CHAPTER-4
DEFINING THE PROJECT

(2819)

DEFINING THE PROJECT:

Def – " What is needed, setting of project goals and allocating project resources. & help you to define the work that needs to be done. "

Def_2 – " it is the critical process by which project vision, scope and work effort is specified. "

SCOPE MANAGEMENT:

Def – " Scope Management is the process by which the deliverables and work to produce them are identified and defined. "

Identification and definition of the scope must describe what the project will include and what it will not include.

STEPS IN DEFINING THE PROJECT:

There are FIVE generic steps described herein provide a structured approach for collecting the project information.

STEP-1 : Defining the Project Scope
STEP-2 : Establishing Project Priorities
STEP-3 : Creating the work Breakdown Structures
STEP-4 : Integrating WBS with the Organization
STEP-5 : Coding the WBS

* STEP-1 : DEFINIG THE PROJECT SCOPE :

scope describe what you expect to deliver to your customer when the project is complete. your project scope should define the results to be achieved in specific, tangible and in measurable terms.

Defining the project scope sets the stage for developing a project plan. it is the definition of the End result or mission of your project.

* EMPLOYING A PROJECT SCOPE STATEMENT :

Project Scope is the keystone interlocking all elements of a project plan, to ensure that scope definition is complete you may wish to use the scope-statement checklist :

Elements of Check-List

1. Project Objective
2. Deliverables
3. Milestones
4. Technical Requirements
5. Limits & exclusions
6. Customer Review

"SCOPE STATEMENT"

1. PROJECT OBJECTIVE :

To construct a high-quality custom home within Five months at cost not to exceed US$ 350,000.

DELIVERABLES:

- A 2200 Sq-foot, 2-Washrooms, 3-bedrooms, finshed home
- A finshed garage
- Kitchen, kitchen appliences to include cooking range, Oven, microwave & dishwasher.
- High efficiency gas furnace with automatic thermostat.

3. MILESTONES:

- Permits approved - March 5
- Foundation poured - March 14
- starts structure - May 1
- Finshing - JUNE 15
- Final Inspection - AUGUST 30

4. TECHNICAL REQUIREMENTS:

- Home must meet local building codes
- All windows & doors must pass Yo energy ratings
- Garage will accomodate two large-size Cars.
- Structure must pass seismic stability codes.

5. LIMITS & EXCLUSIONS:

- The home will be build to the specification provided by the Customer
- Owner responsible for landscaping
- Refrigeration is not included among kitchen
- AC unit is not include but prewiring is included
- Contractor reserve the right to Contract out services.
- work on Site from 8:00Am to 5:00PM

6. CUSTOMER REVIEW :

Home owner & Two other persons.

* PROJECT CHARTER :

"A document that authorize the project manager to initiate and lead the project."

This document is issued by upper management and provides the project manager with written authority to use organizational resources for project activities.

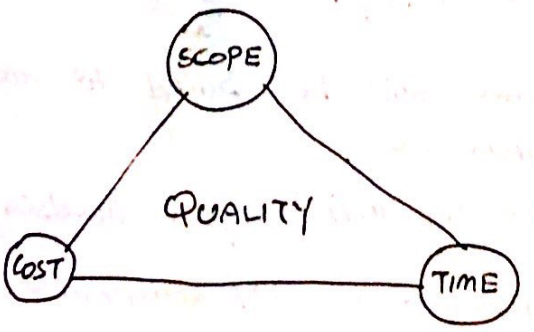
* SCOPE CREEP :

which the tendency for the project scope to expand over time - usually by changing requirement, specification and priorities.

