

GA. PROJECT MANAGEMENT CERTIFICATION

Program	Duration:	10	Weeks
Mode	of	Delivery:	
		In-person	and
Assessment Methods:			Online

Case Studies, Practical Exercises,
Quizzes, Group Projects,
Final Capstone Project

Course Overview

The Project Management Professional Certificate Course is a comprehensive program designed to equip participants with the essential knowledge and practical skills required to effectively manage projects in diverse industries. This course provides an in-depth understanding of project management principles, tools, and techniques, preparing participants to plan, execute, monitor, and close projects successfully. Through a combination of theoretical insights and practical applications, learners will develop the competencies needed to achieve project goals, manage resources efficiently, mitigate risks, and ensure project sustainability.

Learning Objectives

- Understand the fundamentals of project management and its significance in various sectors.
- Develop skills in project planning, resource allocation, and budgeting.
- Gain proficiency in project scheduling and time management tools.
- Learn risk identification, analysis, and mitigation strategies.
- Master techniques for monitoring, evaluating, and controlling project progress.

Build expertise in managing project teams, ensuring quality, and sustaining projects post-closure

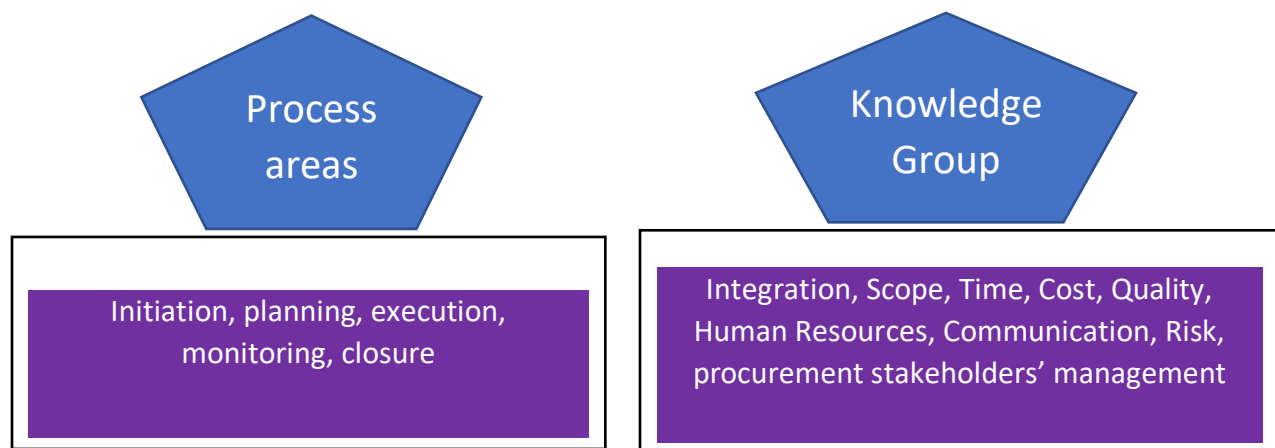
INTRODUCTION TO PROJECT MANAGEMENT:

Module -0

Objectives:

1. By the end of this module, learners should be able to
2. list key concepts in project management
3. State the difference between project, program and portfolio
4. List the triple constraints in Project Management
5. List 3 key project management methodologies
6. List key Skills required to be a successful project manager
7. List the five phases of the project life cycles

Project Management: is the application of knowledge skills, tools, and technique to a broad range of activities in order to meet the requirement of a particular project. And is divided into process areas and knowledge group.



Why is project Management Important?

1. Ensures projects are completed on time, within budget, and to expected quality.
2. Identifies and mitigates risks.
3. Manages resources effectively.
4. Keeps stakeholders informed and involved
5. Aligns projects with business strategy

Project Management Principles: The principles of project management are the fundamental rules that should be followed for the successful management of projects. The Project Management Book of Knowledge (PMBOK) does not currently contain an official list of principles for successful projects. However, [PMI's annual pulse survey](#) highlights the principles that successful project managers and companies are following. **Here are the 12 principles of Project Management.**

12 PRINCIPLES OF PROJECT MANAGEMENT: (PMI)

1. **Stewardship** –carryout activities with Integrity, Care, Trustworthiness.
2. **Team** - are made up of individuals who wield diverse skills, knowledge, and experience.
3. **Stakeholders** -Stakeholder engagement proactively advances value delivery.

