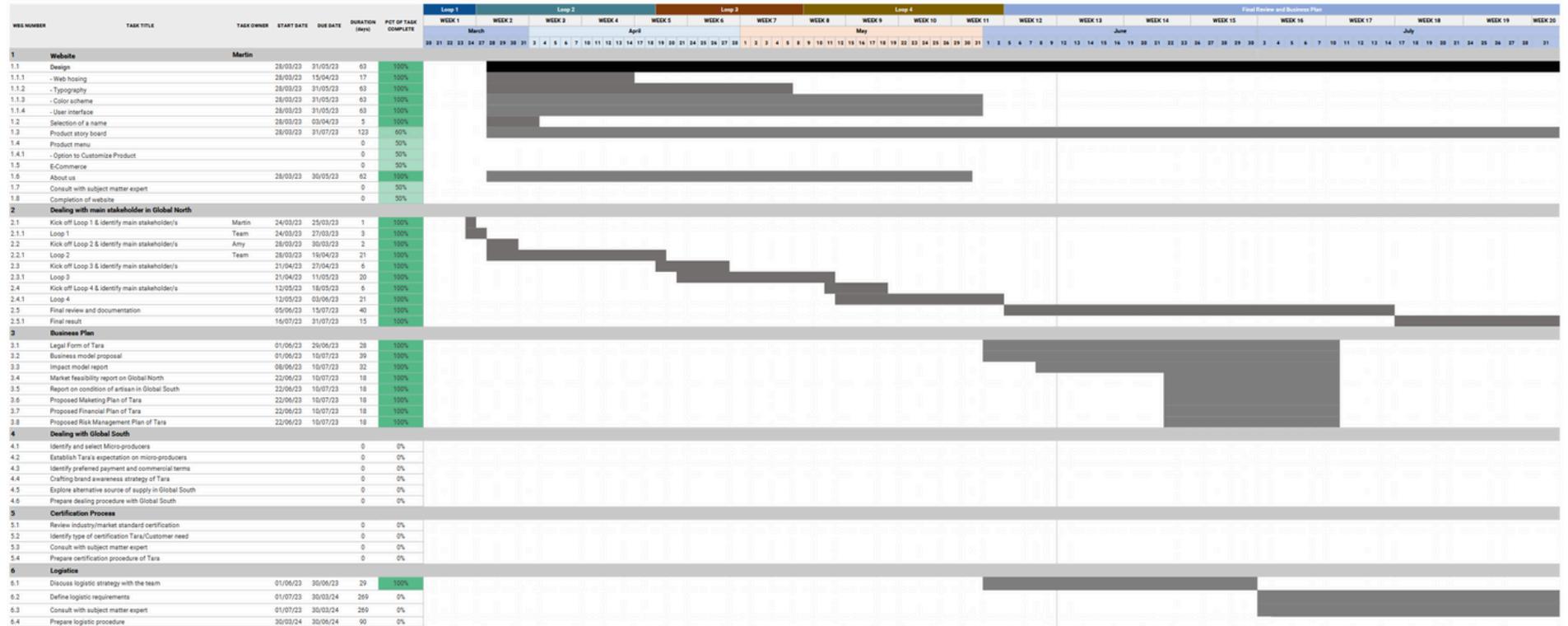




Gantt Chart

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





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



Benachrichtigungen

 Wird beobachtet 

Frist

02.12.2024, 10:00 **Überfällig** 

Beschreibung

Detaillierte Beschreibung hinzufügen ...

Aktivität

Details anzeigen



Schreiben Sie einen Kommentar...



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?

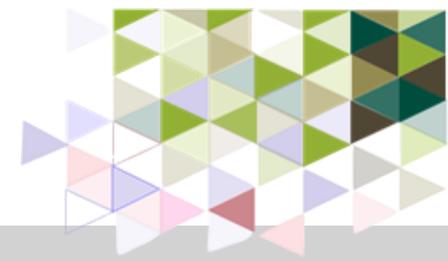
Responsible

Accountable

Consulted

Informed

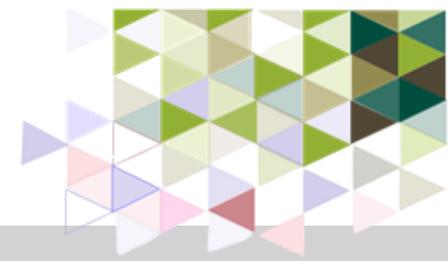
	Person A	Person B	Person C
Task	R	A	I
Task	A	R	C
Task			
Task			



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 ME Maria Escalona ✕

Fälligkeitsdatum 15 Feb. 2024 ✕

Projekte Zu Projekten hinzufügen

Felder

🏷️ Tags

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/person/mpr884_hnee_de/EYUD3jrGiRLpqxKU1py3QsBW8zbDW6LabndExSivCTxQ?e=YkiWhb

ME Kommentar hinzufügen

Beteiligte
ME
+
Aufgabe verlassen

Unteraufgaben

✓ Abgabe BPW Teil 1	21 Nov. 2023	ME
✓ Feedbackrunde 1		ME
✓ Feedbackrunde 2		ME
✓ Abgabe BPW Teil 2 5 🗨️	15 Feb. 2024	P
✓ Dokumentation der Aktivitäten 4 🗨️	15 Feb. 2024	P >

+ Unteraufgabe hinzufügen



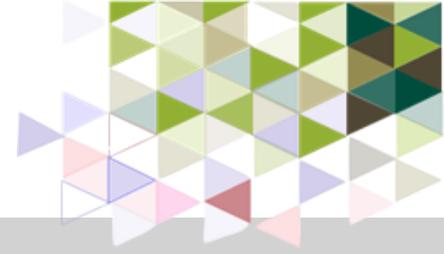
Exercise

Split into groups (SIP Teams)

Discuss Roles and Responsibilities for the upcoming semester



10 Minutes



Thank you!

Amelie Wenninger

amelie.wenninger@hnee.de

