

Introduction to Project Management

Introduction to Project Management

Quick reference guide – concise, organized, and easy to read

1. What Is Project Management?

Element	Definition
Project	A temporary endeavor with a specific start and end date, designed to deliver a unique product, service, or result.
Management	Planning, organizing, leading, and controlling resources to achieve the project's objectives.
Project Management	The application of knowledge, skills, tools, and techniques to meet project requirements.

2. Core Characteristics of Projects

Characteristic	Explanation
Temporary	Defined beginning and ending points.
Unique Deliverable	Produces something that has not existed before (product, service, result).
Progressive Elaboration	Details become clearer as the project advances.
Cross-functional	Involves people from different departments or organizations.
Uncertainty & Risk	Inherent variability that must be managed.

3. Project Management Lifecycle (Phases)

1. Initiating

- Define the project purpose & high-level scope.
- Identify stakeholders.
- Develop the **Project Charter** (authorizes the project).

Introduction to Project Management

2. Planning

- Create the **Project Management Plan** (integrates subsidiary plans).
- Define scope, schedule, cost, quality, resources, communications, risk, procurement, and stakeholder engagement.
- Produce key outputs: WBS, schedule baseline, budget baseline, risk register.

3. Executing

- Mobilize the team and resources.
- Perform the work defined in the plan.
- Manage stakeholder expectations and communications.
- Produce deliverables and collect performance data.

4. Monitoring & Controlling

- Track progress against scope, schedule, cost, and quality baselines.
- Identify variances, implement corrective actions, and manage changes.
- Update risk register and issue logs.

5. Closing

- Obtain formal acceptance of deliverables.
- Conduct **Lessons?Learned** session.
- Archive project documents and release resources.

Visual tip: Think of the lifecycle as a “**plan?do?check?act**” loop that repeats until the project is formally closed.

4. Key Knowledge Areas (PMBOK® 7th edition)

Knowledge Area	Primary Focus
Integration Management	Coordinating all project elements; change control.
Scope Management	Defining & controlling what is <i>in</i> and <i>out</i> of the project.
Schedule (Time) Management	Planning, estimating, and controlling timeline.
Cost Management	Budgeting, estimating, and controlling expenses.
Quality Management	Ensuring deliverables meet required standards.

Introduction to Project Management

Knowledge Area

Primary Focus

Resource (Human) Management	Acquiring, developing, and managing the team.
Communications Management	Generating, collecting, and disseminating information.
Risk Management	Identifying, analyzing, and responding to risks.
Procurement Management	Acquiring goods/services from external sources.
Stakeholder Management	Engaging people affected by the project.

5. Essential Project Management Documents

Document	Purpose
Project Charter	Authorizes the project; outlines objectives, sponsor, high-level requirements.
Stakeholder Register	Lists all stakeholders, their interests, influence, and communication needs.
Work Breakdown Structure (WBS)	Hierarchical decomposition of