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POLYTECHNIC INSTITUTE OF SANTARÉM

IX INTERNATIONAL WEEK VIRTUAL

TERNATIONALIZATION IN TIMES OF PANDEMIC: CHALLENGES AND GOOD PRACTICES

11TH – 14TH MAY 2021

Projectize your life

using project management practices
to make your life ~~bitter~~ *better*

JOÃO AM do NASCIMENTO

Department of Informatics and Quantitative Metho
School of Management and Technology

Agenda

- What is a **Project**?
- **Life**?! Isn't it a **Project**? A big one… hope so!
- What is **Project Management**?
- What are the **practices** of Project Management?
- How can **Project Management** help our **Lifes**?

What is a Project?

A Project is a **coordinated effort**, **using** a combination of human, technical, administrative and financial **resources**, in order **to achieve** a specified **goal within** a fixed **time** period.

Life?! Isn't it a Project?

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coordinated effort

using resourc

achieve goal

within time

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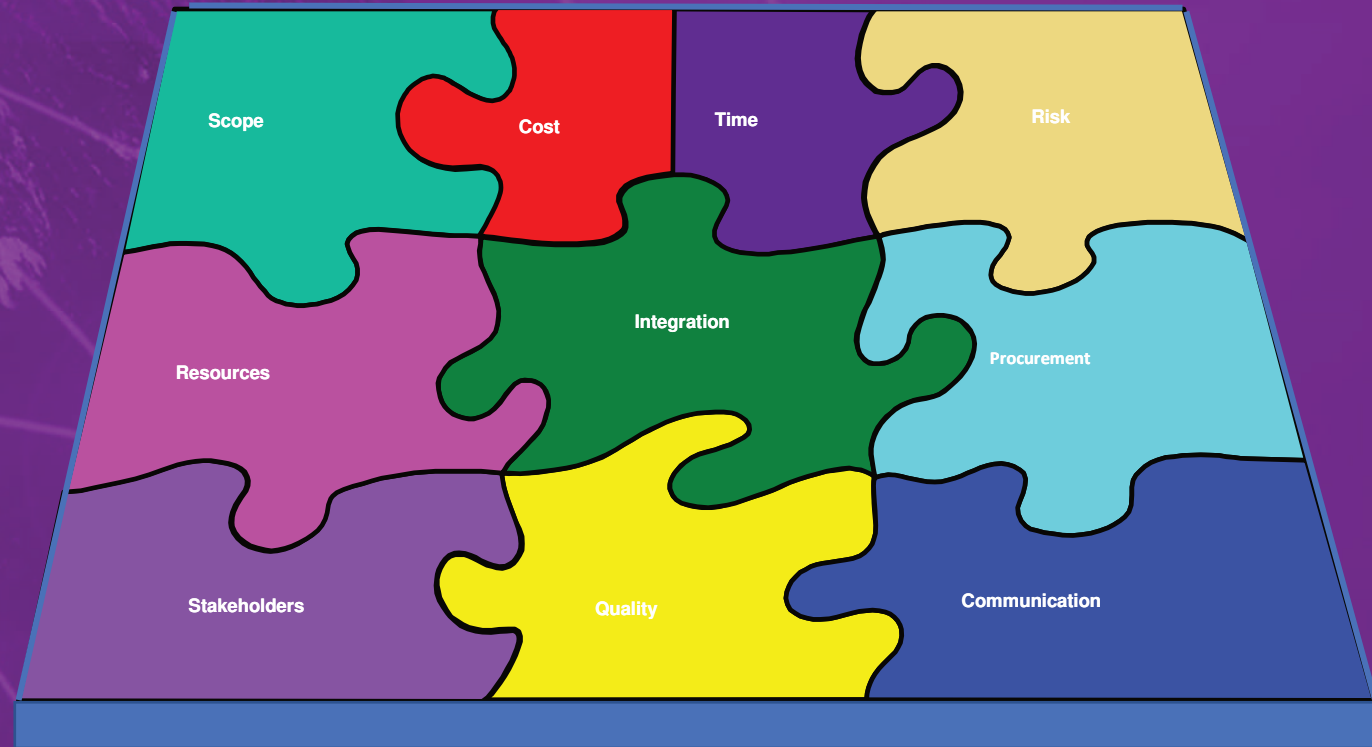
What is Project Management?