STEP-2 : ESTABLISHING PROJECT PRIORITIES:

Quality and the ultimate success of a project are traditionally define as meeting and/or exceeding the expectations of the customer or upper management in terms of

Cost (Budget), Time (schedule) and performance (scope)

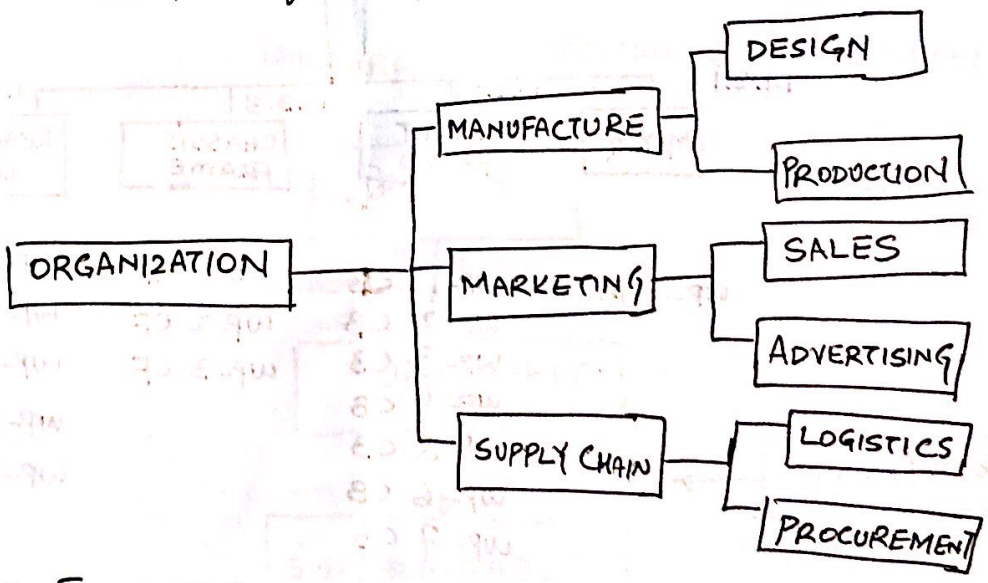


The interrelationship among these criterion varies.

STEP-4: INTEGRATING THE WBS WITH OBS:

The WBS is used to link the organizational units responsible for performing the work. In practice the outcome of this process is OBS (organization Breakdown structure). The OBS depicts how the firm has organized to discharge work responsibility

The purpose of the OBS are to provide a framework to summerize organization units work performance, identify organization units responsible for work package.

