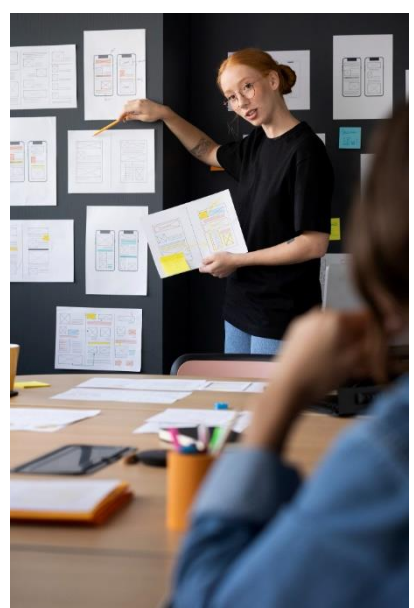


# Project Management 1 - Introduction



## Warm up

- Do you work or have you ever worked as a project manager?
- What specific tasks, activities, roles, and responsibilities do you associate with project management?
- How do you think project management differs from day-to-day task management?
- From your experience, what are the consequences of poor project management, and how does effective management contribute to success?
- Can you provide examples of industries or situations where project management is particularly crucial?



## 1. Match the project management terms with their definitions.

a. scope	
b. stakeholder	
c. budget	
d. risk management	
e. quality management	
f. resource allocation	
g. communication plan	
h. change management	

1. Plan for sharing project information with stakeholders.
2. Assigning and using project resources effectively.
3. Identifying and managing potential project risks
4. Managing changes to project scope, schedule, or resources.
5. Ensuring project deliverables meet standards.
6. Planned spending for project expenses.
7. Individuals or groups affected by the project.
8. The tasks needed to achieve a project's goals.



2. Discuss the questions below in pairs or small groups.



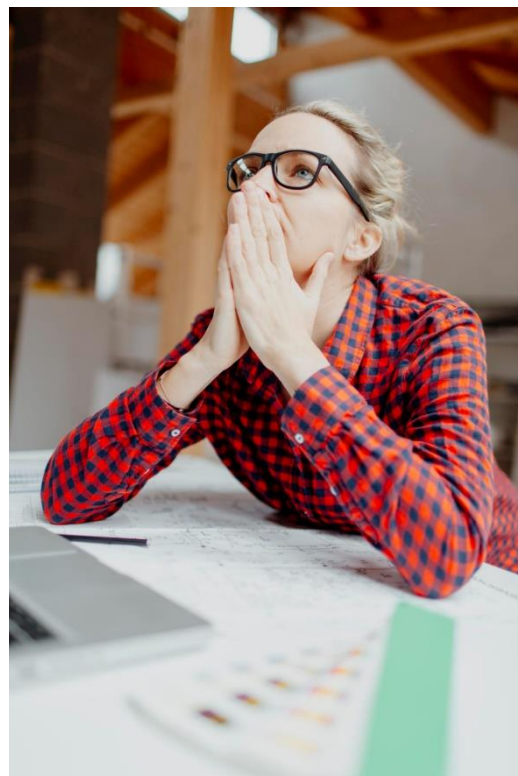


3. Discuss the given scenario, take notes, present key points with the class, and reflect on lessons learned during a group discussion.

### Case Study: Construction Project Delay

**Background:** *Caruana Builders* has been contracted to construct a new office building for *Buhajar Limited*. The project is situated in a bustling urban area and involves the demolition of an existing structure before construction begins. The new office building is designed to meet the needs of *Buhajar Limited's* expanding workforce, comprising office spaces, meeting rooms, a cafeteria, and parking facilities. The project has a total budget of \$10 million and is scheduled for completion within six months.

