

Project Management and Soft Skills

Project Management: a Pragmatic Approach

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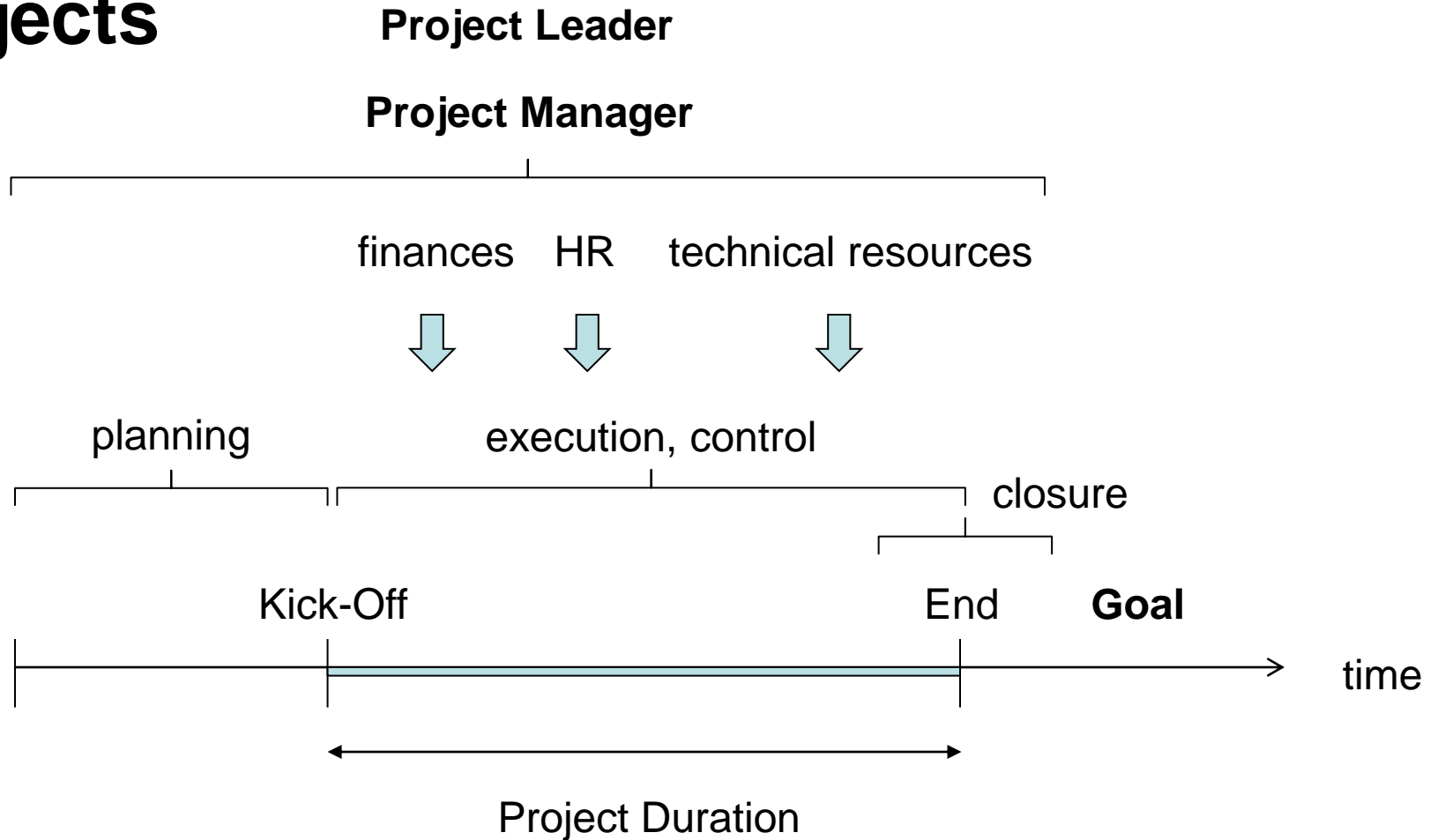
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Office Hours:
Monday 4 – 6 pm,
Viale Risorgimento 2
(upon agreement via email)

A.Y. 2017-18
Credits: 3

Project Manager

Projects



Project Manager

Projects: Planning

- Scope
 - Team
 - WBS, Deliverables and Milestones
 - Gantt and PERT
 - Human and technical resources
 - Duration
 - Cost
 - Key Performance Indicators
 - Risks
 - Quality assurance
 - **Project Description**
 - Formal approval
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Project Manager

Projects: Execution and Control

- Contract
 - Monitoring status
 - Monitoring team
 - Monitoring costs
 - Monitoring KPIs
 - Monitoring quality
 - Corrective actions
 - Predict failures
 - Update Gantt and PERT
 - Reallocate resources
 - Formal approval
 - Time sheets and deliverables
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Project Manager

Projects: Closure

- Collection of all outputs
 - Contract closure
 - Review meetings
 - Final balance
 - Final approval
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Project Planning

Project Description of H2020 RIA (Research and Innovation Actions)

1. **Excellence**
 - Objectives
 - Relation to Work Programme
 - Concept and Approach
 - Ambition
2. **Impact**
 - Expected Impacts
 - Measures to Maximise Impacts
3. **Implementation**
 - Work Plan
 - Management Structure and Procedures
 - Consortium as a Whole
 - Resources to be Committed
4. **Members of the Consortium**
5. **Costs**

(Template available on website)

Project Planning

How to prepare your project description

1. Groups already formed (1-19), no more than 5 members each
2. You can choose whether to work alone or split → **let me know**
3. Elect a Group Leader
4. Invent an IoT application (or analyse an existing one)
5. Plan the project according to planning steps
6. Use the H2020 RIA template to describe it
7. The Group Leader will submit it by the deadline via email to a.baldini@unibo.it in .pdf form with subject “PMSS – Project”

Deadlines:

- May 24, 1 pm → assessed by May 31
 - Seven days before exam dates, 6 pm → assessed before exam
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