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SOLUTIONS FOR A RAPIDLY CHANGING WORLD



Project Management

BY GEORGETTE ROBINSON

All activities require some form of Project Management; be that building a house, planning a wedding, or simply grocery shopping. However, the larger and more complex the project, the more structured is the project management approach that is needed.

The Project Manager is responsible for the overall success of the project. The Project Management process is a turnkey solution that defines the beginning, the end and the framework for managing all the work in the middle of the project. Providence Technology Group has a comprehensive step by step approach that will assist with ensuring that all of your projects are delivered on time and within budget.

Mobilization

This is a very critical phase in the Project Management process as it defines measurable deliverables and project goals. A detailed but realistic project plan is prepared with dates, timeframes and available resources. A kick off meeting is absolutely imperative with the stakeholders as it resolves uncertainties and identifies potential risks.

Plan

If you fail to plan, you are planning to fail. There is no such thing as too much planning. During this process, business and technical requirements are gathered and analysed which are then incorporated into the overall design of the solution. Without architectural plans, we cannot build a house; likewise, without a formal plan, we cannot manage a project successfully.

Build & Stage

We are ready to begin hands-on! An execution plan with a detailed scope of work is prepared. Staging all hardware and software is vital during this phase because we want to eliminate any surprises. At this milestone, the Project Manager identifies any risk and reduces this risk through contingency plans. The Project Manager needs to closely watch activities that may involve scope creep. If project definition changes significantly, the Project Manager regroups with stakeholders, discusses changes and has these changes approved before proceeding.

Deploy

If you have followed our Project Management process, deployment of the overall project should run effortlessly. All aspects of installation and configuration are done during this



phase. The Project Manager's goal during this phase is to make certain that the project remains on track and within budget.

Test

The solution must be tested, all problems resolved and re-tested. The involvement of key users during testing is highly recommended as they know the system better than anyone. Once this process is completed, it is "go live" with the solution.

Stabilize

An integral component of a successful project is having the buy-in from users for the solution and we recommend that a resource is assigned to assist the users with any problems or concerns that arise.

Close

The Project Manager's most difficult task is closing the project. Project Owners often have the mistaken perception that an activity is incomplete. A skilled Project Manager has to master the art of closing projects tactfully so as to not offend the Project Owner.

Learning tree.com has summarized the essence of Project Management: "Today's project managers and teams must deliver under great pressure. Organizing scarce resources, managing tight budgets and deadlines, controlling change throughout projects and generating maximum team performance are key aspects of effective project management"

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About the Author:

Ms Georgette Robinson is the Senior Project Manager at Providence Technology Group. Ms Robinson has 10 years experience working in IT across Project Management, Business Analysis and Implementation. Providence Technology Group is one of the Bahamas' leading IT firms, specializing in Networking Solutions, Consulting & Advisory Services and Software Solutions.