ESF-U5   PROJECT MANAGEMENT

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Introduction to project management

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What is a project?

A temporary organization that is created for the purpose of delivering one or more products according to an agreed business plan

- Projects are the means by which we introduce change
- Projects should have a defined start and a defined end
- A project involves a team of people with different skills working together

Performance targets and tolerances

Time, cost, quality, scope, benefits and risks

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What is project management?

Planning, delegating, monitoring and **control** of all aspects of the project and the **motivation** of those involved within the performance targets.
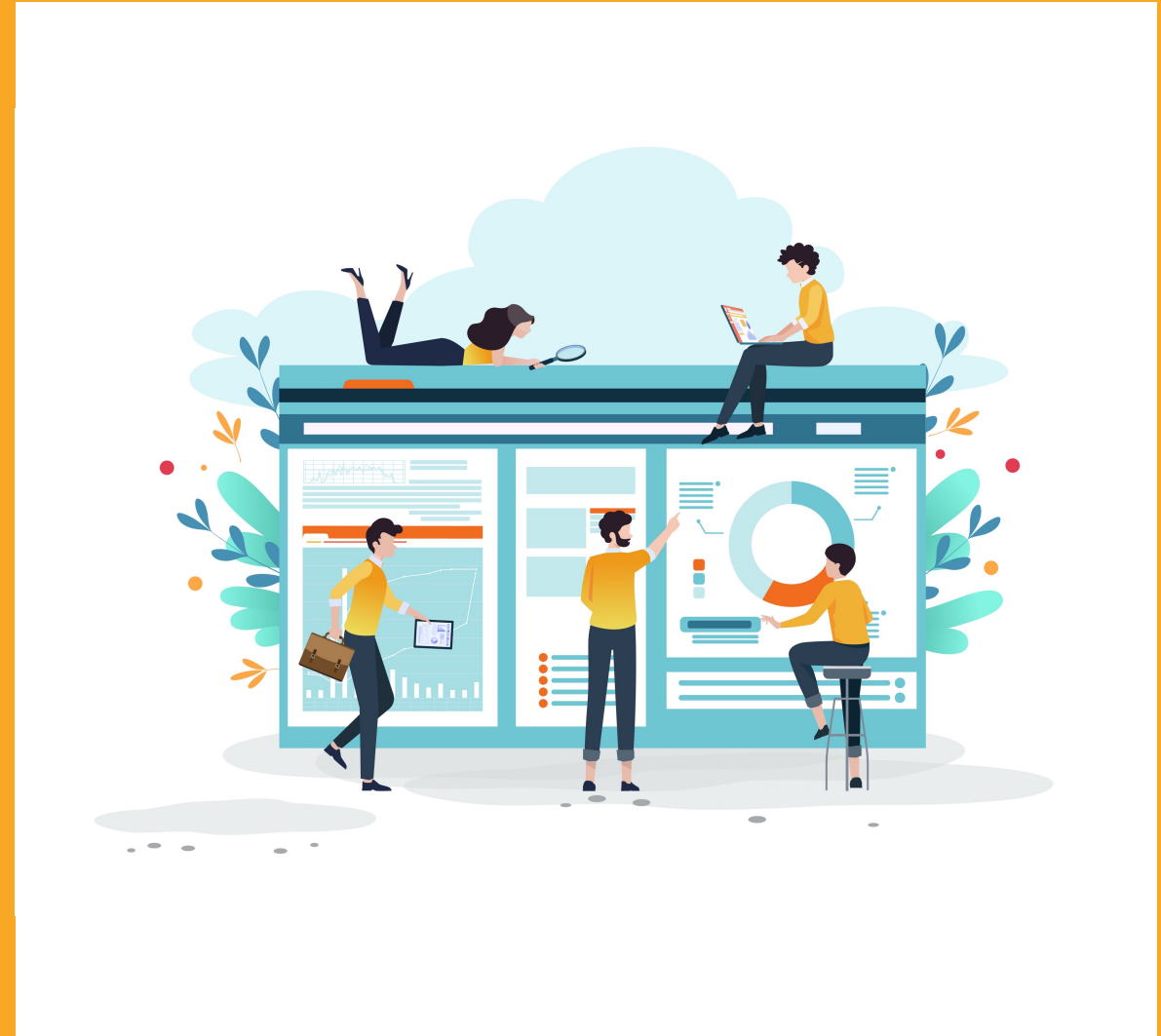
- The **Project manager** is the single focus for the day-to-day management of the project.
- The Project manager is responsible for planning, the delegation, monitoring and control and the motivation of the team.