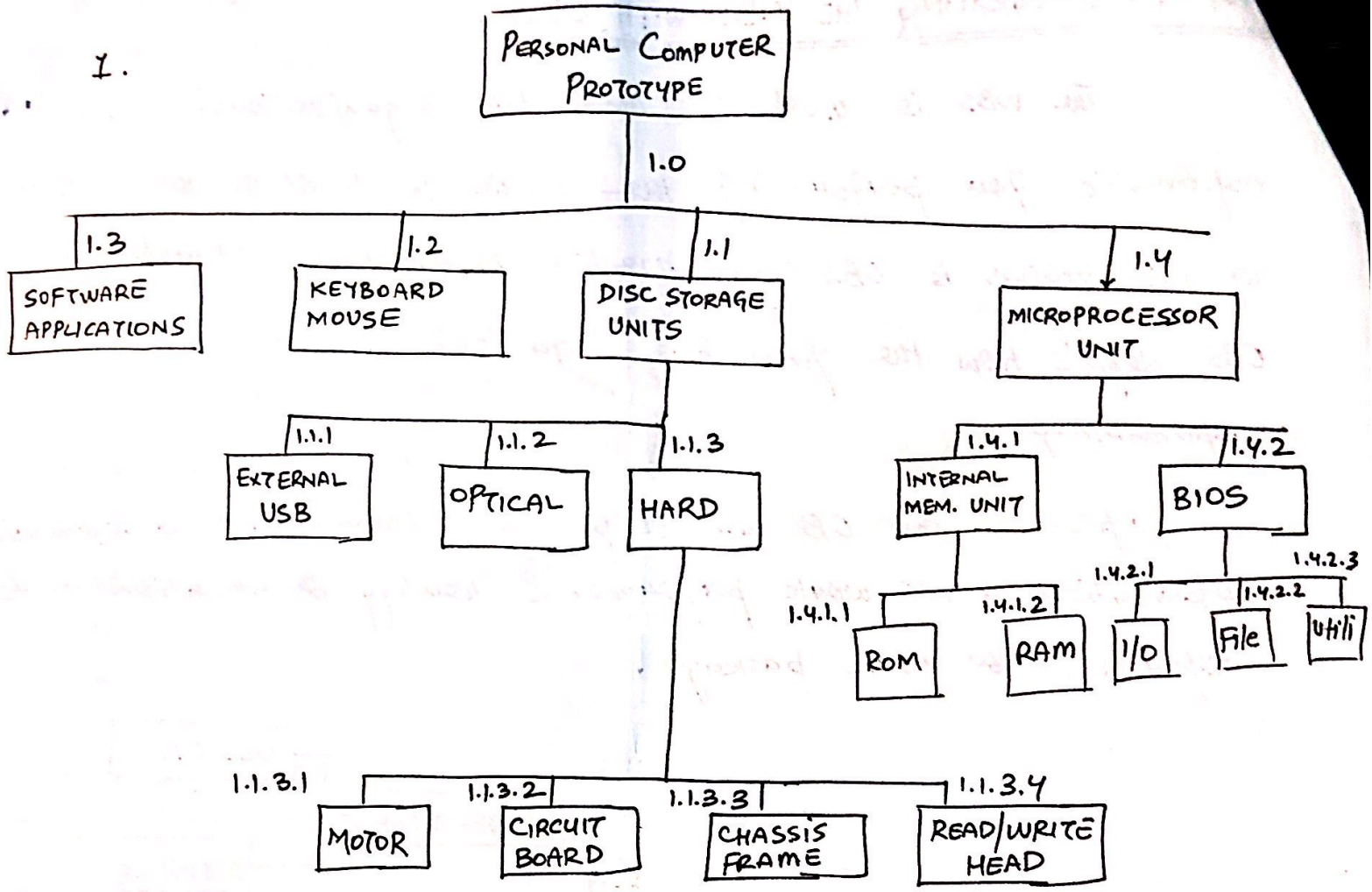


STEP-5: CODING THE WBS:

The codes in WBS are used to define levels and elements in the WBS, organization elements, work packages & budget & cost information. The codes allow reports to be consolidated at any level in the structure. The most commonly used scheme in practice is numeric identification.

for Coding see fig WBS

1.



