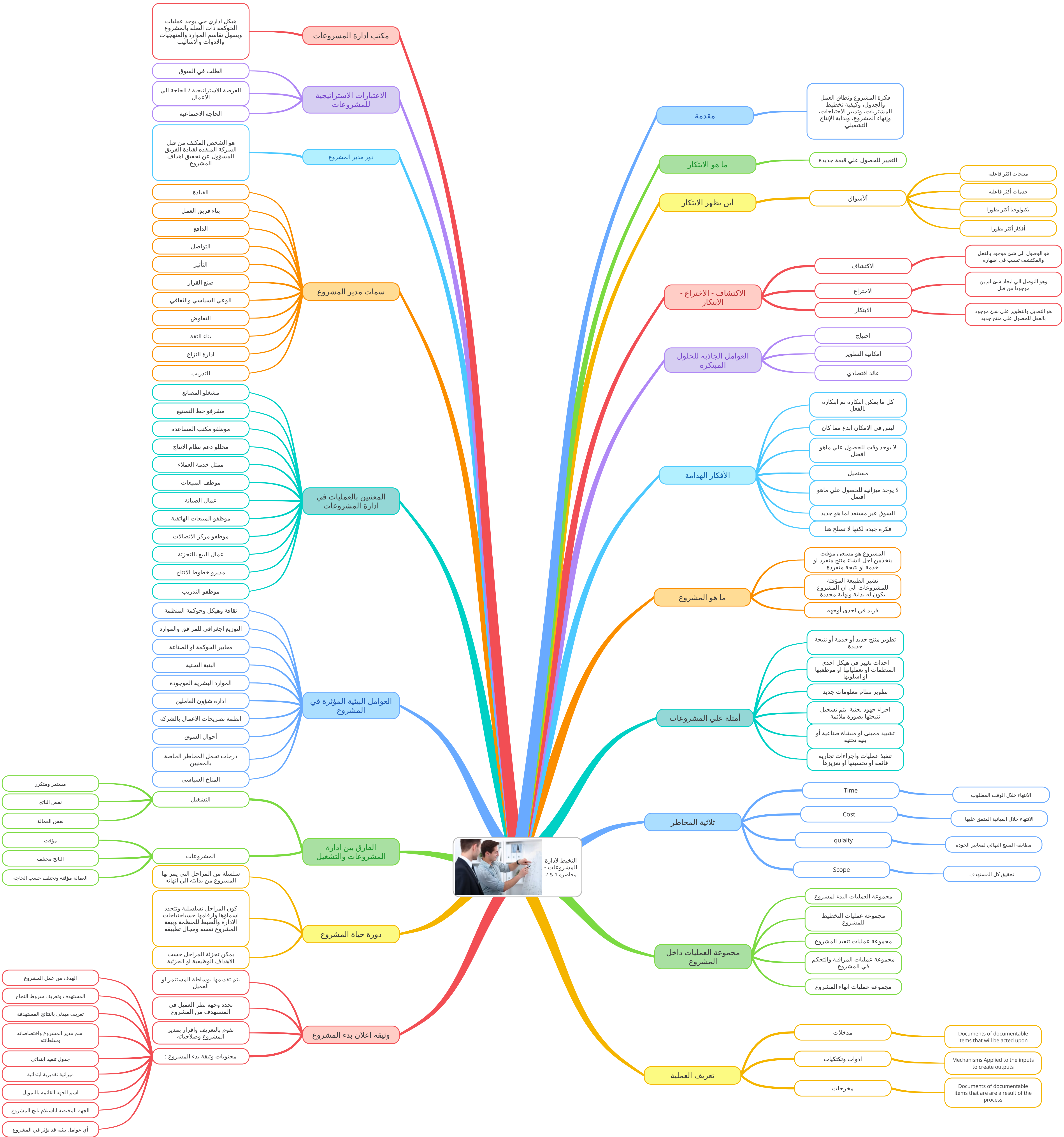
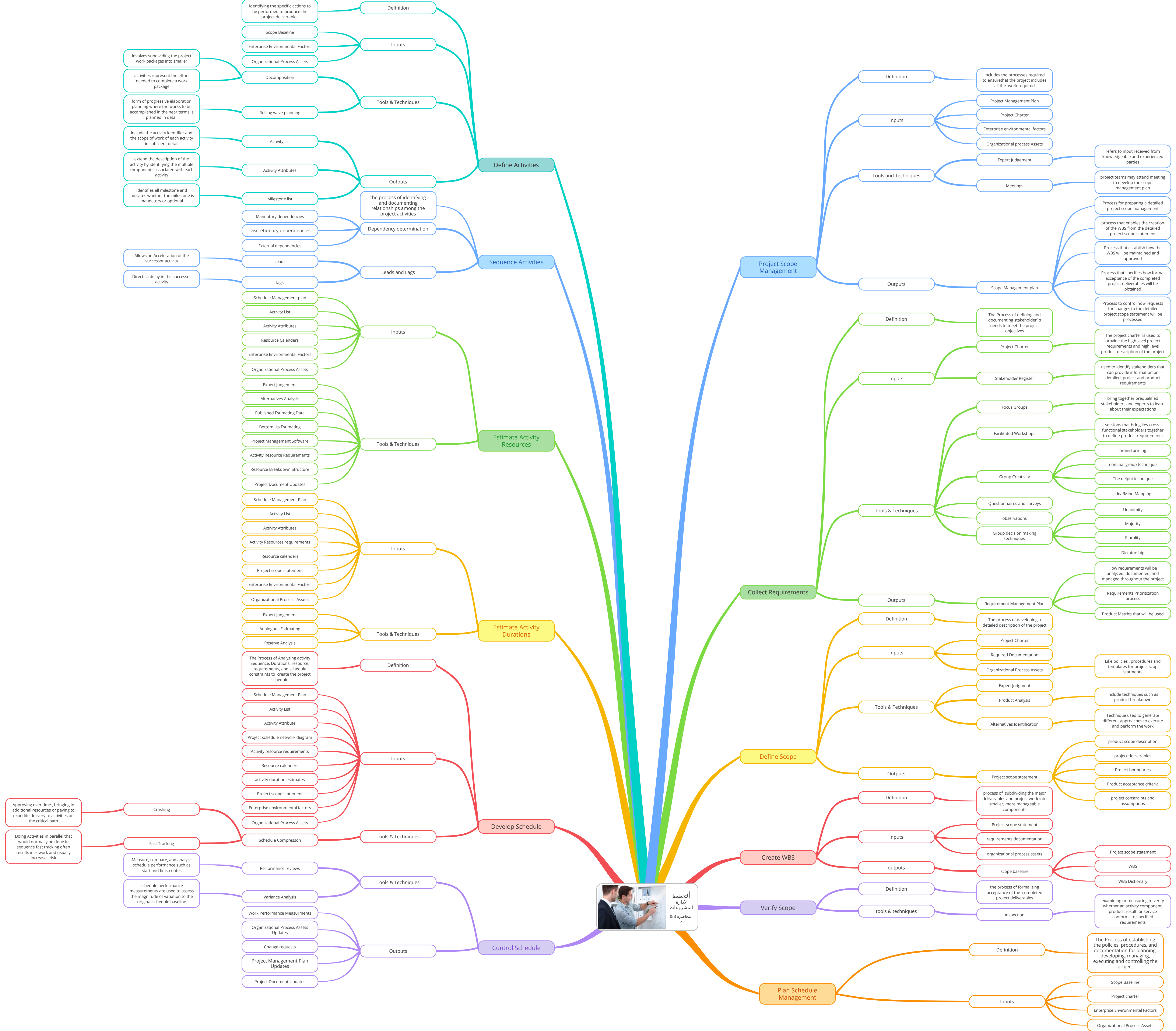
