

Initiation Phase: Defines purpose, scope, and feasibility to decide on project start.

Importance of the Initiation Phase:

Clarifying Vision

Setting Foundations

Verifying Feasibility

Legitimizing the Project

key steps:

Project Charter

Feasibility Study

Defining Project Scope

Team Formation

Risk Management Plan

What is the Planning Phase in Project Management?

The planning phase creates detailed plans for resources, schedule, budget, and risks to guide the project to success.

Importance of the Planning Phase:

- **Clear Goal Definition**
 - **Risk Reduction**
 - **Team Coordination**
 - **Optimal Resource Use**
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Components of the Planning Phase

- **Scope Planning**
- **Schedule Planning**
- **Budget Planning**
- **Resource Planning**
- **Risk Management**
- **Quality Planning**

What is the Execution Phase?

The execution phase is where planned activities are carried out to achieve project goals, including task management, coordination, and quality control.

What is the Monitoring and Controlling Phase?

The monitoring and controlling phase tracks progress and adjusts keep the project on track.

Why Learn Project Management?

To plan, organize, and complete tasks efficiently.

Example:

Planning a graduation ceremony.

What is Project Management?

It's using time, money, and people to achieve goals within a set time.

Example:

- Designing the blueprint (Planning)
- Selecting contractors and workers (Organizing)
- Monitoring daily progress (Directing)
- Ensuring work aligns with the plan (Controlling)

Why is Project Management Important?

- Increasing Complexity
- Limited Resources
- Competition

Elements of Project Management:

- Planning
- Organizing
- Staffing
- Directing (Leadership)
- Controlling

Project Planning:

Defining goals, strategies, resources, tasks, and timelines.

Why It Matters:

- Clear objectives
 - Efficient resource use
 - Fewer risks
 - Better team communication
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Planning Support Tools:

1- Microsoft Project:

Advantages:

- Familiar interface

Disadvantages:

- High cost.
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2- Mind Meister:

Advantages:

- Easy to use

Disadvantages:

- Limited features in the free version.