

Project Management and Soft Skills

Project Management: a Pragmatic Approach

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Credits: 3

Project Management: A Pragmatic Approach

This lecture block does not aim at being general and comprehensive regarding the topic of Project Management, as this would require an effort not compatible with the objectives of this course.

The elementary management tools used in project activities are introduced.



Project Management

Interactive Session #2

Submit a proposal for financial support to the Ministry.

Your company intends to invest on new equipment; you hear of a financing opportunity offered by the Ministry. For the proposal (you have one month of time), you need to submit: i) ten pages describing in detail the company profile, its organisation (owners, roles...) and strategy, and the equipment to buy; ii) offers from three equipment providers; iii) an excel file showing financial data and market forecasts, proving that breakeven will be reached by three years; iv) the minutes of a board meeting with approval of all documents; v) proof of payment of admission fee via bank transfer.

Prepare a WBS, and Gantt. Include table of deliverables.

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Interactive Session #2

**ANY TEAM PRESENTING
THEIR OUTCOME ?**

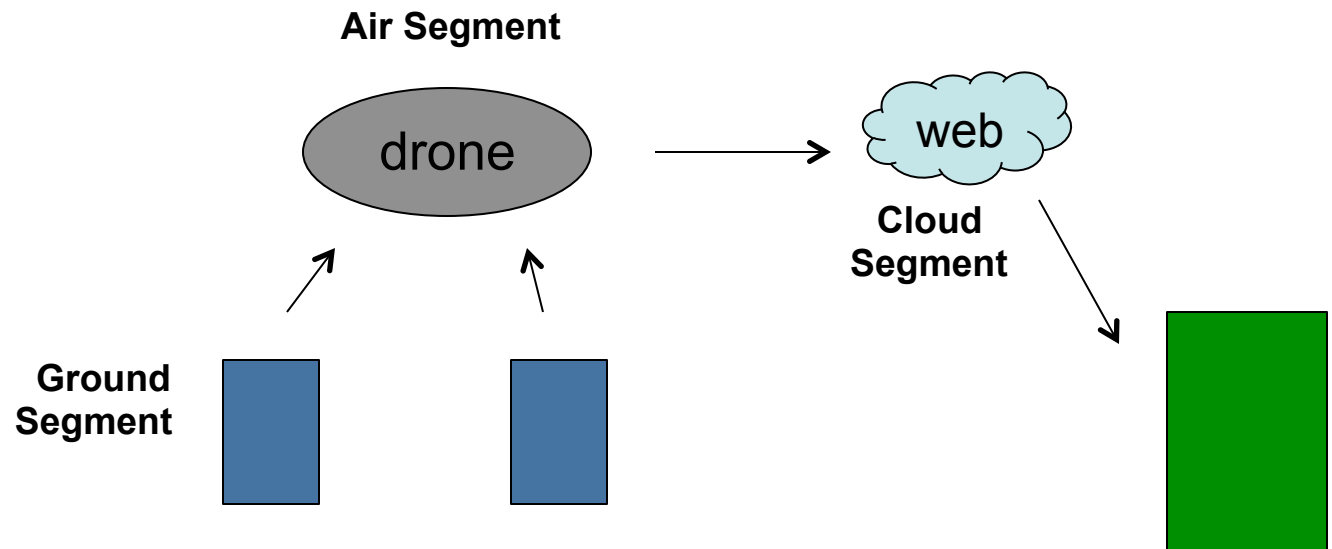
→ TEAM #4

Project Management

Interactive Session #3 – Teams of up to 5 | 15 min

Development and presentation (press conference) of a drone-based radio system for the support to rescue activities of the Red Cross.

Define the WBS.



Project Management

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Interactive Session #3 – Teams of up to 5 | ~~15~~ min

1. You received via email Team Number, *TN*, and *PMSS20_2_TN.xls*.
2. Disconnect from this lecture at the end of presentation of this slide.
3. We will keep the lecture alive on TEAMS, so that in case of need you can re-connect with us and make questions.
4. Join your *team* (identified through the *TN*) on TEAMS (button on the left hand side of the tool).
5. Elect one of you in your team as the *rapporteur*.
6. The rapporteur will put on the file *PMSS20_2_TN.xls* the outcome of the discussion in your team. Refer to the first sheet: *IS3*.
7.

Do not send it

8. We will resume the lecture after 30 min from now.
9. **We will describe the ACTUAL WBS originated for the project.**

*** Attendance Check ***

Fill the attendance form

www.robertoverdone.org

Teaching

PMSS

upper part of webpage

“Attendance Today”



Break

Project Management

Project Costs

Costs are normally of three types:

Equipment

Travels

Personnel (number of hours dedicated to project * hourly cost)

Direct costs are those directly related to the activities of the project.

Indirect costs are those involved in the project, that can not be directly charged to it. Very often, they are estimated through a flat rate as a percentage of the direct costs (e.g. 20%).

Project Management

Project Costs

$$C = C_d + C_i \quad [\text{EUR}]$$

(e.g. $C_i = 0.20 * C_d$)

$$C_d = C_e + C_t + C_p \quad [\text{EUR}]$$

$$C_p = \sum_{(i=1,K)} H_i * N_i \quad [\text{EUR}]$$

K number of people involved

N_i number of PersonHours (PHs) dedicated by person i

H_i his/her hourly cost

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Project Costs

Example#2: Organising a group week-end in Venice.

