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# Project management terms and definitions pdf

In 1965, psychologist Bruce Tuckman defined the stages teams go through. Teams begin with a “forming” where team members get to know each other. Next, the project manager guide team members through a “storming” stage where the team discusses how it wants to function. During the “norming” stage, the team works out their roles and responsibilities, and, during the “performing” stage, the project manager leads the team to complete project tasks. During each stage, the project manager can alleviate some of the tension at team meetings by conducting games and fun activities to promote collaboration. To help team members get to know each other better, project managers can conduct activities at the initial meetings. For example, the project manager can ask each team member to think of a little-known fact about herself. He distributes index cards to each participant in the conference room and asks each person to write her fact down and keep it hidden. The project manager divides the team into two groups and takes the index cards from half of the team members. He hands these cards out to the other half. The participants don't look at the cards but walk around showing the card until they find the owner of the card. Then, they ask the owner questions about her little-known fact until it is identified. They hand the index card to the other person, and that person gets to ask questions to identify the partner's little-known fact. A project manager helps her team develop the skills necessary to brainstorm ideas effectively by conducting engaging games at team meetings. For example, she begins by dividing the team into pairs. She asks each pair to come up with a potential problem the whole team needs to solve in the next six months. Then, she assigns a different role to each pair, such as customer, engineer or manager. She asks each pair to brainstorm ideas for solving the problem from that role's perspective. After five minutes, she creates new pairs. The group continues the brainstorming activity by discussing both problems for ten minutes. Now, each pair has two different perspectives. The project manager asks the original pairs to get back together, and she asks each team to prepare a recommendation for the issue. After five minutes, each team presents its recommendations to the whole group. The group gets to vote on the best recommendations to determine the winner. Helping employees listen to each other typically involves practice, usually including role-play exercises or games. An effective project manager conducts games and activities as a regular part of team meetings to encourage active listening. She divides the team into groups of three, and she assigns one person the role of preparing and giving two statements about any topic he chooses. She then assigns a second person the role of providing feedback to the first person about the statements he makes while the third person acts as an observer. After three minutes, the participants change roles. After another three minutes, the project manager tells the groups to change roles again so each person has a chance to play each role. She joins the group together again and conducts a debriefing exercise about how difficult or easy providing feedback can be in a group setting. To create a team of effective negotiators, project managers conduct fun games to help team members develop the skills and expertise required to handle difficult situations. Games help participants move the focus away from individual points of view to generate opportunities for resolution. The project manager gives each team member a piece of paper and poses a scenario. He asks each participant to name the problem, draw a symbol for it in the center of the page and list several advantages and disadvantages for resolving the conflict. After 15 minutes, the project manager should have each person present her positions on each advantage or disadvantage and let the group vote to determine the best argument. As a Certified Associate in Project Management having worked in a PMO environment, I know the importance of planning and executing projects. Planning Tools and TechniquesImage by anca from PixabayPlanning is the main method we can use to control and regulate a project that is being executed. Executing a project is putting a plan into action to deliver the expected results.In the planning stage, a project manager thinks through the whole project, communicates and manages the individuals who will do the work, and finds the best arrangement in which the work must be done or executed.Project managers have to plan to find the best course of action, to make it clear in their minds what needs to be done, to check what is outside their areas of expertise, and to know how to delegate and set works for others.Here are some planning tools that we can use to plan a project.Gantt ChartImage by OpenClipart-Vectors from PixabayA Gantt chart is a graphic representation of the plan for the project. It shows the tasks, their durations, their sequences (or positions in time), and the overall duration of the project. It presents all this information in an interrelated form, and is a simple way to communicate the plan of the project.We prepare a Gantt chart to combine information of the tasks and the length of time of our project. Such a chart helps us to understand the necessary process to complete the project. It also helps us to get an accurate grasp of the whole duration