4. **Value** –Value is the ultimate indicator of project success
5. **System Thinking** - Systems thinking entails taking a holistic view of how project parts interact with each other and with external systems
6. **Leadership**- Demonstrate and adapt leadership behaviors to support individual and team needs
7. **Tailoring**- Tailoring the approach is iterative, and therefore is a continuous process.
8. **Quality** – Quality focuses on meeting acceptance criteria for deliverables
9. **Complexity** - Complexity is the result of human behavior, system interactions, uncertainty, and ambiguity.
10. **Risk-Risks** are addressed continually throughout the project.
11. **Adaptability**- Adaptability is the ability to respond to changing conditions.
12. **Change**- A structured approach to change helps individuals, groups, and the organization transition from the current state to a future desired state

PROJECT MANAGEMENT METHODOLOGIES:

Have you heard that old adage “more than one way to cook an egg”? There’s no one strategy for completing a kick-ass project. That’s where a project management methodology comes into play. It’s a set of rules, principles, and processes for managing a project. Methodologies might sound formal, but you have some room to innovate here! It’s important to note that many teams and companies use a combination, rather than relying exclusively on one. Regardless of which approach you choose, it should help promote a [strong culture of transparency](#).

1. Waterfall project management- When you think of traditional, sequential project management, you’re picturing [waterfall project management](#). With this method, you break your project into different phases. When one phase ends, the next one begins — there’s no overlap between them.

When to use: For long projects that require a single timeline and a sequential order.

Commonly used in: Construction. Building a house or structure requires a successive order. You can’t put on a roof before you’ve poured a foundation, for example.

2. Agile project management-is an iterative approach and is much more flexible than waterfall project management. It’s an [approach](#) that breaks projects into chunks that are tackled in short bursts (called sprints). After each sprint, your team reevaluates the work you’re doing to make any necessary changes and ensure you’re staying on target.

3. Scrum project management- is one of the most popular [Agile](#) methodologies used by project managers. Like Agile, [scrum](#) is centered around continuous improvement. You can use a framework like scrum to help you start thinking in a more Agile way and practice building Agile principles into your everyday communication and work.

When to use: For projects that aren’t yet well-defined and require a lot of adaptability.

Commonly used in: Software development. This profession pioneered agile, and this approach allows developers to build higher-quality software because they’re able to test and review at regular intervals.

MANAGEMENT BY OBJECTIVE(MOB):



- To measure and judge performance
- To relate individual performance to organizational goals
- To clarify both jobs to be done and the expectation to meet
- To enhance communication between supervisors and subordinate

PROJECT MANAGEMENT TRIPLE CONSTRAINTS:

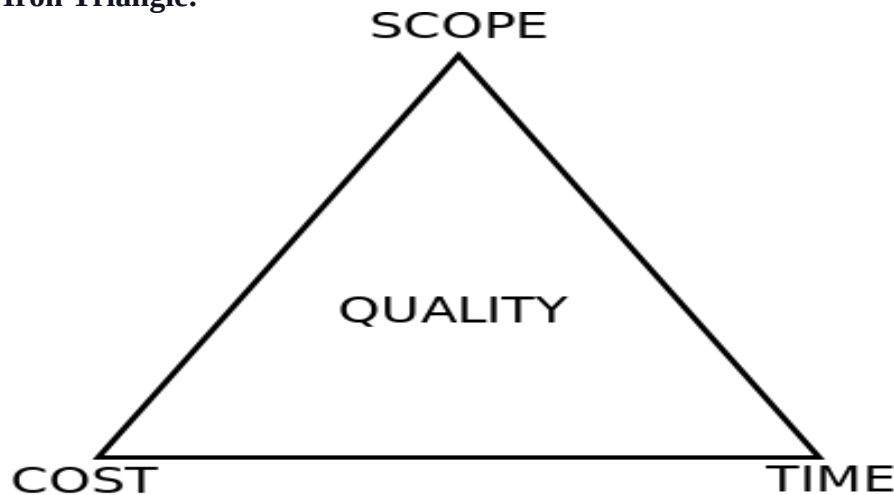
What is the triple constraint? it's a model of the constraints inherent in managing a project. Those constraints are threefold:

COST – The financial constraints of a project, also known as the project budget.

SCOPE- The task required to fulfill the project goals

TIME - The schedule for the project to reach completion.