Project management is the **application** of knowledge, skills, tools, and techniques to project activities to meet the project requirements;

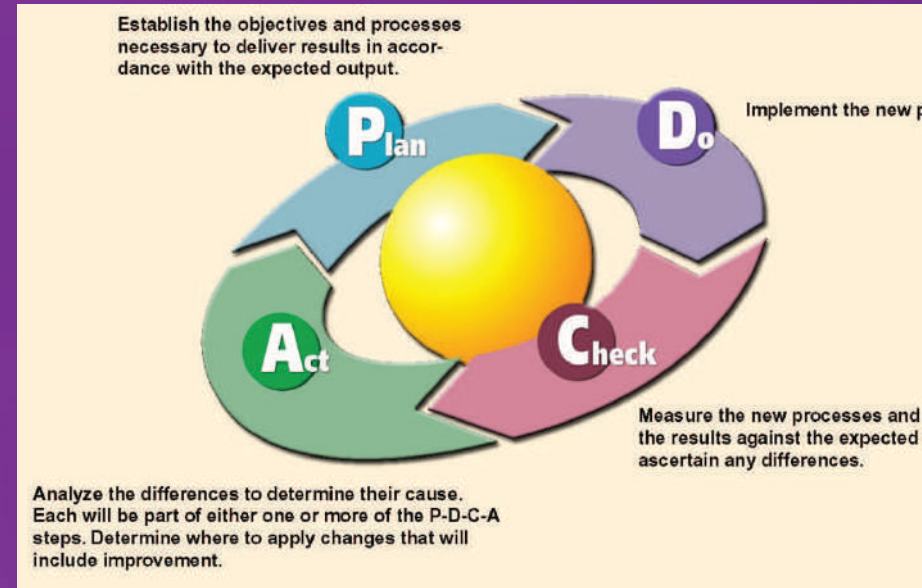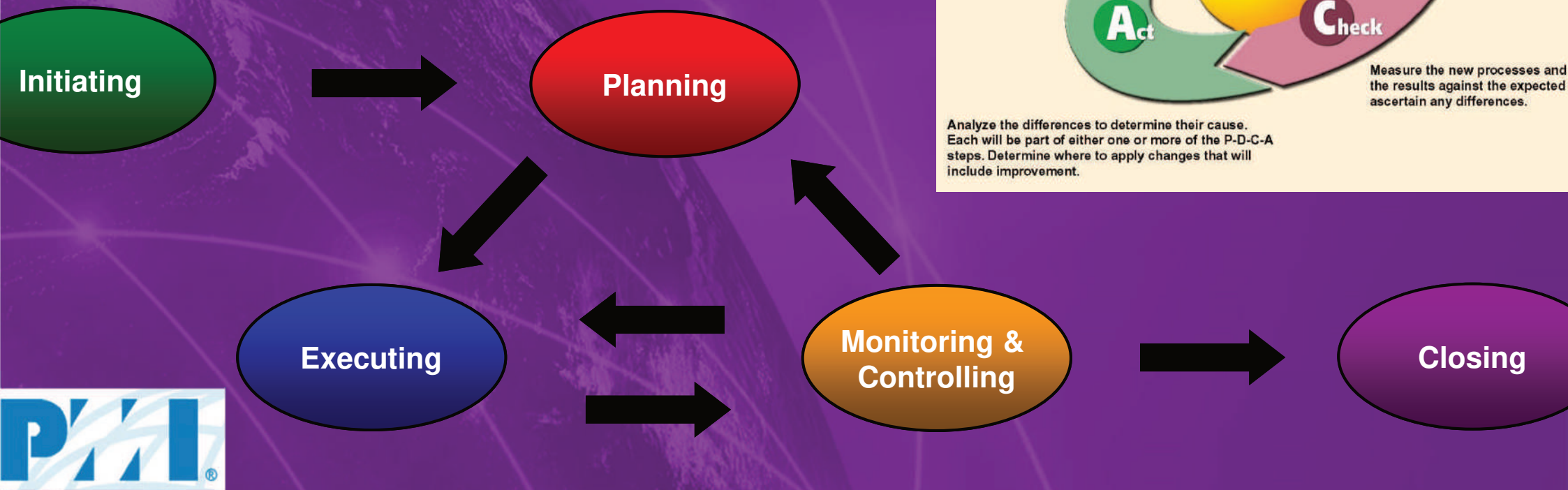… process of planning, organizing, leading and controlling the effort…

What are the practices of Project Management?