of the project, communicate information about it, and provide a standard for evaluation and estimation if we need to make additional decisions.Is a Gantt chart entirely reliable? Not really. We cannot rely on a Gantt chart to give details on why tasks are put in the order in which they appear. We also cannot rely on a Gantt chart to show which tasks are critical to a well-timed completion of the project, or to show the impact of changes on the dependencies or sequences of tasks. A tasks dependency is a logical relationship between tasks or milestones. In a task dependency, a task or a milestone relies on other tasks to be performed, entirely or partially, before it can be performed.Critical Path Analysis Image by Nuggetkiwi, Wikimedia CommonsA critical path is the order of activities of a project that assesses the longest total duration to determine the shortest time possible to complete the project.A critical path chart or network shows which tasks are critical or essential to the timely completion of the project.A critical path software automatically calculates the effects of changes in relation to the dependencies between tasks. Because of its operating speed, the software updates quickly any change to task data and its resources.Software programs are used to help with planning a project and allocating resources to tasks, resource leveling, costing or estimating the cost, Work Breakdown Structure, and Organizational Breakdown Structure.Here are some project management software presented in alphabetical order: Accelo, Asana, Backlog, Easy Projects, inMotion, monday.com, ProWorkFlow, Workamajig, Workfront, and Wrike. If you want to know more about these software, you can visit the website of GetApp®, which publishes user-generated and editorial reviews of software and apps for businesses.What-if ScenariosCosts and time must be verified against objectives during the planning phase.What-if scenarios are used when data change. Computer software then re-calculate new duration, resource allocations, and cost to offer possible options.If the planning software shows that the required completion date goes beyond the permitted time or cost, the project manager must then look at three options:Find which tasks can be done in parallel or can be partly covered, then connect again these tasks on the network in parallel. The computer will then estimate a shorter project duration. Enter the new mandatory completion date, and the computer will work out a new start date. Find out if the duration of the critical tasks can be reduced. This can be done by putting in more resources, working longer hours, lowering the quality which will reduce the amount of work, or using prefabrication. If the planning software shows that the cost is going to be greater than the allocated budget, the project manager can either reduce the number of resources, shorten the schedule, or lower the quality of the deliverable.Explanation of Terms and ExpressionsHere is an explanation of some of the words or expressions used above:Resource allocation assigns resources such as time, people, and tools, on a number of tasks to meet a deadline. Resource leveling is a technique that adjusts the start and finish dates in line with resource limitation to balance the demand for resources with the available supply. A Work Breakdown Structure breaks down a project into smaller components where each focuses on a deliverable. Organizational Breakdown Structure is a model that details the organizational framework for project planning, resource management, time and expense tracking, cost allocation, revenue and profit reporting, and the management of work. Time tracking keeps a record of hours worked. Expense tracking keeps a record of what was spent. Project Management: Defining ObjectivesProject Management: Defining ObjectivesThe practice of project management is well established. It has a stretched out range in varied industries. Several businesses and organizations in areas such as marketing, finance, product development, consumer services, and government are now applyProject Management: Monitoring and People ManagementProject Management: Monitoring and People ManagementProject management does not have to be on a grand scale and is not limited to big projects. You can use some of the information presented in my 3 Project Management Principles articles to develop a personal action plan.This content is accurate and true to the best of the author's knowledge and is not meant to substitute for formal and individualized advice from a qualified professional. By Dr. Kelly S. Meier Updated June 29, 2018 A construction manager and project manager serve as organizers and leaders of an assigned initiative. A construction manager has a more defined role, who works specifically on a construction project. A project manager is an expert leader, who can work in a variety of industries. As a generalist, a project manager completes administrative duties, such as organizing meetings, completing paperwork, and broadly completing a short-term project that's tailored to the goals of a specific client or business. A construction manager follows an established set of blueprints, and oversees sub-contractors and the overall construction process involved in completing a building project. Providing coordination for large and small building initiatives, a construction manager delegates tasks to employees, and communicates with sub-contractors about the work that needs to be done to complete a building project. Adherence to specific timelines