

# Module 7: Effective Project Management

## Student resource

### Introduction

Processes for managing projects are essential in every business and organisation and there are many different approaches; sometimes the approach is specific to the business.

In completing this module you will:

- Be introduced to the idea of project management
- Understand the importance of effective project management in business
- Understand some basic approaches to project management
- Start to use basic project management tools

### Activity 1 (10 minutes)

Think of an example of a project you have been involved with.

Where possible, discuss the following:

- What were the aims of the project?
- Did you break the project down?
- How did you make sure you kept the project on track?
- Who was involved in the project?
- Did you face any challenges?
- How did you go overcome those challenges?

Watch [The Project Management Process video](#) (🕒 2 minutes watch) and see if your discussion covered similar points.

### Activity 2 (10 minutes)

Now you have some ideas about project management, consider, discuss (where possible) and summarise why each element listed in the table may be important when managing projects.

**Provide a reason as to why these elements may be important when managing projects.**

Setting clear goals and objectives
Planning - realistic schedule and deadlines
Identifying clear roles and responsibilities when working in a team
Effective communication
Considering challenges / risks
Applying problem solving techniques
Adapting to change
Monitoring progress and evaluate work
Learning from experience

### Activity 3 (10 minutes)

Project Management requires a blend of different skills rather than being a skill on its own.

**What key skills do you think project managers need to work effectively?**

**Record your thoughts below.**

Top 5 skills for effective project management.
1.
2.
3.
4.
5.

Use the [Project Manager job](#) profile from Prospects to compare the skills you identified above to the requirements of this job. Revisit the table above and add any reflections / additional skills you had not initially identified.

### Activity 4 (20 minutes)

In order to understand how a project can be delivered, project managers often use a framework to plan out the project. The table below has already been partially completed. Complete the table to finish the plans and make a perfect cup of tea for a friend.

The project is seemingly straightforward and something that is done many times a day by households all over the world, but when you really look at the detail, you are starting to think like a project manager.

**Project Name:** To make a perfect cup of tea for a friend

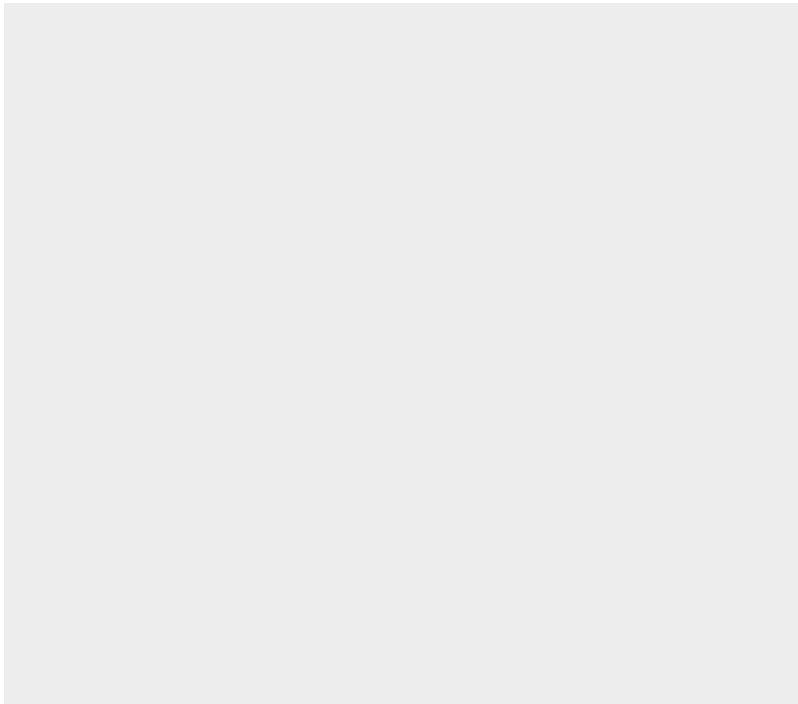
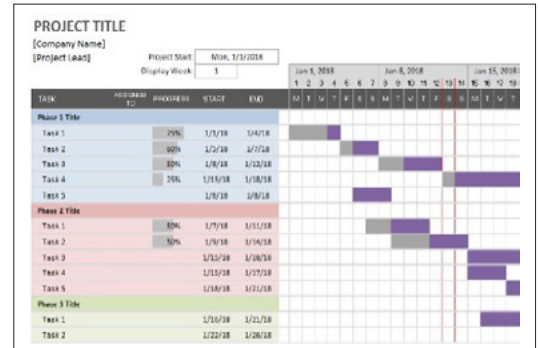
Project steps to take or 'objectives'	Risks to consider	People involved (customers and Stakeholders)	Resources needed (including people)	Costs	Sign off responsibility	Success looks like
<ul style="list-style-type: none"><li>▪ Check what facilities, equipment and facilities are available</li></ul>	<ul style="list-style-type: none"><li>▪ Electrical equipment is tested and working</li></ul>	<ul style="list-style-type: none"><li>▪ Kitchen owner</li></ul>	<ul style="list-style-type: none"><li>▪ Person to make tea</li></ul>	<ul style="list-style-type: none"><li>▪ Kettle</li><li>▪ Electricity</li><li>▪ Water</li></ul>	<ul style="list-style-type: none"><li>▪ Project Manager</li></ul>	<ul style="list-style-type: none"><li>▪ All equipment is present in the kitchen</li></ul>
<ul style="list-style-type: none"><li>▪ Ask your friend how they like their tea</li></ul>	<ul style="list-style-type: none"><li>▪ Allergies to caffeine, milk etc.</li></ul>	<ul style="list-style-type: none"><li>▪ Tea maker</li><li>▪ Friend</li></ul>	<ul style="list-style-type: none"><li>▪ Milk</li><li>▪ Tea bags</li><li>▪ Sugar</li></ul>		<ul style="list-style-type: none"><li>▪ Project Manager</li></ul>	<ul style="list-style-type: none"><li>▪ Full understanding of how the friend likes their tea</li></ul>
<ul style="list-style-type: none"><li>▪ Fill kettle with water</li></ul>	<ul style="list-style-type: none"><li>▪ Water is fresh, kettle lid opens to fill easily</li></ul>			<ul style="list-style-type: none"><li>▪ No new costs</li></ul>	<ul style="list-style-type: none"><li>▪ Project Manager</li></ul>	<ul style="list-style-type: none"><li>▪ Kettle filled</li></ul>
<ul style="list-style-type: none"><li>▪ Boil water</li></ul>						

Sometimes projects may have been started by another person before a project manager becomes involved. It is therefore important for project managers to review what has already taken place in line with the intended outcomes of the plan. The plan had already been started, did you agree with the information, is there anything you would have done differently had you had responsibility from the start of the project?



Many project managers will use software or programmes such as Excel and Gantt Project Management etc, as a visual way of recording tasks, responsibilities and timelines in accordance with overall project deadlines.

Once you have identified your tasks, create a project timeline either by hand or using software such as Excel. If completing by hand, use the space below to draft your project timeline.

#### TOP TIP

There are also free online management tools such as Gantt project (free), Trello etc.

## Extension Activity

There are many different project management qualifications.

Spend some time exploring the different qualifications and opportunities for project managers to develop their skillset.

You may want to look at:

[Project Manager jobs: What are the different management qualifications](#)

[Prospects: How to become a project manager](#)

[Become a project manager](#)

[Manage a project with digital tools](#)

[Future Learn: Project Management Principles](#)