WORK Packages →

WP-1 M

WP-1 CB
WP-2 CB
WP-3 CB
WP-4 CB
WP-5 CB
WP-6 CB
WP-7 CB

WP-1 CF
WP-2 CF
WP-3 CF

WP-1 RWH
WP-2 RWH
WP-3 RWH
WP-4 RWH
WP-5 RWH

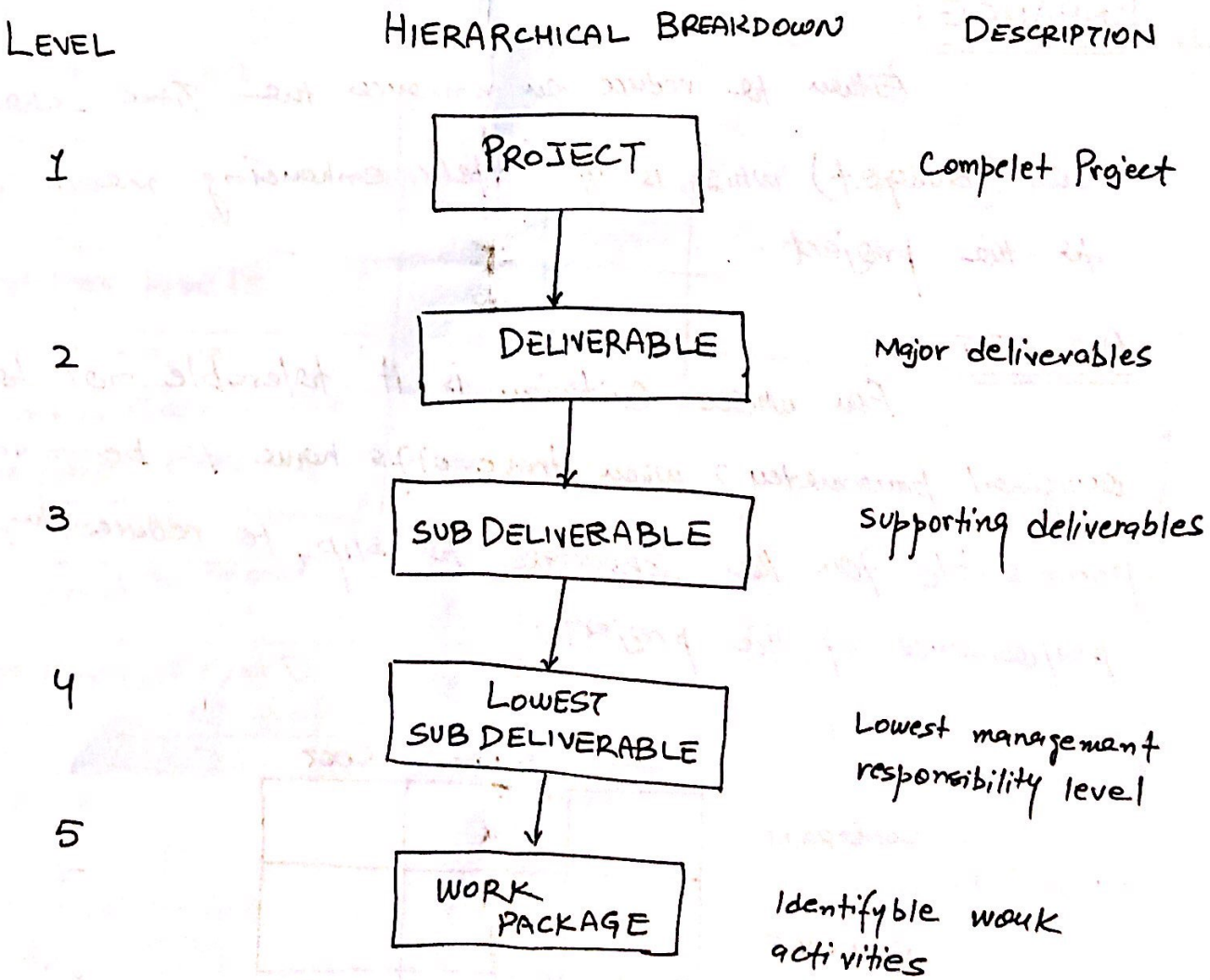
To review each work package in the WBS

1. Define work (what)
2. Identify Time to complete a work package (How Long)
3. Identify Time-phase budget to complete a work (cost)
4. Identify resources needed to complete a work packagee (How much)
5. Identifies a single person responsible (WHO)
6. Identify monitoring points for progress (How WELL).

* STEP-3 : CREATING WORK BREAKDOWN STRUCTUR :

Def – "The work of the project can be successively subdivided into smaller and smaller work elements, the outcome of this hierarchical process is called work Breakdown structure."

The WBS is a map of the project, it assures that all products & work elements are identified. to integrate the project with the current organization and to establish a basis to control.



* PROJECT PRIORITY METRIX:

One technique found in practice that is useful for this purpose is Compelting a Priority Metrix for the project to identify which criterian is Constrained, which should be enhanced and which can be accepted.

CONSTRAIN:

The original parameter is fixed. The project must meet the completion date, specification and scope of the project.

ENHANCE:

Either to reduce or enhance the Time Schedual or the Cost (Budget) which is ultimately enhancing means adding value to the project.

