Time Management

A Small Business Perspective

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Project Manager

for

DIVERSIFIED METAL PRODUCTS, INC.

Introduction:

Project Phases and the Areas of Knowledge (KNOW this diagram + inputs/tools/outputs – page 70 in PMBOK)

	Project Phases				
Areas of Knowledge	**Initiation**	**Planning**	**Execution**	**Control**	**Closure**
Project Mgmt Integration	Develop Project Charter Develop Prelim Project Scope Statement	Develop Project Mgmt Plan	Direct and Manage Project Execution	Monitor and Control Project Work Integrated Change Control	Close Project
Project Scope Mgmt		Scope Planning Scope Definition Create WBS		Scope Verification Scope Control	
Project Time Mgmt		**Activity Definition** **Activity Sequencing** **Activity Resource Estimating** **Activity Duration Estimating** **Schedule Development**		**Schedule Control**	
Project Cost Mgmt		Cost Estimating Cost Budgeting		Cost Control	
Project Quality mgmt		Quality Planning	Perform Quality Assurance	Perform Quality Control	
Project Human Resource Mgmt		Human Resource Planning	Acquire Project Team Develop Project Team	Manage Project Team	
Project Communications mgmt		Communications Planning	Information Distribution	Performance Reporting Manage Stakeholders	
Project Risk Mgmt		Risk Management Planning Risk Identification Qualitative risk Analysis Quantitative Risk Analysis Risk Response Planning		Risk Monitoring and Control	
Project Procurement Mgmt		Plan Purchases and Requisitions Plan Contracting	Request Seller Responses Select Sellers	Contract Administration	Contract Closeout

6.1 Activity Definition

Inputs

- Internal and environmental factors (PMBOKism is enterprise environmental factors and organizational process assets)
- Project scope statement
- Work breakdown structure (WBS)
- WBS dictionary
- Project management plan

Tools and Techniques

- Decomposition
- Templates
- Rolling wave planning
- Expert judgment
- Planning component

Outputs

- Activity list
- Activity attributes
- Milestone list
- Requested changes

6.2 Activity Sequencing

Inputs

- Project scope statement
- Activity list
- Activity attributes
- Milestone list
- Approved change requests

Tools and Techniques

- Precedence diagramming method (PDM)
- Arrow diagramming method (ADM)
- Schedule network templates
- Dependency determination
- Applying leads and lags

Outputs

- Project schedule network diagrams
- Activity list (updates)
- Activity attributes (updates)
- Requested changes

6.3 Activity Resource Estimating

Inputs

- Internal and environmental factors
- Activity list
- Activity attributes
- Resource availability
- Project management plan

Tools and Techniques

- Expert judgment
- Alternatives analysis
- Published estimating data
- Project management software
- Bottom-up estimating

Outputs

- Activity resource requirements
- Activity attributes (updates)
- Resource breakdown structure
- Resource calendars (updates)
- Requested changes

6.4 Activity Duration Estimating

Inputs

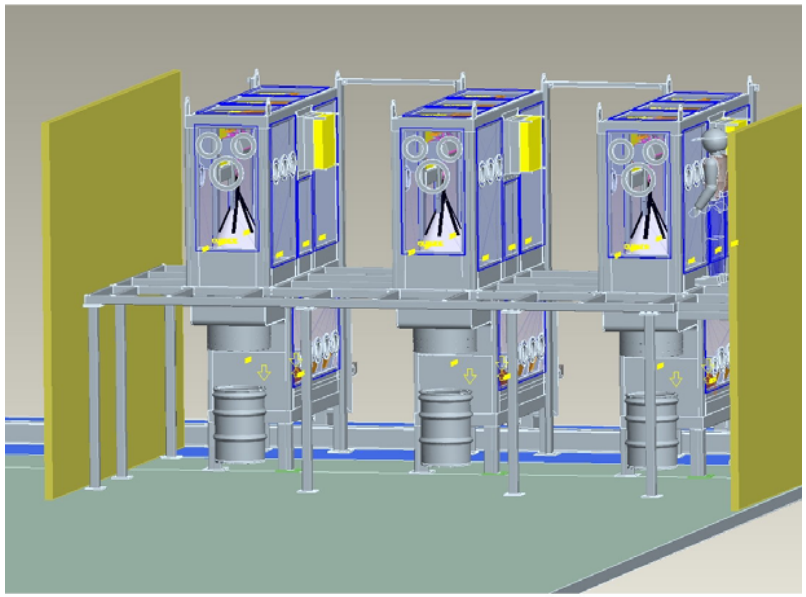
- Internal and environmental factors
- Project scope statement
- Activity list
- Activity attributes
- Activity resource requirements
- Resource calendar
- Project management plan
  - -Risk register
  - -Activity cost estimate