Diagram of the Iron Triangle:



Basically, the triple constraint states that the success of the project is impacted by its costs, time, and scope. As a [project manager](#), you can keep control of the triple constraint by balancing these three constraints through trade-offs. We'll explain how these trade-offs work in the section below. While it's true that the triple constraint is an important part of any successful [project plan](#), it doesn't determine success. Projects are made from many parts, more than the three that make up the triple constraint. That's why some project management experts have added three more constraints to the model, to better reflect the most critical areas of a project. Here they are:

Quality: There are quality standards for every project, whether its final deliverable is a tangible or intangible product. Project managers need a [quality management plan](#) to control quality.

Risk: Risk is inherent to any project. That's why project managers need to create a [risk management plan](#) to explain how project risks will be handled

Benefit: There are different types of benefit obtained from a project. Project managers must ensure that project stakeholders get the best financial benefit possible. How Does the Triple Constraint Work?- As stated above, project managers can increase or reduce the cost, time and scope of a project with trade-offs to keep it on [schedule](#) and under budget. Let's see how these project triangle trade-offs work with some examples.

Time and Scope: You can reduce your project scope to also reduce your project duration if you're running behind schedule. In the opposite case, you can increase the length of your project timeline in case the project stakeholders come up with extra project activities.

Cost and Scope: By reducing the project scope, you'll need to [execute fewer tasks](#), which means lower costs. In the opposite case, a larger project scope means higher costs.

Cost and Time: In some projects, time and cost can be directly related. For example, the costs of renting equipment or labor are directly proportional to the time you need them for.

How to Manage the Triple Constraint?

The triple constraint appears simple, but that's only on the surface. Each of the three points of this triangle can be unpacked to reveal deeper meaning.

Cost: The financial commitment of the project is dependent on several variables. There are the [resources](#) involved, from materials to people, which all include costs. There are also the fixed and variable costs inherent in any project, such as equipment or labor, which must be calculated. This can seriously come into play with the use of contract workers or outsourcing.

This is what project managers do to control costs: Estimate the costs for all the tasks in the project scope. Create a [project budget](#) based on the estimated costs of the project. Use the project budget as a cost baseline, which is employed to control costs during project execution. Control all project costs to keep spending under the project budget. Lastly, Adjust the project budget when necessary.

Key project Management Terminologies:

PROGRAM: Consists of "related projects, subsidiary programs, and program activities that are managed in a coordinated manner to obtain benefits not available from managing them individual.

PORTFOLIO: are collection of "projects, programs, subsidiary portfolios, and operations managed as a group to achieve strategic objective.

PROJECT- a piece of planned work or activity that is completed over a period of time and intended to achieve a particular aim

Activities: Activities on the other hand are actions associated with delivering project goals. In other words, they are what your people do in order to achieve the aims of the project.

Outputs: These are the first level of results associated with a project. Often confused with "activities", outputs are the direct immediate term results associated with a project

Outcomes -This is the second level of results associated with a project and refers to the medium-term consequences of the project. Outcomes usually relate to the project goal(s).

Impact- This is the third level of project results, and is the long-term consequence of a project. Most often than not, it is very difficult to ascertain the exclusive impact of a project since several other projects, not similar in nature can lead to the same impact.

Generally, a project represents a single, focused effort. Programs are collections of projects together that constitute a complete package of work. The program's overall objectives are achieved through the complementarity of the various projects. The characteristics of projects and programs make them valuable for different reasons. Understanding these differences assist one in determining the application of projects or programs. Although this isn't a comprehensive list, it provides a broad understanding and provides anyone wishing to take advantage of these tools a strong complete list.

Projects vary in duration, while a program is generally of longer duration, since the start of the program will be the start of its first project, and the end of the program will be the end of its last project. Projects focus on desired results or outputs, where programs focus on desired outcomes or benefits. The efficiency and effectiveness of the project can be measured based on metrics like [budget](#), schedule, quality, etc. However, the efficiency and effectiveness of the program will be measured in terms of the benefits realization of the program. Such differentiation allows one to measure the success of both the project and program management, even though the projects will exist within the program.

A project fulfills project objectives ("Why" the deliverable/s is/are required), and the program generally focuses on generating organizational benefits. Projects have [defined objectives, and scope](#) is iteratively developed; programs have a scope that encompasses the scope of the collection of projects.