Knowledge Areas x Stages

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What are the practices of Project Management?

Knowledge Areas x Stages

Establish the objectives and processes necessary to deliver results in accordance with the expected output.

Implement the new p

Measure the new processes and the results against the expected ascertain any differences.

Analyze the differences to determine their cause. Each will be part of either one or more of the P-D-C-A steps. Determine where to apply changes that will include improvement.

Initiating

Planning

Executing

Monitoring & Controlling

Closing

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PLANNING

MONITORING & CONTROLLING

CLOSING

How can Project Management help our Lifes?
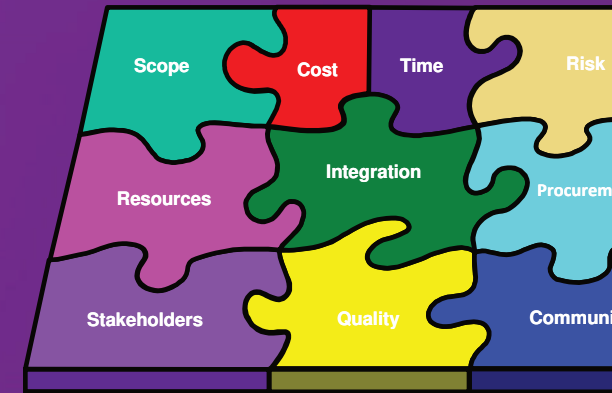
Some Practices

Initiating

- Stakeholder
  - Identify and Characterize (Family, Friends, Neighbors, Suppliers, Boss, …)
  - Manage Expectations / Communicate

- Scope
  - Set (and Review) your objectives wisely (SMART)
  - Learn how to say "No" sometimes
  - Assess **Importance** versus **Urgency**
 - Assess the **Impact** on your objectives (cost, time, …)
  - Rearrange scope as needed

How can Project Management help our Lifes?

Planning

Some Practices

- Scope
  - Identify Tasks => List
  - Characterize (Duration, Resources, Skills, …)
  - Decompose

- Time
  - Priorate => Dependencies
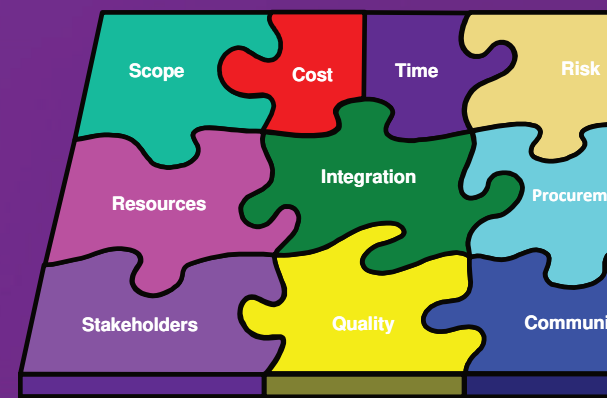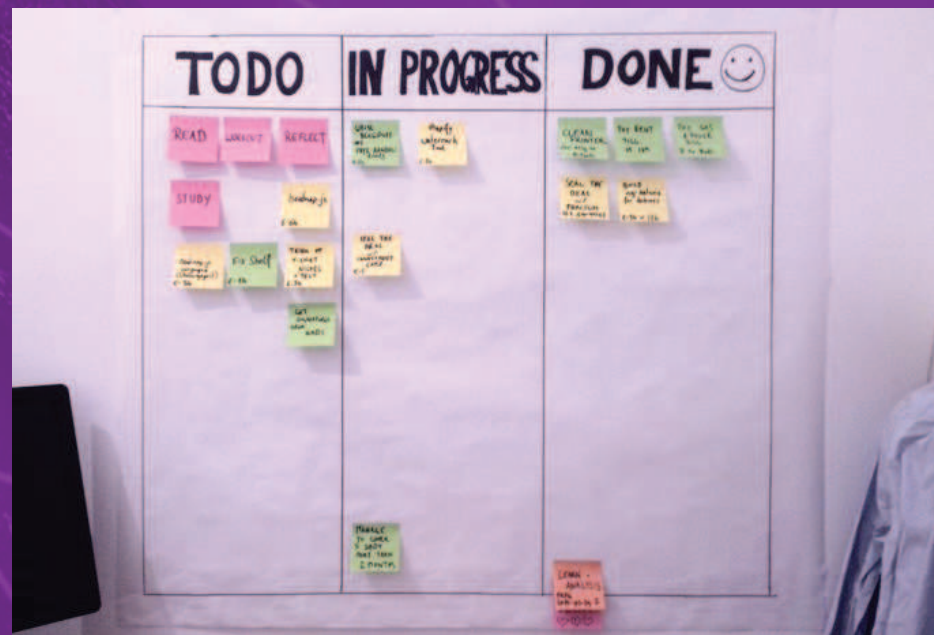 - Schedule