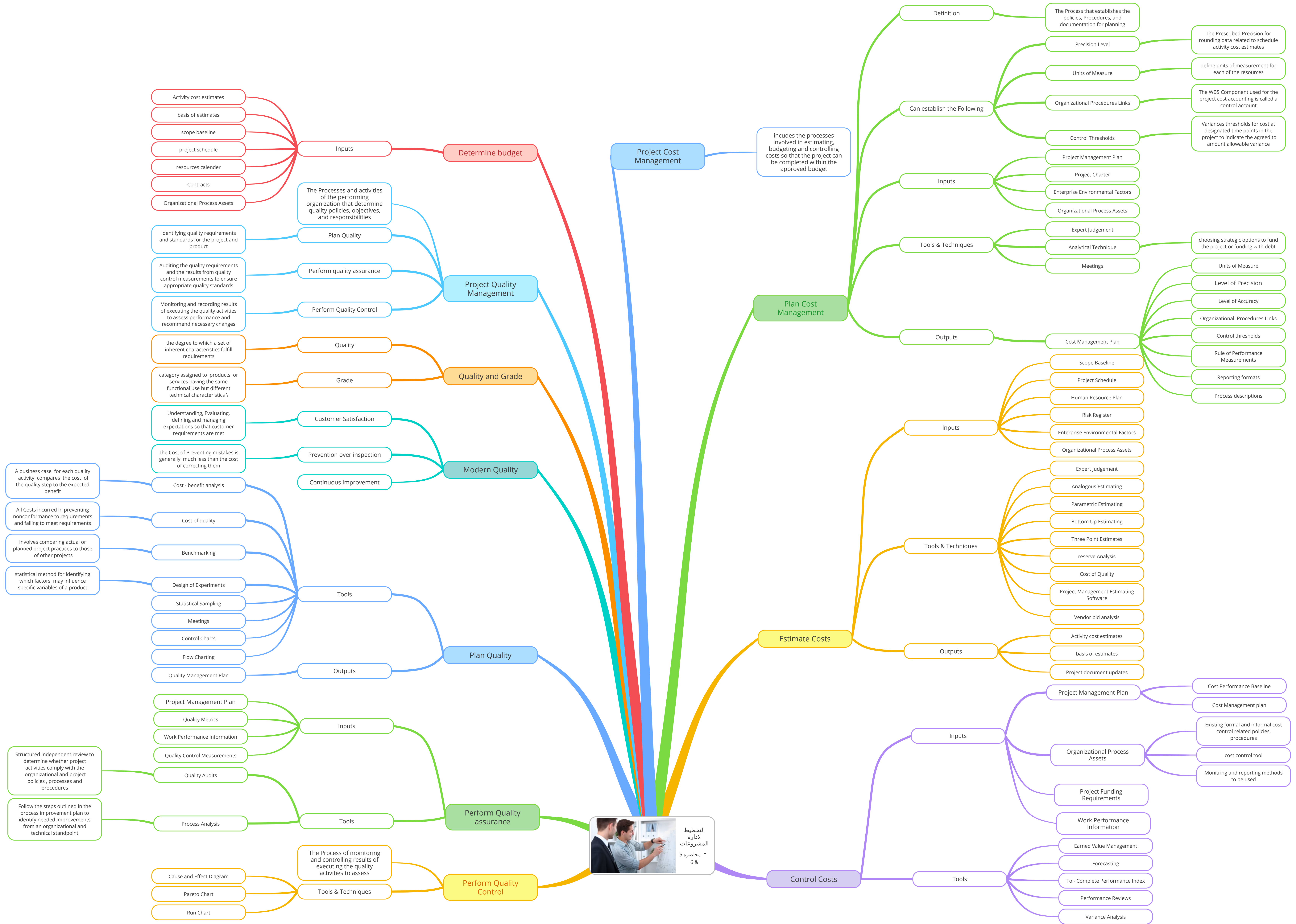
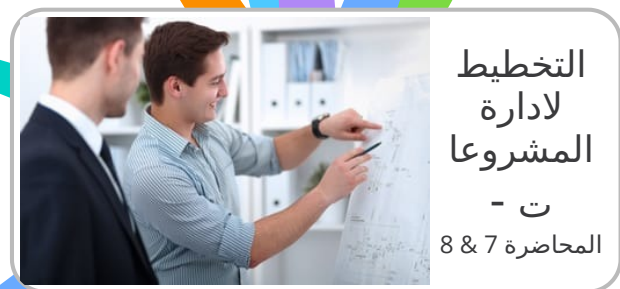