ACCEPT:

For which Criterian is it tolerable not to meet the original parameter? when trade-offs have to be made, is it permissible for the schedule to slip, to reduce the scope & performance of the project.

	TIME	SCOPE	COST
CONSTRAIN		*	
ENHANCE	*		
ACCEPT			*

fig: Project Priority Metrix

RESPONSIBILITY MATRICES :

Def — "The matrice which summerize the tasks to be accomplished and who is responsible for what on a project."

This also called linear responsibility chart. In its simplest form RM Consist of a Chart listing all the project activities and the participants responsible for each activity.

	PROJECT TEAM				
TASK	A	B	C	D	E
Identify target Customers	R	S		S	
Develop draft Questionnaire	R	S	S		
Pilot-test questionnaire		R		S	
Finalize Questionnaire	R	S	S	S	
Print questionnaire					R
Prepare mailing labels					R
Mail Questionnaire					R
Receive return questionnaire				R	S
Input response data			R		
Analyze results		R	S	S	
Prepare draft to report	S	R	S	S	
Prepare Final Report	R		S		

R = Responsible
S = supports/assist

* RESPONCIBILITY METRICE FOR ORGANIZATION:

DELIVERABLES	ORGANIZATIONAL FUNCTIONS							
	DESIGN	DEVELOPMENT	DOCUMENT	ASSY	TEST	PURCHASE	QA	MFG
Architectural Design	1	2			2		3	3
Hardware Specification	2	1				2	3	
Utilities Specification	1	3						3
Hardware design	1	1		3	3			
Disk drivers	1		2			3		3
Memory Mgt.	3	1						
Operating Sys. Doc	1	3	1		3			3
Prototype	2	2	4	1	3	3	3	4
Acceptance Test	5	2	2		1		5	5

1 - Responsible
2 - Support
3 - Consult
4 - Notification
5 - Approval

PROJECT COMMUNCATION PLAN:

Def - "PCP is a tool use to co-ordinate and track the project schedual, issues and action items.

The PCP maps out the flow of information to different stakeholder and becom an integral part of the overall project plan. PCP purpose is to express

WHAT, WHO, HOW & WHEN

Information will be transmitted to project stakeholders so schedules, issues & action item can be traced.

* STEPS FOR PROJECT COMMUNICATION PLAN:

1. STAKEHOLDER ANALYSIS
2. INFORMATION NEEDS
3. SOURCE OF INFORMATION
4. DISSEMINATION MODES
5. RESPONSIBILITY & TIMING

1. STAKEHOLDER ANALYSIS:

Identify the target groups, typical groups could be the customers, sponsor, project team, project office or anyone who needs project information to make decisions.

2. INFORMATION NEEDS:

what information is pertinent to stakeholder.

- Project status Reports
- Scope statements
- Teams issue
- Milestone Reports
- change in scope

3. SOURCE OF INFORMATION:

The next step is to determine the source of Information that is where does the Information reside?

PROJECT OFFICE CEO OFFICE are the source of Milestone Reports, Team meeting & project status.

4. DISSEMINATION MODES:

The flow of project Information by e-mails, teleconference sharepoints, variety of database sharing programs is the Dissemination mode of Information flow.

5. RESPONSIBILITY & TIMING:

Determine who will send out the Information. What are the timing and frequency of distribution appropriate to the Info.

INFORMATION TYPE	TARGET AUDIENCE	WHEN ?	METHOD COMMUNICATION	PROVIDER
Milestone Report	Sn. Managemet Project Mgt.	Bimonthly	E-mail & Hard copy	Project office
Project Status Report	staff & Customers	Weekly	Email & Hard Copy	Project Manager
Team Status Rep.	Project Mng. & office	Weekly	E-mail	Team Recorder
Issues Report	staff and Customer	Weekly	E-mail	Team Recorder
Outsource performance	staff & Customer	Bimonthly	Meeting	Project Manager

PROJECT COMMUNICATION PLAN.