



KEYS TO SUCCESSFUL PROJECT MANAGEMENT

By José Ambe

LESSON 01 – WHAT IS PROJECT?

So first of all, what is a project? So a project is a set of activities determined to reach a specific goal and it has three main constraints time constraint, cost constraint and scope constraint. When you do a project is when you want to achieve something. So what are the main characteristics of a project? First of all, a project needs to have a determined purpose. If you are doing a personal project or a corporation, an enterprise project, the main focus is to achieve a purpose. And this purpose then is set into different activities, different objectives and different goals. It is very important in a project to determine a time constraint, because we see projects that are too long in time and maybe the time frame where you are executing this project is too long regarding what is the purpose we want to reach and in what time we need to reach that purpose. Then we need to see a life cycle of the project. What does a life cycle means? We need to have a time frame to start the project, to implement the project, to start seeing results of the project, and to reach the objective. Other very important characteristic is the return on investment. Usually when you execute a project, there are investments, there are costs, and there are commitments that the corporation or the person needs to make in order to reach the purpose, to reach the goal. It is a very important characteristic to make sure that we have a return on that investment. And if we are going to invest X amount of dollars, then we're going to have a return in that amount of dollars invested. And this return on investment talks about the results that we are seeking. When you are going to manage a project and you are going to use the project management methodology and tools, it is very important to get to know what are the results that you are trying to achieve. Once we determine the time, cost and resource constraint, it is very important to determine who is going to be with us implementing this project, to select what do we want to achieve and immediately who are we going to work with to make sure that we reach these goals. Once we determine those necessary resources, we need to start distributing the tasks and the responsibilities. We need to make sure that we have a calendar in which of each participant and each resource is clear, what activities they have, what do they need to achieve in a certain time, and in achieving those activities, then we're going to

meet our final result. Finally, we need to make sure that in the project management methodology we apply the enough knowledge, the enough skills, the enough tools and the required techniques to develop these project activities and then make sure that we are taking advantage of our resources. We are with the correct people to execute the tasks in a specific timeline and then we are going to be reaching the specific objectives and purpose of the project.