Project Communication Management

Includes the process required to insure timely and appropriate generation collection distribution storage retrieval

Plan Communication Management

The Process of developing an appropriate approach and plan for project communication based on stakeholder 's information needs and requirements and available organizational assets

Tools and Techniques

Communication Requirements Analysis

Communication Technology

Communication Methods

Interactive Communication

Push Communication

Pull Communication

Sender-Receiver Model

Choice of Media

Writing Style

Meeting Management Techniques

Presentation Technique

Listening Techniques

Communication Methods

Communication Technology

Communication Models

Information Management Systems

Performance Reporting

Information Management System

Expert Judgement

Meetings

Manage Communication

The Process of creating collecting distributing storing retrieving and the ultimate disposition of project information in accordance with the communication management plan

Tools & Techniques

Control Communication

The process of monitoring and controlling communications throughout the entire project life cycle to ensure needs of the project stakeholders are met

Tools & Techniques

Key Components of a basic model of communication include

Encode

Message

Medium

Noise

Decode

Plan Human Resource Management

inputs

Enterprise environmental factors

Organizational culture and structure

Existing human resource

personnel administration policies

Marketplace conditions

Organizational Process Assets

Organizational Standard Processes and policies

Templates for organizational charts and position descriptions

historical information on organizational structures that have worked in previous projects

Tools & Techniques

Organizational Charts and Position Descriptions

Hierarchical - type charts

used to show positions and relationships in a graphic , top-down format

Text-oriented Formats

Used for team member responsibilities that require detail description

Matrix - Based Charts

A responsibility assignment matrix used to illustrate the connections between work packages

Outputs

Human Resources Plan

Roles and Responsibilities

Project Organizational Charts

Staffing Management Plan

Acquire Project Team

Tools & Techniques

Pre-Assignment

Negotiation

Acquisition

Virtual Teams

Develop Project Team

Definition

The Process of Improving the competencies and interaction of team members to enhance project performance