Tools and Techniques

- Expert judgment
- Analogous estimating
- Parametric estimating
- Three point estimates
- Reserve analysis

Outputs

- Activity duration estimates
- Activity attributes (updates)



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6.5 Schedule Development

Inputs

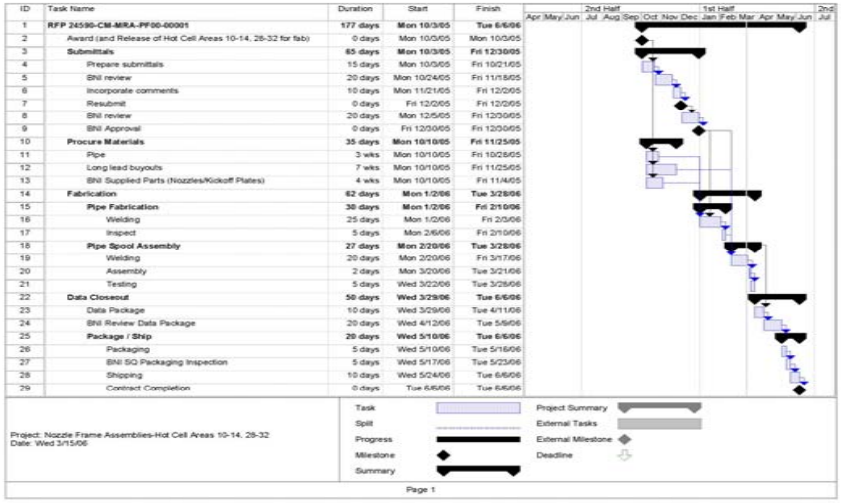
- Internal and environmental factors
- Activity list
- Activity attributes
- Project schedule network diagrams
- Activity resource requirements
- Resource calendars
- Activity duration estimates
- Project management plan
  - -Risk register

Outputs

- Project Schedule
- Schedule model data
- Schedule baseline
- Resource requirements (updates)
- Activity attributes (updates)
- Project calendar (updates)
- Requested Changes
- Project management plan (updates)
  - -Schedule management plan (updates)

Tools and Techniques

- Schedule network analysis
- Critical path method
- Schedule compression
- What-if scenario analysis
- Resource leveling
- Critical chain method
- Project management software
- Applying calendars
- Adjusting leads and lags
- Schedule model



6.6 Schedule Control

Inputs

- Schedule management plan
- Schedule baseline
- Performance reports
- Approved change requests

Tools and Techniques

- Progress reporting
- Schedule change control system
- Performance measurement
- Project management software
- Variance analysis
- Schedule comparison bar charts

Outputs

- Schedule model data (updates)
- Schedule baseline (updates)
- Performance measurements
- Requested changes
- Recommended corrective actions
- Activity list (updates)
- Activity attributes (update)
- Project management plan (updates)

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You are invited to an

OPEN HOUSE

AT

DIVERSIFIED METAL PRODUCTS, INC.

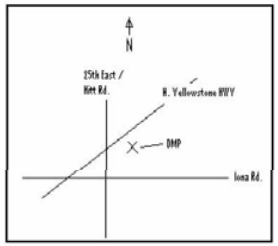
Date: 3/28/06 **Time: 4:00pm to 8:00pm**

Diversified Metal Products invites you to tour our three shops and meet our staff. We have a broad range of projects in process. We would like the opportunity to show you some of our capabilities. This is also a chance to meet our new staff members.

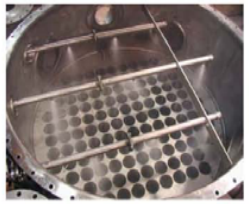
Please RSVP to Nathan:
nathanm@diversifiedmetal.com
or 529-9655

Highlights

- Shop Tours
- See our Waterjet Cutter in action!
- Snacks and Beverages
- See what DMP can do for you



Located at 3710 North Yellowstone Hwy.
on the corner of Hitt Rd. and N. Yellowstone



From Concept to Completion

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