		Direct Equip. Travel	Indirect	Total
WP1 - Travel	T1.1 - Choice from timetable			0
	T1.2 - Ticket	40		40
	T1.3 - Baggage	50		50
WP2 - Hotel	T2.1 - Choice			0
	T2.2 - Booking & Payment	90		90
WP3 - Finances	T3.1 - Assessment			0
	T3.2 - Gathering of funds			0
WP4 - Cultural	T4.1 - Choice of events			0
Grand Total (EUR)				180

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Monthly Time Sheets

Tools used to track the usage of resources and prepare expense sheets.

E.g. Person Hours (PHs) for Month #j, Worker #k

Day	T1.1	T1.2	T1.3	...		Tn.m	SUM
1	3	3	2			0	8
2	1	3	0			0	4
...
31	0	0	0			0	0
SUM	12	24	6			0	42

Conventionally:
1,720 PHs/year
143.3 PHs/month
245.7 PDs/year

Person Day PD
 $PDs = PHs / 7$

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Interactive Session #4 – Teams | 45 min

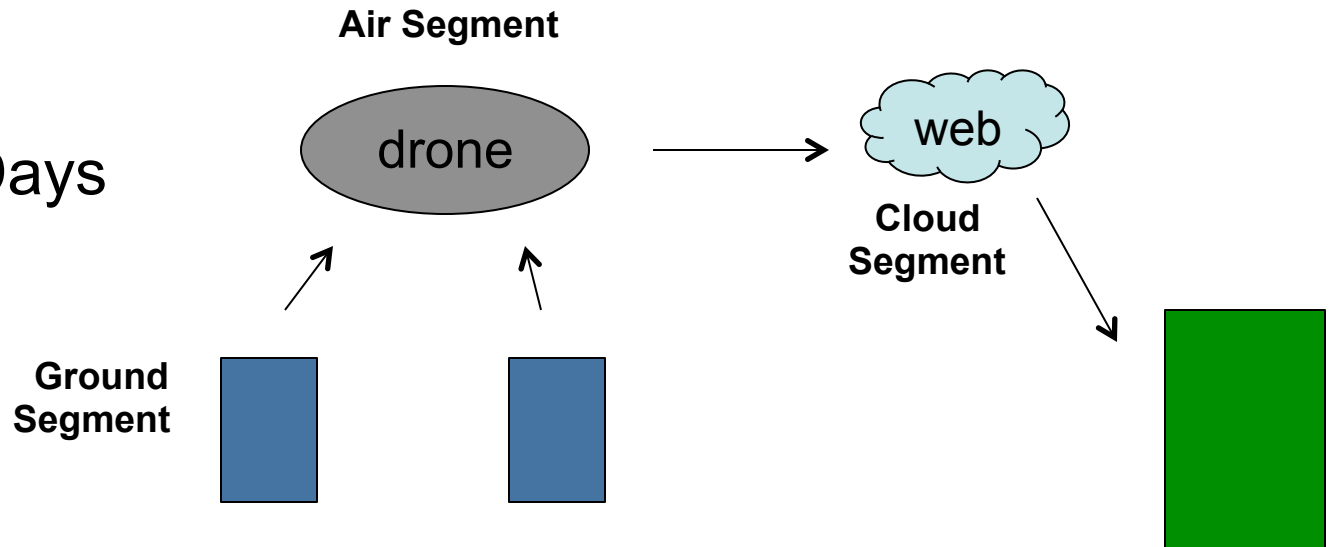
Development and presentation (press conference) of a drone-based radio system for the support to rescue activities of the Red Cross.

Prepare a Gantt.

Assess # of Person Days

Assess project costs.

Assume **18 weeks**
to the press conf,



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Interactive Session #4 – Teams | 45 min

Development and presentation (press conference) of a drone-based radio system for the support to rescue activities of the Red Cross.

Project: Development and presentation to the public of a system to

	#	AVERAGE COST	COST								
EQUIPMENT											
Ground Segment	30	€ 100,00	€ 3.000,00			CSO	€ 69,77		Manager		488,37 €
Air Segment	1	€ 250,00	€ 250,00			AM	€ 18,60		Junior Engineer		130,23 €
Cloud Segment	1	€ 2.500,00	€ 2.500,00			CTO	€ 23,26		Experienced Engineer		162,79 €
Software Licences		€ 0,00	€ 0,00			MM	€ 10,47		Unexperienced Non-technical		73,26 €
TRAVELS	4	€ 100,00	€ 400,00				€ 30,23		Senior Engineer		211,63 €
PERSONNEL			€ 0,00						Note: Italian standards for a start-up		
TOTAL DIRECT COSTS			€ 6.150,00								
INDIRECT COSTS		flat rate: 25%	€ 1.537,50								
TOTAL COSTS			€ 7.687,50								

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45

Interactive Session #4 – Teams | ~~45~~ min

1. You received via email Team Number, *TN*, and *PMSS20_3_TN.xls*.
2. Disconnect from this lecture at the end of presentation of this slide.
3. We will keep the lecture alive on TEAMS, so that in case of need you can re-connect with us and make questions.
4. Join your *team* (identified through the *TN*) on TEAMS (button on the left hand side of the tool).
5. Elect one of you in your team as the *rapporteur*.
6. The rapporteur will put on file *PMSS20_3_TN.xls* the outcome of the discussion. There are three sheets. **Refer to the instructions.**
7. He/she will send it to roberto.verdone@unibo.it cc a.baldini@unibo.it
8. We will resume the lecture after 45 min from now.
9. **We will look for volunteers to present their outcome next week.**

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Do record (take note!) the name of your teammates.

I will send you an email requesting to fill a form – please react by next Wednesday, 12 am

See you next week



Don't forget your homework!

- Send excel file (via email)
- Reply to my email you will receive

both by Apr 1, 12 am