Tools & Techniques

Interpersonal Skills

Important to team development

Training

include all activities designed to enhance the competencies of the project team members

Manage Project Team

Definition

The Process of tracking team member performance, providing feedback, resolving issues and coordinating changes

Tools & Techniques

Conflict Management

Successful conflict management results in greater productivity and positive working relationships

Six Techniques for resolving conflict

Withdrawing / Avoiding

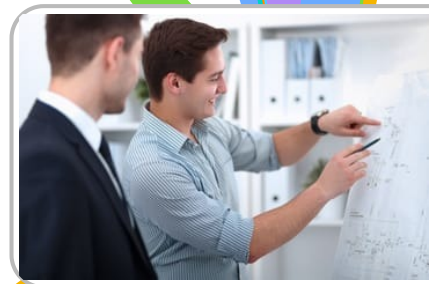
Smoothing / Accomodating

Compromising

Forcing

Collaborating

Confronting / Problem Solving



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المحاضرة 9 & 10

Identify Risks

Definition

Determining which risks may affect the project and documenting their characteristics

Inputs

- Risk Management Plan
- Cost Management plan
- Time Management Plan
- Quality Management Plan
- Hr Management Plan
- Activity cost estimates
- Scope Baseline
- Procurement documents
- Stakeholder register
- Enterprise environmental factors
- Organizational Process Assets

Tools & Techniques

- Documentation Reviews
 - Brainstorming
 - Delphi Technique
 - Interviewing
- Information gathering techniques
 - Cause and effect diagrams
 - system or process flow charts
- Checklist Analysis
- Assumptions Analysis
- Diagramming
- SWOT Analysis
- Expert Judgement

Output

- List of identified risk
- list of identified potential risk responses

Plan Risk Management

Definition

The process of defining how to conduct risk management activities for a project

Tools & Techniques

Planning Meeting and analysis

- Project teams hold planning meetings to develop the risk management plan
- High Level Plans for Conducting the risk management activities and cost elements are defined in these meetings
- Risk Contingency reserve application approaches may be established or reviewed
- risk management responsibilities will be assigned

Defines the risk management team members for each type of activity in the risk management plan

Assign resources, estimates funds needed for risk management

Define when and how often the risk management processes will be performed

establishes schedule contingency reserves

establishes risk management activities to be included in the project schedule

The Quality and credibility of the perform qualitative risk analysis process requires that different levels of the risks

Provides a structure for identifying risk categories

Risk Resources

Internal

- Financial
- Production
- Human Resources
- Administrative
- Strategic Preference

External

- Economical
- Competition
- Social - Culture
- Regulatory
- Political

Project Risk Management

Planning

includes the processes of conducting risk management planning, identifications, analysis, response planning, and monitoring and control on project

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Response

Monitoring & Controlling

- Monitor & Control Risks

Plan Risk Responses

Definition

The Process Developing options and actions to enhance opportunities and to reduce threats to project objectives

Tools

Strategies for negative risks or threats

- Avoid
- Transfer
- Mitigate
- Accept

Strategies for Positive Risks and opportunities

- Exploit
- Share
- Enhance
- Accept

Monitor and Control Risks

The Process of implementing risk response plans

- Choosing Alternative strategies
- Executing a contingency plan
- Tracking corrective action
- Modifying the project management plan
- Updating the organizational process assets

Can Involve

Plan Procurement Management

Conduct Procurement

Control Procurement

Close Procurement

Project Procurement Management Overview

Plan Procurements

Definition

The Process of documenting project Purchasing decisions specifying the approach and identifying potential sellers

Tools& Techniques

Make or Buy Analysis

General Management technique used to determine whether particular work can be best accomplished by the project team

Contract Types

- Fixed Price
- Cost - Reimbursable contracts

Conduct Procurements

Definition

The Process of obtaining seller responses selecting a seller and awarding a contract

tools & Techniques

- Bidder conferences
- Proposal Evaluation Techniques
- Independent Estimates
- Expert Judgement
- Advertising
- Procurement Negotiations

Outputs

- Selected Sellers
- Procurement Agreements

Control Procurement

Definition

The Process of Managing Procurement relationships monitoring contract performance

Tools & Techniques

- Contract Change Control System
- Procurement Performance Reviews
- Performance Reporting
- Inspections and Audits
- Payment Systems

Close Procurements

Definition

The Process of Completing each Project Procurement and finalizing open claims

Tools and Techniques

- Procurements Audits
- Procurement Negotiations
- Records Management System

Outputs

- Closed Procurements
- Organizational Process Assets Updates

- Procurement File
- Deliverable acceptance
- Lessons Learned Documentation