Technical knowledge, Transversal skills, Hands-on experience

Planning, time management, people management, problem solving, attention to detail, communication, negotiation and conflict management

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Who are our stakeholders?

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What is stakeholder engagement?

The identification, analysis, planning and involvement of all those parties who have an interest and influence on the project (Stakeholders).
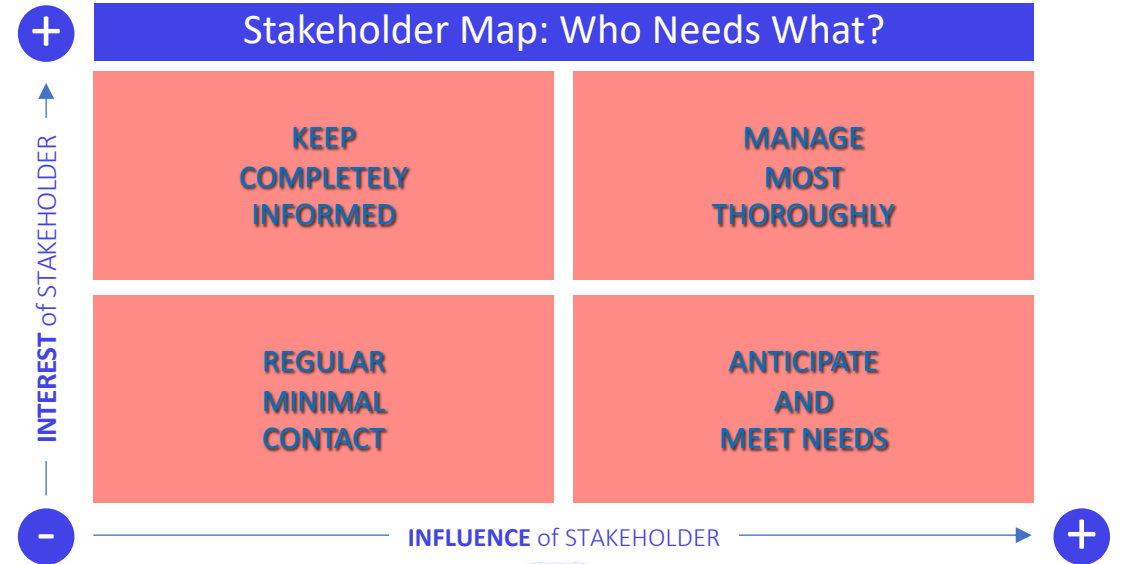
- **Identify** who are our stakeholders
- **Analyse** the why and the what
- **Plan** the how, the when, the where and the what
- **Implement** actions
- **Measure** the efficacy

Stakeholder map (interest and influence/power)

Institutional, Key, Operative, Informed stakeholder

Stakeholder Map: Who Needs What?

	INFLUENCE of STAKEHOLDER →
KEEP COMPLETELY INFORMED	MANAGE MOST THOROUGHLY
REGULAR MINIMAL CONTACT	ANTICIPATE AND MEET NEEDS

INTEREST of STAKEHOLDER

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When does a project start and finish?

The project lifecycle starts after that it is being authorized and finishes after that the product is accepted by the end users.

- Starting-up a project
- Initiating a project
- Controlling a project and delivering the products
- Closing the project

Project executive, Project manager and Team manager

Project plan, phase plan and controlled closure

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A teacher as a Project manager

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The teacher as project manager of "Educating on sustainability through food" project

REFLECTIVE QUESTIONS:
- Who are your stakeholders?
- What are their needs? What is their influence/interest?
- What objectives would you like to achieve? SMART! How do they contribute to your school context?
- How are you going to develop you projects?
- Who are you going to involve in order to make it interdisciplinary?
- How are you going to monitor your project?
- How are you going to close the project?
- How are you going to make sure that the results obtained will continue to be used after project closure?
- What benefits they will bring to your stakeholders?

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The teacher as project manager of "Educating on sustainability through food" project

TIPS:

- Always have a **plan** and **communicate** it to stakeholders using easy visible tools with short text lines: mind maps, diagrams, charts, power points.
- Use a **daily log** in order to record the most important events of your project daily: this will help you to take control of your project and monitor its ongoing
- **Record lessons learnt**: everything you have learnt may help you and your colleagues to improve the quality of present and future projects.
- Don't forget to consider all those events that may impact your project: **threats and opportunities**!
- Pay **attention to details**: be flexible, open minded and resilient.

SUSTAINABILITY THROUGH FOOD

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Thanks to everyone!
Erina Guraziu
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