

COLBOURNE COLLEGE

LESSON PLAN

UNIT INDEX	16
UNIT TITLE	Operations And Project Management
WEEK/S	6, 7, 8, 9, & 10
LESSON TOPIC:	The Project Life Cycle (PLC)
LEARNING GOAL:	LO 3: Apply the Project Life Cycle (PLC) to a given context
THE LESSON OBJECTIVES ARE TO ENABLE THE STUDENTS TO:	<p>P3. Apply each stage of the PLC to a given project, producing necessary supporting documentation for completing the project e.g. a business case, project plan, work breakdown structure.</p> <p>M3. Analyse the rationale for the project methodologies, tools and leadership within the PLC for the given project..</p> <p>D2. Critically evaluate the PLC through a practical and theoretical exploration of its effectiveness.</p>
LESSON CONTENTS:	<p>The Project Life Cycle (PLC):</p> <ul style="list-style-type: none"> The phases and activities of the PLC: initiation, planning, execution, and closure. Developing the business case for a project and undertaking feasibility study. <p>The theories and practice of project management:</p> <ul style="list-style-type: none"> To include agile methodologies, project management tools and project leadership within the PLC. <p>Project documentation:</p> <ul style="list-style-type: none"> To include the project initiation document, project plan, cost benefit analysis and work breakdown structure. <p>Directing projects:</p> <ul style="list-style-type: none"> Differentiating between large and small-scale projects and those used in the public, private or not-for-profit sectors.

Project Management

P3. Apply each stage of the PLC to a given project, producing necessary supporting documentation for completing the project e.g. a business case, project plan, work breakdown structure.

Definition

According to the Project Management Institute (PMI), “project management is the application of knowledge, skills, tools, and techniques to a broad range of activities in order to meet the requirements of a particular project” (Esposito, 2015, sec 2).

Project Managers

Projects require skill and knowledge of: management, management process, process, and project. Project Managers have responsibilities for the overall successful initializing, planning, executing, controlling, and closing of a given project. The project manager will therefore create plans, timelines, budgets, contracts, and oversees the risks, documentations, personnel, and other requirements in managing for successful outcome of the project.

Five Phases of Project Management



(Diagram: www.smartsheet.com)

The project lifecycle provides a high-level view of the project, and each of the five phases of project management: Conception and initiation, Planning, Execution, Performance/monitoring, and Project close, are the roadmap to accomplishing it. According to the PMBOK, the elements of a project life cycle should define:

- 1) Goals and objectives of the project
- 2) What work must be accomplished
- 3) What deliverables must be generated and reviewed
- 4) Who must be involved
- 5) How to control and approve each phase

Projects have defined start and end dates and have specific goals and objectives, usually to achieve improvements in the form of benefits or added value.

Stages Of The Project Life Cycle (PLC)

STAGE 1. CONCEPTUALISE

Project Deliverable: You Will Produce A Project Proposal

Overview of The Project

- Determine the feasibility of the proposed solution.
- Determine the project's alignment with the organization's mission and goals.
- Establish a business case to justify the project.
- Approve the project to advance to the Initiate Stage.

You Will (Activities):

1. Develop business case and identify problem/gaps
2. Define project mission and vision
3. Identify objectives and goals
4. Establish strategic alignment
5. Identify stakeholders
6. Define high level business requirements
7. Determine feasibility

STAGE 2. INITIALISE

Project Deliverable: A Project Charter

Overview Of The Project

- Define the preliminary project cost, scope, roles, timeline and quality.
- Formalize the existence of the project.
- Approve the project to advance to the Plan Stage.

You Will (Activities):

1. Define scope
2. Define requirements
3. Identify high-level roles
4. Develop high-level milestones/timeline
5. Develop high-level budget
6. Identify high-level control strategies
7. Finalize Project Charter & gain approvals

STAGE 3. PLAN

Project Deliverable: Deliver a Project Plan

Overview

- Define the detailed project schedule and budget.
- Include plans for change control, communications, and management of quality, issues, risks, and procurement.
- Provide the baseline to control and manage the project.
- Approve the project to begin work.

You Will (Activities):

1. Define scope
2. Define requirements
3. Identify high-level roles
4. Develop high-level milestones/timeline
5. Develop high-level budget
6. Identify high-level control strategies
7. Finalize Project Charter & gain approvals

STAGE 4. Launch, Execute And Control

Project Deliverable: Create and deliver the Itineraries

Overview

- Execute the tasks in the schedule.
- Rely heavily on the plans from the Plan Stage to control the project.
- Expend most of the project resources.

You Will (Activities):

1. Hold Project Team Kick-Off Meeting
2. Manage Project Execution
3. Control the project
4. Prepare for Support Transition
5. Accept project

STAGE 5. Project Close

Project Deliverable: A Closed Project (Archived Documents)

Overview

- Concludes all project activities.
- Administratively closes the project.
- Turns the delivered product or service over to the company.
- Assesses project outcomes and team performance.
- Documents best practices and lessons learned.
- Celebrates project success.

You Will (Activities):

1. Transition to Support Organizations
2. Conduct Post Project Review
3. Perform Administrative Closeout
4. Approve Project Closeout
5. Celebrate!

Branches Of Project Management

- 1) Effort management
- 2) Project portfolio management
- 3) Program management
- 4) Project risk management
- 5) Project workforce management

Project Classifications

The Projects life cycle may be **short term or long term**. The project may be regarded as short term if it is executed and closed within a year of its conception and long term if it exceeds one year.

The variances that usually determine the classification of projects as: **large scale project, medium sized project, or small project** are based upon the:

- 1) financial resources required
- 2) number of team members involved
- 3) number and size of deliverables to be produced.
- 4) complexities of deliverables to be produced.
- 5) timeframes involved in delivery

Classification of projects by type and area

- 1) Technical projects
- 2) Organizational projects
- 3) Economical projects
- 4) Social projects
- 5) Mixed projects

Purpose of the project type or differentiation

- 1) Expansion projects
- 2) Strategic projects
- 3) R&D projects
- 4) Customer projects
- 5) Continuity projects
- 6) Improvement projects

Workflow Management of the Projects

- 1) Sequential projects
- 2) Parallel projects

Internal Projects vs. External Projects

- 1) Internal: improve organizational processes and outcomes.
- 2) External: well-planned and funded projects on behalf of external clients.

Reference Page

Esposito, E. (2015). Demystifying the 5 Phases of Project Management. [online] Smartsheet. Available at: <https://www.smartsheet.com/blog/demystifying-5-phases-project-management> [Accessed 7 Sep. 2017].