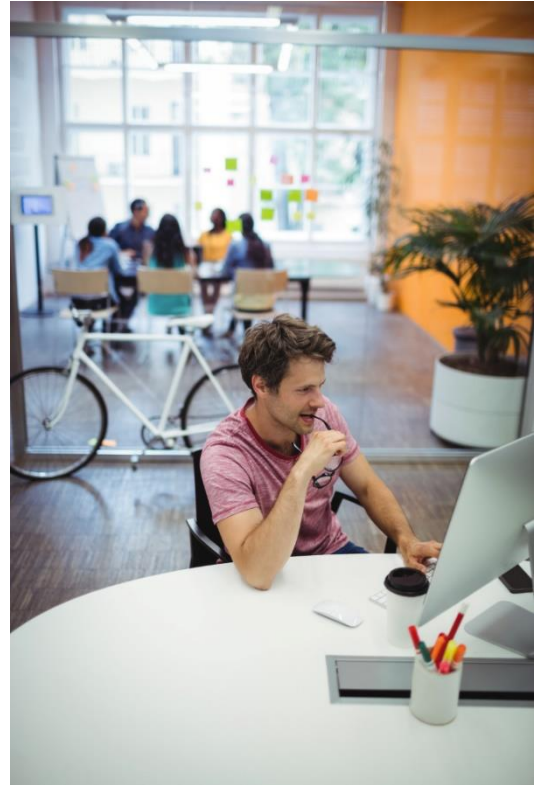
**Problem:** During the demolition phase, *Caruana Builders* encountered unforeseen challenges with excavation. Upon excavating the foundation, they uncovered an intricate network of underground utilities, including electrical lines, gas pipes, and telecommunication cables, which were not accurately documented in the initial site survey. Additionally, the soil conditions are unstable, necessitating additional reinforcement measures to uphold the building's structural integrity. Consequently, the excavation process runs longer than expected, delaying subsequent construction activities and setting the project behind schedule.



1. What were the excavation challenges and their impact on timeline and budget?
2. How can Caruana Builders reduce delays and maintain progress?
3. What's the best way to communicate excavation challenges and delays to stakeholders?
4. How can the project manager minimize delays for subcontractors and material procurement?
5. What lessons were learned about risk assessment?
6. How can the project manager boost team morale post-setbacks?

## Case Study: The Launch Event

**Background:** *Event Management Inc.* has been tasked with organizing a product launch event for *TechGenius*, a leading technology company. The event is scheduled to take place in a prestigious venue in the city centre and is expected to attract industry leaders, media representatives, and potential investors. The launch event aims to unveil *TechGenius's* latest innovation, a groundbreaking smartphone with advanced features and capabilities. *Event Management Inc.* has been entrusted with coordinating all aspects of the event, including venue selection, event planning, guest invitations, promotional activities, and logistics. The event has a strict budget and is scheduled to be completed within two months.



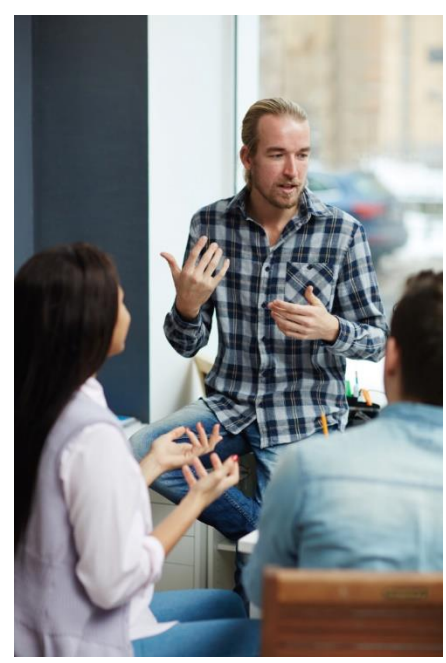
**Problem:** Two weeks before the launch event, *Event Management Inc.* faces a significant setback when the chosen venue cancels the booking due to unforeseen circumstances. The sudden cancellation leaves the event organizers scrambling to find an alternative venue that meets the requirements and maintains the event's prestige. Additionally, the change in venue poses logistical challenges, including adjusting event planning, coordinating with vendors, and updating guests about the new location. The unexpected change threatens to disrupt the carefully planned schedule and could impact the overall success of the launch event.

1. What were the main challenges from the venue cancellation and their impact on the timeline and budget?
2. How can Event Management Inc. mitigate the venue change's impact on event planning and progress?
3. How should Event Management Inc. communicate the venue change to stakeholders?
4. How can the event manager minimize the impact on vendor arrangements and logistics?
5. What lessons can be learned about contingency planning and adaptability?
6. How can the project manager boost team morale post-setbacks?




**4. Discuss.**

- a. What similarities did you notice in project management challenges?
- b. How did effective communication address these challenges?
- c. What strategies were effective in mitigating risks and setbacks?
- d. What lessons can be applied to real-world project management?
- e. In hindsight, what additional strategies could have helped prevent or mitigate challenges?



**5. As a class brainstorm the pros and cons of transparent communication during project setbacks and discuss the following points.**

Pros 	Cons 

- a. What insights did you gain from our brainstorming on communication strategies?
- b. Did you notice any recurring themes in the pros and cons listed?
- c. Were there any unexpected perspectives that emerged during the brainstorming session?