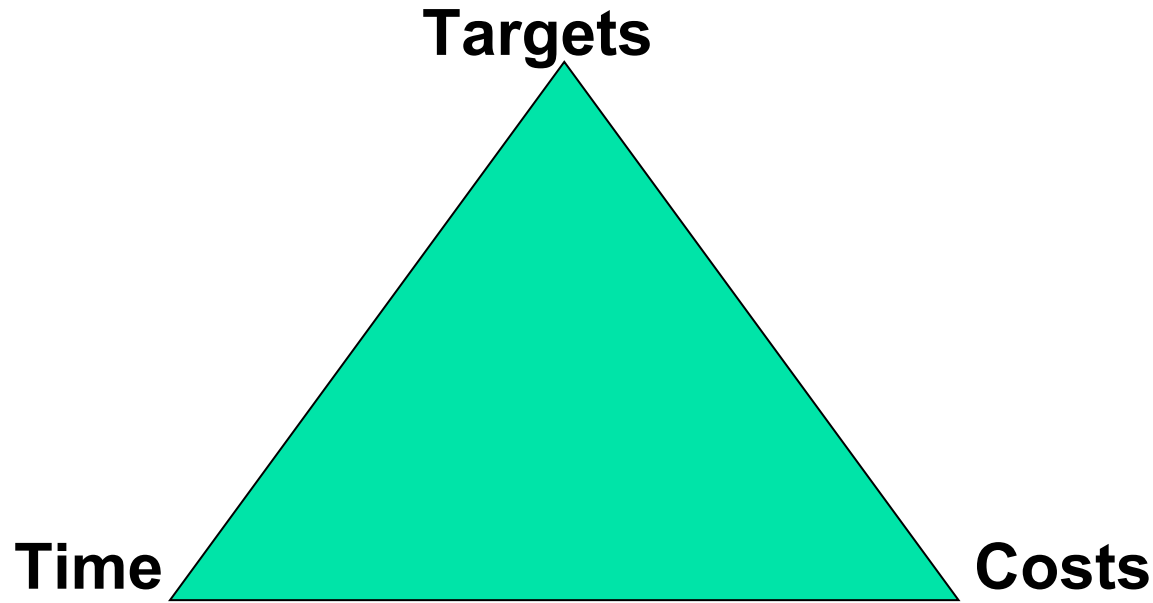# Project preparation and realization

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Preparation of project – definitions

- According the ISO 21 500 norm – project is an unique process based on the stream of coordinated and managed activities with time limited boundaries (beginning and end) that is being performed to reach the defined target that matches the requirements while respecting the limitations given by time, costs and resources

- A project is a sequence of activities with one beginning and one end, There is always a risk presented.

- Basic attributes of a project:

  - Uniqueness

  - Limitations (costs, time, sources)

  - Risks

  - Project team

  - Complexity

  - Organization

Triple Imperative of a project

- Basic example of the successful project realization
- The triple imperative of a project is basic tool for the project preparation/realization

Projects (1) - Team

- While project is being prepared/put together – crucial role of a team, should be up to 20 people, ideally up to 10 people

- Working group (long term existence, different sizes, different interests etc.) vers. Project Team (temporary, limited size, motivation, team skills etc.)

- Dynamics of a team – Forming, Storming, Norming, Performing, Adjusting and Transforming (PMI, B. Tuckman)

- Basic frameworks for the project team – Level of processes, Level of content, Personal level

- Methods of a team work – Brainstorming, DELPHI (estimation creation), Group solving, Project team meetings

- Team roles – THINKERS (innovator, observer, specialist), MOVERS (former, performer, finisher), KEEPERS (coordinator, sources and opportunities seeker)

Projects (2) – methods of a team

- **Brainstorming:**
  - Created – A. Osborne, 1939
  - „More ides the better"
  - Group could produce more in the shorter time period then the single individual
  - Could overcome the specific psychical as well as social barriers (fear from crttics, not enough self confidence etc.)
  - Ideas are not to be criticuzed, total freedom, let the ideas „grow"
  - Rules for brainstorming must be known to the whole team, the method for the ideas generation must be selected (circle, reaction etc.)

- **MindMaps**
  - Basic topic in the middle and parts around it
  - Lines + arrows pointing on relations
  - Specific words + short terms

  - Other methods – Occams razor, Fishbone, Paretto principle

Projects (3) – planning/realization

- Method of phasing:
  - Project is divided into the particular phases that are directly or indirectly linked
  - Within the basic specifications of the phases: phase target, content agenda, documentation, quality management, project management, milestones terms, costs

- Issues of milestones – condition, where the whole group of activities or linked agenda is fulfilled; milestones do help to put together basic activities and „group" them into the bigger entitles

- Basic structure of a project:

  - Hierarchical structure of work – technical specifications of the organizational schemes

  - Work specification – there is described a structure of products/services/outcomes including the relevant persons, terms etc.

  - Organization structure – overall functional scheme of the project

Structure (4) – Planing/Realization

- Structure of work – WBS (Work Breakdown Structure) concept
  - Instruments serves for the whole project creation/planning of a structure
  - Aim of this method is the breakdown of the whole project/task/issue into the specific working packages
  - In the first phase the project is being „broken" into the working packages and these are further decomposed into the tasks (WP/Tasks)
  - Every WP has its number and also the tasks
  - The top of the „pyramid" is the projects itself
  - Normal 3 – 4 level, basically limitless, but not recommended more
- Use of the WBS – H2020 etc.
- Benefits – possibility of the project decomposition, tracking of differences between plan and reality, „targeting" of all the outcomes – ability to grasp the particular results.

Thanks a lot for your attention!

Used sources:

- PMI Methodology