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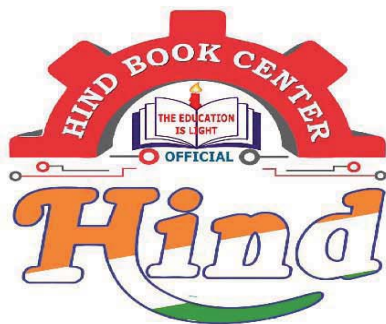### Toppers Handwritten Notes
Project Management
By-Amit Dikshit Sir

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What is Project?

➤ Temporary endeavor

➤ Unique creations

➤ Group of well defined sequence of activities

➤ Having goal/ goals to meet organization's needs

➤ Having Time Limitation

What is Project Management?

➤A temporary endeavor undertaken to create a unique product or service by "**Optimal utilization of resources**"

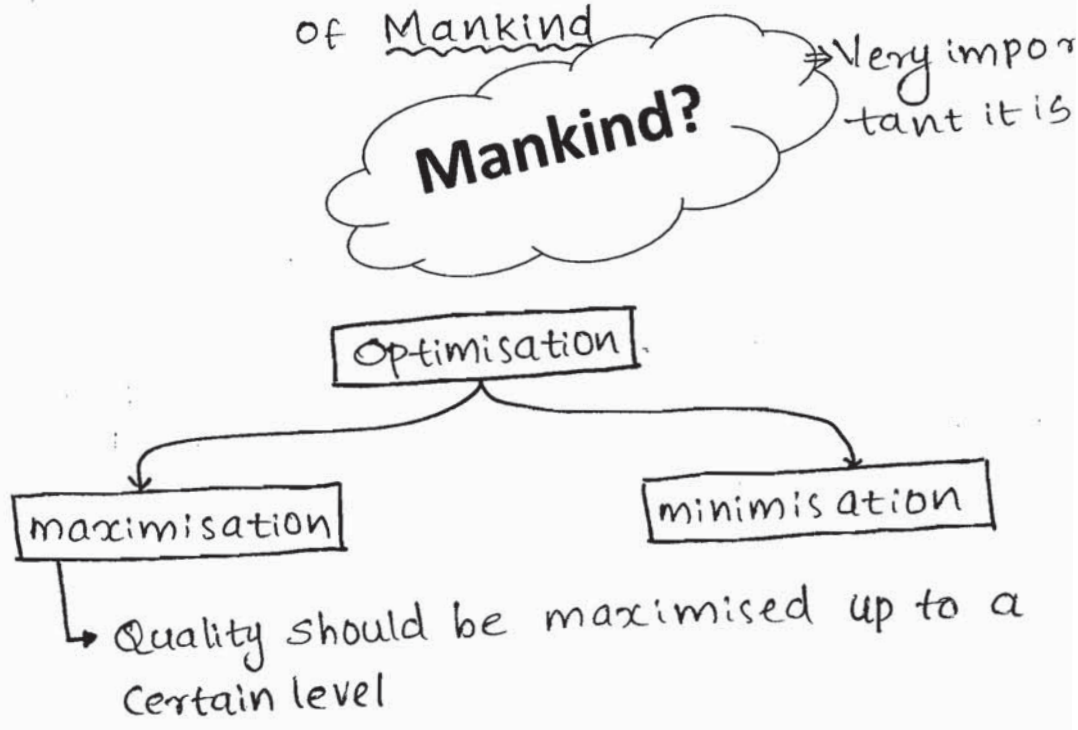**Both Art & Science. Why?** using human (Art)

Manpower

Machine
using machine (Science.)

Optimal Utilization of Ms

★

- ➤ Man
- ➤ Machine
- ➤ Material
- ➤ Method
- ➤ **Money**

⇒ Use this for better utilization of Manking

Mankind?

⇒ Very important it is

```
        Optimisation
         /        \
  maximisation    minimisation
```

↳ Quality should be maximised up to a certain level

Project in Loss

➤ Total Revenue = 90 Crores

➤ Total completion cost = 95 Crores —
  ↳ 95 Crore: Material
  ↳ 10cr - Manpower salary

For example "BHEL" - Govt company
    ↓
Lack of projects → Manpower & M/c are idle·

What to do??

If not taken project - 10 cr loss
If taken   - 5 cr loss·
∴ we should take project [save 5cr]

Note: cost price = 80/-   } turnover (revenue) = 100/-
      Selling price = 100/-   } Profit   = 80/-

Project's Major Characteristics

📅🕐 A clear start and end date

⬜ A project has boundaries   *: we will be having limited resources*

🗋⊕ A project creates something new

⬚ A project is not business as usual   *painter : exception.*

A painting artist (Renowned) — his/her each work is project as it sells its business.