and trouble-shooting are important duties of a construction manager. Following safety protocols is also a critical responsibility of a construction manager. Similarly, a project manager is an organizer, who also delegates tasks. Once assigned a project to oversee, a project manager must determine what needs to be done; the timeline for completion; and the best way to accomplish the tasks for the project. Both jobs require a detail-oriented person, who can communicate effectively, manage a budget, and bring the project across the finish line. It is possible for a project manager and a construction manager to obtain gainful employment without earning a college degree. However, working for large organizations generally requires advanced education. A construction manager, who has earned an undergraduate degree in construction management, is more likely to be selected for large-scale jobs. A degree in construction management covers topics such as labor relations, engineering, fundamentals of construction, concrete and electrical principles. Previous experience in construction or in an internship, provides evidence of practical knowledge needed for the job. Project managers typically are more marketable, if they have an undergraduate degree in organizational or project management. Courses include planning, resource management, group behavior, business strategy, and budgeting. Just like construction management, an internship applies classroom learning to a practical experience. In 2016, construction managers earned a median wage of \$89,300, according to the U.S. Bureau of Labor Statistics. Large projects could garner as much as \$158,000, and smaller projects may bring in a salary of \$53,740. A specific date for project managers has not been collected, but the Bureau of Labor Statistics equates this position to a business operations specialist. In 2014, this position was assigned an average annual wage of \$67,280. Both a construction and a project manager begin in the trenches. Construction managers begin as construction workers or serve in an internship, prior to obtaining a management position. Similarly, a project manager often begins in an assistant position or in an internship, before earning a spot in management. The need for construction managers is on the rise. Available positions are expected to increase by 11 percent from now to 2026. New York, Florida, Texas, California, and Georgia have the most available positions for construction managers. The Bureau of Labor Statistics announced that data would be collected on project manager positions, beginning in 2018. As project manager positions are tracked and considered a profession, job growth trend will be more readily available. If you're looking for a career in Project Management Professional (PMP), want to learn what it takes to become a Project Manager (PM), or simply want to grow your repertoire of knowledge, you may be asking yourself, "What is the difference between a PM and a PMP?" The answer is quite simple, and the two are undoubtedly intertwined. Below, you'll explore a multitude of projects PM's embark on, and also learn all about becoming a PMP. PM's This is someone with a certain skill set that allows them to envision, assemble, and act upon projects. For a more detailed explanation, please visit this website as it truly breaks down valuable characteristics and frames of mind necessarily to succeed at this position: . Do you have an ability to see both the big and small pictures? Can you not only plan things, but also act out those plans? Are you organized? Can you accept change? Can you motivate others? If you're saying to yourself, "Yeah, that's me!" than perhaps you have what it takes. Here's a link that lists some essential job duties: . You might lead a team responsible for the design of a product, work with an assembled team of business professionals, lead industrial designs, and even manage websites. Make no mistake- they have high standards to meet and shine brightest when the pressure is on them. With that said, you must be goal driven individuals who can execute plans. PMP's These are individuals who are seeking out a degree in PMP or who have already done so. Different PM's may have earned different degrees not necessarily in the field. However, PMP's seek such a status, and want to stand out amongst others who might not have earned such a degree. In order to be perceived as a PMP you need a required degree or certification. One can obtain a PMP Certification from the Product Management Institute (PMI). According to PMI, there are certain prerequisites an individual needs before they can gain their Professional Management Certification. In all likelihood, individuals seeking a PMP status are those who have already succeeded in the field of PM. Check out the PMI website for more information on obtaining a certification: . The Difference: Revisited All and all, PM's and PMP's are people with similar drives but with a different status in the same career field. Someone with a certain skill set might land a Project Manager job, but might not be recognized as a Project Management Professional. That is dependent upon a degree, which one can attain at the PMI. In a sense, Project Managers are of a lower rank compared with Project Management Professionals. So, think you have what it takes? Then try your talents as a Project Manager. When you're ready, you might find yourself on a path to become a Project Management Professional. Good luck! 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