PROJECT MANAGEMENT

What do you need

1. Project definition
   a) goal definition
   b) initial analysis
   c) rough planning
   d) project organization
   e) methods
   f) kick-off
2. Project implementation
   a) detailed planning
   b) contract award
   c) team development
   d) team control
3. Project controlling
   a) success control
   b) documentation
   c) quality management
4. Project completion
   a) final acceptance
   b) discharge of participants
   c) reports

Methods:

Anyone who deals with project management will quickly realize that there cannot be just one method that is equally suitable for all projects. For project managers, this means having to decide anew for each project which method is the most effective.

Overview of project management methodologies:

1. Scrum - empowering a small, cross-functional, self-managing team to work quickly
2. Kanban - increasing speed and quality of delivery through better visibility into ongoing activities and limiting multi-tasking
3. Scrumban - limiting work in progress such as Kanban with a daily stand up such as Scrum
4. Waterfall - planning projects that are fully planned and then executed in phases
5. Lean - Streamlining and eliminating waste to do more with less.
6. Agile - collaborate on iterative implementation of anything that works
7. XP - Extreme Programming Method - robust development to ensure quality.
8. PRINCE2 - controlled project management that leaves nothing to chance
9. PMI's PMBOK - application of universal standards for project management in waterfall projects

Project Management Methodologies
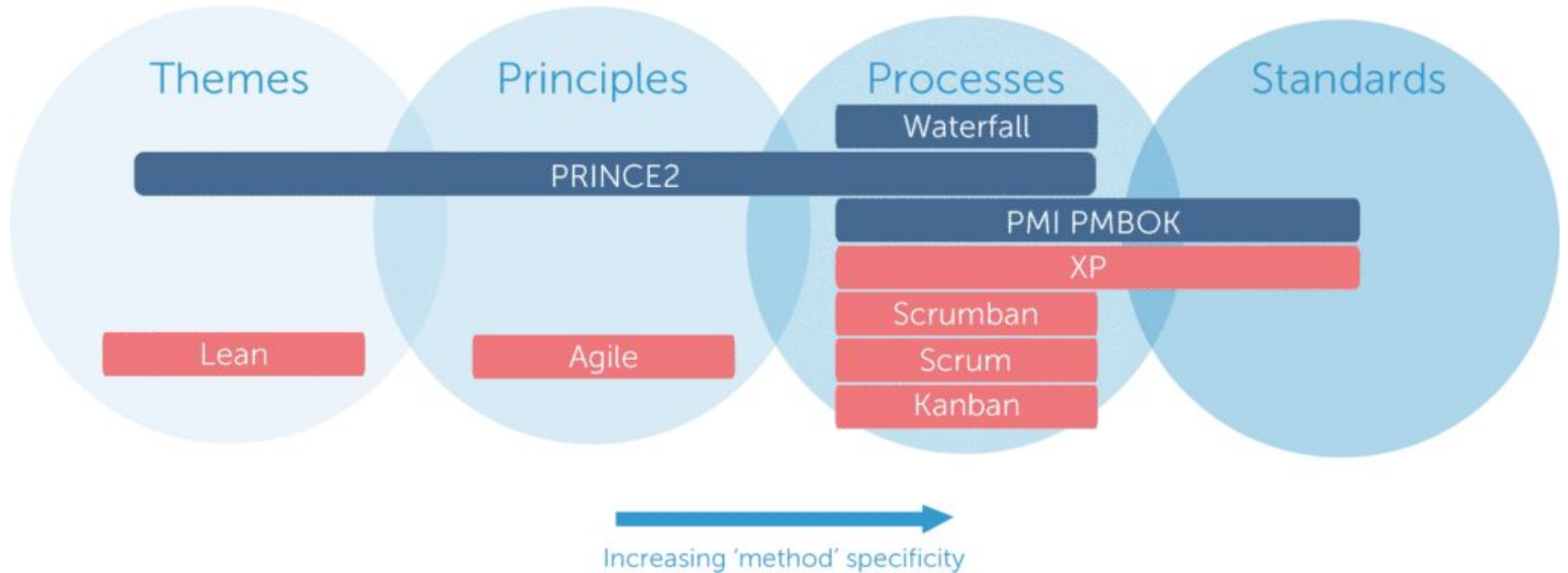
Waterfall method:
The waterfall method is one of the classics in project management. The name already describes the procedure very clearly. The individual steps are processed one after the other. In addition to the image of a waterfall, the idea of a staircase (each step a phase) therefore also fits well. This method is often used for software development. However, it can generally be applied to projects whose individual phases can be clearly defined.

Agile project management: This term summarizes several methods that follow the same approach. This project management method also originates from software development. In recent years, agile methods have become increasingly popular. Among others, this one:

Kanban or Kanban Board has a lot in common with the good old **To-Do list.** In the Kanban method, the focus is on visualizing the individual tasks. This is to strengthen teamwork and make progress traceable.
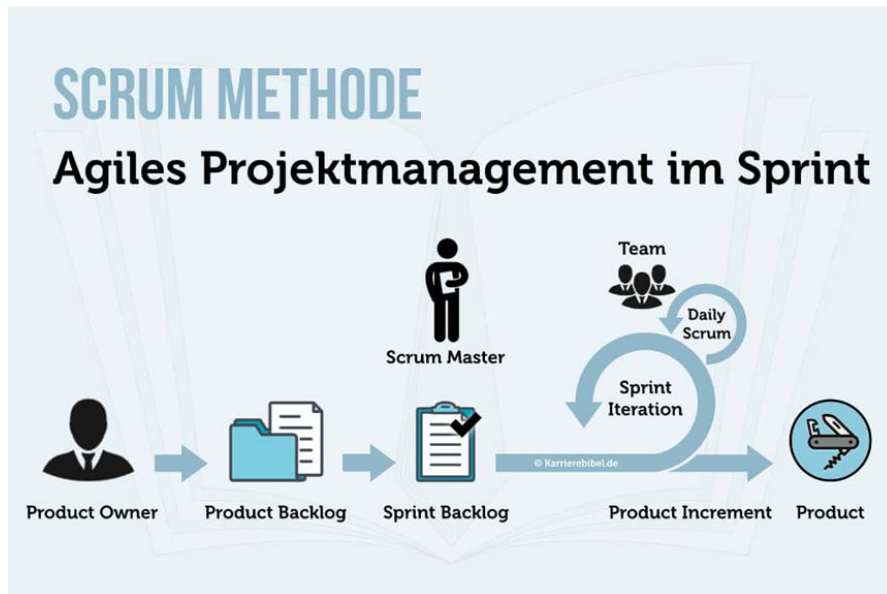
Scrum is based on an assumption that probably some people who have already worked in a project with others can confirm: Especially the big projects are much too complex to define and plan all steps in advance. Therefore, in Scrum, various intermediate results are defined in a plan (Product Backlog), which are to be achieved in certain processes (Sprints) and which are reviewed during the project and adjusted if necessary. Translated with www.DeepL.com/Translator (free version)

Lean Project Management
This project management method focuses on the economical use of resources. Project management should be carried out in such a way that as little as possible is wasted. By the way, this refers not only to material goods, but also to immaterial ones such as (working) time.

SCRUM METHODE
Agiles Projektmanagement im Sprint

Scrum Master

Team

Daily Scrum

Sprint Iteration

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Product Owner   Product Backlog   Sprint Backlog   Product Increment   Product

How to make it a success

Successful project management does not only mean choosing the **right method** and sticking to the known **guidelines.** In addition, both the project manager and the other employees in the project should observe some rules of conduct that can positively influence the success of the project.

For example, these:

- **Clearly define the goals**

Defining goals should always be the first step in a new project. The **SMART** method is particularly suitable for this, according to which goals should be specific, measurable, action-oriented, i.e. so that one also has the desire to implement the goals, realistic and scheduled. Goals formulated in this way help in the selection of suitable solutions. Thus, the overall goal can be divided into smaller sections and the task plans can be further developed. It also makes the final check at the end of the project easier. The diagram illustrates the individual phases of this method:

S	**M**	**A**	**R**	**T**
Spezifisch	Messbar	Attraktiv	Realistisch	Terminiert
Ziele so konkret und spezifisch wie möglich formulieren.	Qualitative und quantitative Messgrößen bestimmen.	Planen Sie so, dass Sie auch Lust haben, das Ziel zu realisieren.	Machbarkeit der Aufgabe innerhalb der Zeit und mit den Mitteln.	Ziele zeitlich bindend planen: Was ist bis wann zu erledigen?

Identify the risks and conflicts

Collaboration always automatically results in the potential for conflict. Personal differences, competing tasks or a simple misunderstanding can lead to problems when pursuing a common goal. If these trouble spots are identified early on, they can be countered and the project can move forward.

- Ensure the best possible communication

Schedule regular feedback sessions and meetings of the entire team. By the way, this also includes reflecting on the project itself. What is going well and can be maintained, where is there room for improvement?
Reflection on the current status can take place at specific, predefined dates. However, it also makes sense to compare the current status with the target status before starting a new project phase.

- Realistically assess the time required

If the project is to be successful, it is also always a question of planning the time required by the team and the expected duration of tasks. Especially if the project is to be completed by a certain deadline. This is often not so easy to do in advance, but must be attempted nonetheless. It may work better if the entire team pulls together and communicates problems as quickly as possible.

- Develop a contingency plan

Even with optimal communication and teamwork, not everything always runs smoothly. Project managers should therefore also be prepared for the possibility that the entire project could fail. In this case, you should have a contingency plan ready to save the project, at least in its basic outlines, or to be able to present interim results to the customer at the deadline.

- Get management on board

The support of management and superiors is essential for a project. In order to secure this support, communication should be taken into account right from the start. In order to make important decisions, it is essential that all relevant information is available. Backing from management also ensures the supply of the resources needed for the project - regardless of whether this involves additional capital or additional manpower.

Advantages of project work

Work on individual projects accounts for an ever-increasing share of an employee's total tasks. Many companies now generate more than half of their revenue through project work.

There are several reasons for the increasing popularity of project work:

1. variety

In addition to the normal daily work, projects offer the opportunity to gain new experience. In particular, the ability to work in a team can be strengthened through project work, as it is a challenge to work together with new colleagues in a team to achieve a goal.

2. motivation

Many employees lose sight of the long-term goal in day-to-day business and just do things by the book. Goal-oriented work in projects, on the other hand, opens up the possibility of tracking the progress of the project and seeing how one's own contribution has advanced the team.

3. organization

The planning necessary for a project also creates structure and order in the working methods of the employees involved. This ability is often carried over into other areas of responsibility, which can increase overall performance.