- Resources
  - Assure availability => Procurement

Scope   Cost   Time   Risk

Resources   Integration   Procurem

Stakeholders   Quality   Communi
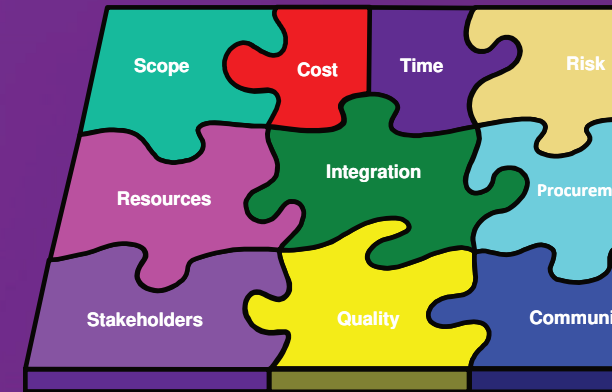
How can Project Management help our Lifes?

Some Practices

- Hints
  - Kanban
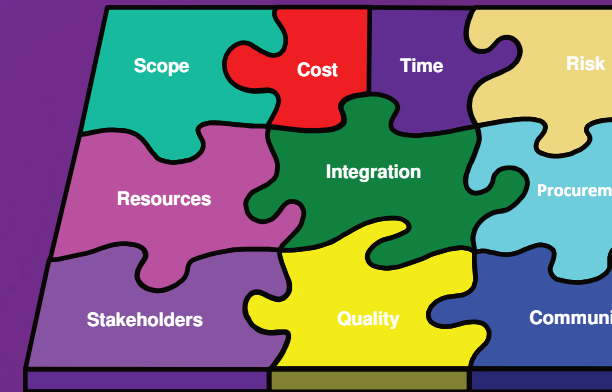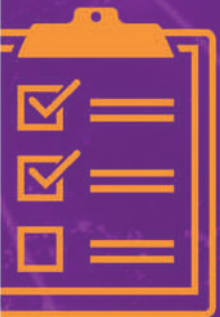 - Pomodoro
  - Multitasking

How can Project Management help our Lifes?

Monitoring & Controlling

Some Practices

- At the end of the Day/Week/Month/Quarter/Semester/Year
  - Identify what was completed (quality control)
  - Measure cost and time => control
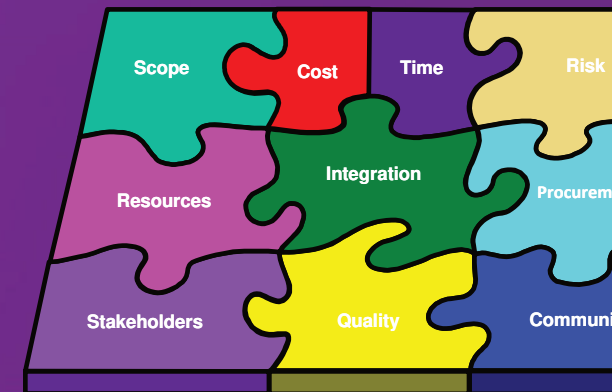 - Identify incomplete tasks => replan

Scope   Cost   Time   Risk

Resources   Integration   Procurem

Stakeholders   Quality   Communi

How can Project Management help our Lifes?

Some Practices

Closing

- When a part of the scope is closed
  - Review the main events
  - Collect and register lessons learned
  - Celebrate (always)
  - Prepare for what follows (because, Life never waits)

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