Other Characteristics of Project

1. **Skilled Staff**

2. **Coordination**   *: Very major issue.*

3. **Made to order**

4. **Subcontracting**

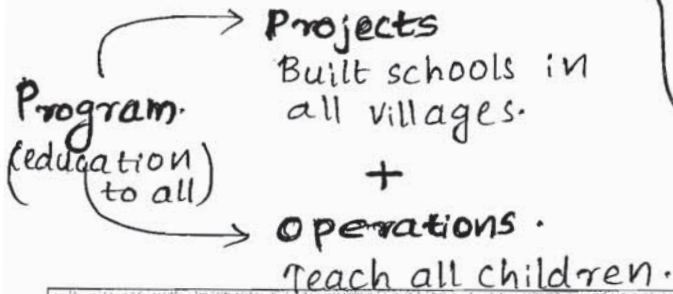5. **Risk and uncertainty**   *: Can see everywhere.*

Difference between Program & Project

Programs focus on the coordination of a number of related projects and other activities, over time, to deliver benefits to the organization

- Program is "a portfolio of <u>projects and activities</u> that are coordinated and managed as a unit such that they achieve outcomes and realize benefits" – **Disaster Relief Program**

- Projects are focused on the efficient creation of outputs; programs are focused on delivering outcomes

- **Rebuild a school??**

Program.
(education to all)

→ **Projects**
Built schools in all villages.

+

→ **Operations.**
Teach all children.

} free food to all

⇒ Eventhough project is successfull. program can be fail. If operation didn't happen.

⇒ If children didn't come – Programme <u>fail</u>
Could not complete ontime.

Four Dimensions of a Project

- Inherent size (usually measured in terms of value)
  - Money   ∘ time.

a • The degree of technical difficulty in creating the output –ISRO

- The complexity of the relationships with the stakeholders (ego;

b • The degree of uncertainty involved in the work –ISRO.

a'b – tunnel making @ hill
b'a – Powerplant

→ Any person who is benefited – +ve stake holder
→ Any of my proj. opposite going down –ve stake holder

Degree of Uncertainty in Project

What to Do	Unclear	Semi Open (Making a Movie)	Open (Lost in Fog)
		Closed (Painting by numbers)	Semi Closed (Going on a Quest)
	Clear	Clear	Unclear
		How to do it	

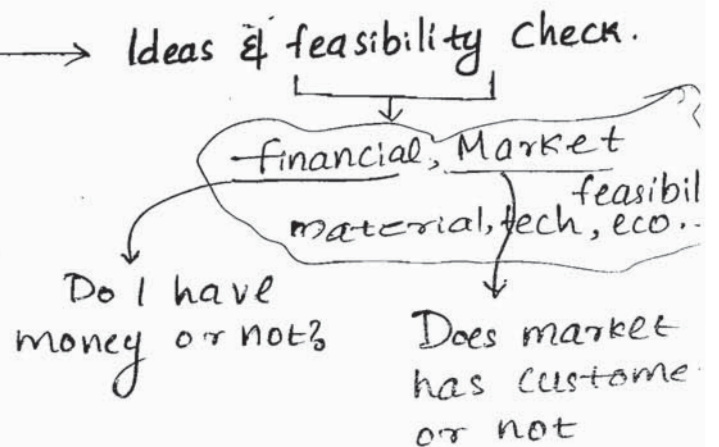⇒ What comes first

What to do   or   How to do.
            ✓

Phases - Project Management

It includes six phases:

1. Initiation phase ⟶ Ideas & feasibility check.

2. Definition phase
   (what)

3. Design phase
   (how)

4. Development phase
   (how to implement)   } planning phase.

5. Implementation phase

6. Follow-up phase (Monitoring & Control)

financial, Market
material, tech, eco.. feasibil

Do I have money or not?

Does market has custome or not

@ every phase we need '6'.
It happens parallely.

Phase-wise Examples

Idea – Why this building/ road, how community will be benefitted, how government will be benefitted, impact on environment, is it feasible, fund idea, payback period etc)

What – Requirements, limitations (route/ land acquire task, fund analysis, legal procedure to acquire, climate limitation (hill areas), management system to control/ implementation,

How - legal procedure to acquire, kind of material to be used, How much manpower required, time to complete, end to end or partwise construction, water Drainage system, road lights required or not and its frequency, procedure to make road (its density, etc), Creating a management system

How to implement – Arrange manpower, arrangement of resources, instructions hierarchy, deciding/ finalizing subcontractors, ordering material,

Implementation – Execution of plan, payments, daywise fund arrangement,

Contract Closing & Maintenance – Deciding Toll tax, Its frequency in km, repair frequency, cleaning frequency

\# **Project scope** : Who will do what, clearly define what customer wants, clearly define what supplier can supply.

• 10% payment will be done at contract closing.

8400cr(total Revenue), 840 cr (Pending) ⇒ customer keep it for getting interest.

Initiation Phase: Idea

Questions to be answered in the initiation phase

➢ Why this project?

Idea phase : Project Charter

➢ Is it feasible?

stakeholders
➢ Who are possible partners in this project?

➢ What should the results be?

Scope·
➢ What are the boundaries of this project (what is

outside the scope of the project)?

○ Project selection time (Idea) – Just said/think Box

○ Initiation idea   (Idea)- feasibility Study completed.

Detailed estimate. Mostly stake