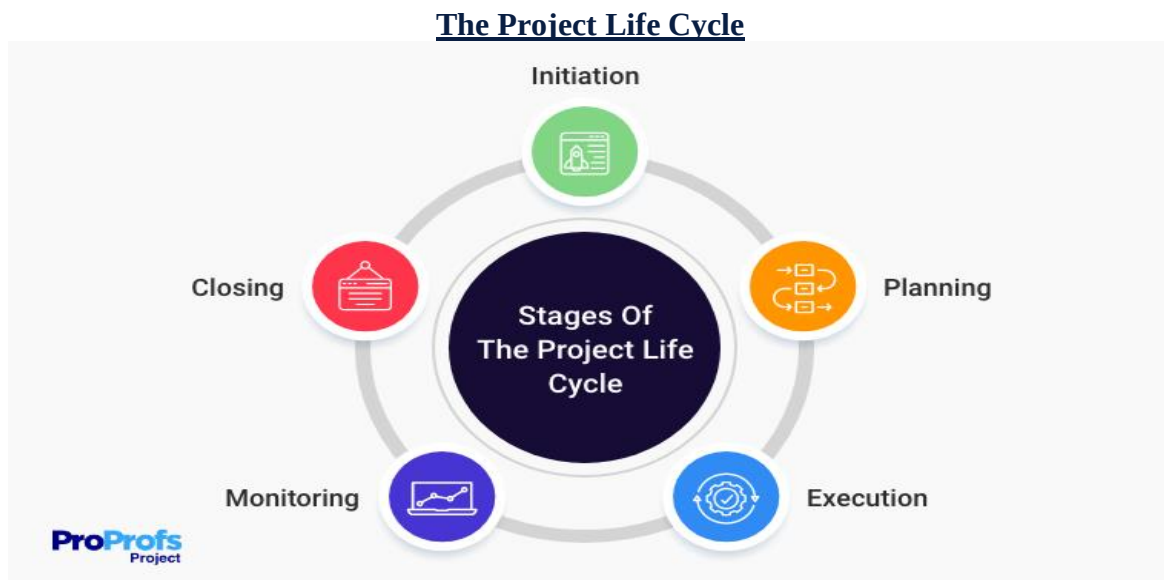
[Project managers](#) expect change and implement processes to keep change managed, where program managers accept and adapt to change to optimize the delivery of benefits

Project Manager Competencies:



Introduction to the Project Life Cycles The project life cycle outlines the different stages a project goes through from start to finish. It encompasses several key phases, each addressing different needs as the project progresses. This framework offers a high-level view of the project's evolution, ensuring you hit important milestones along the way. There are typically five [project life cycle phases](#):

1. Initiation
2. Planning,
3. Execution
4. Monitoring and controlling
5. Closure.



Initiation is where you define the goals, scope, budget, and timeline. Planning follows, focusing on creating a detailed action plan. Execution then carries out the plans to deliver the product. Once the project begins, you must monitor the project and control for any deviations from the plan. Finally, closure involves wrapping up tasks, obtaining project acceptance, and archiving records.

Even though the names and exact number of phases may differ, most project life cycles follow a similar pattern of planning, execution, and closure. The key is to have a structured approach that helps manage resources, timelines, and deliverables as the project moves from one stage to the next. Throughout the phases, project managers monitor and control their teams' efforts, tracking progress and adjusting work as needed to keep the project on schedule and within budget.

End of module Assignment

1. *Differentiate between project, programs and portfolio*
2. *Why is the triple constraint referred to as the iron triangle?*
3. *Compare and contrast the 3 PM methodologies discussed and state which method you would prefer and why?*
4. *Describe the PM Book*

MODULE 1: PROJECT INITIATION



1.	Project Initiation	The initiation phase aims to clarify a project's vague brief and define its key success criteria.	OUTCOME
			Defined parts of project

The Project initiation phase marks the beginning of a project, with the project manager defining the scope and objectives. During this phase, it's vital to align stakeholders on common goals and lay the foundation for a successful project. Next, the project manager creates a [project charter](#), outlining the purpose, goals, and scope of the project. This charter includes the following key information:

- a. **Project purpose and justification**
- b. **Main objectives and deliverables**
- c. **Key stakeholders and team members**
- d. **Initial schedule and budget estimates**

The project manager also conducts a feasibility assessment to determine if the project is realistic and worthwhile and to answer these key questions:

1. Is this project feasible?
2. Should we pursue this project?

To put it simply, in this stage you're trying to decide if this project is even worth tackling before you invest too much elbow grease. A great way to help facilitate this discussion is a [premortem](#), a thought exercise in which you imagine what could go wrong and decide how to prevent it.

Defining a Project Charter:

A project charter or brief is a high-level document outlining a project's purpose, goals, and scope statement. It's a formal authorization for the project to begin and sets the foundation for project planning and [execution](#). The [project charter](#) usually includes vital information such as:

Key element of the Project Initiation Includes:

- a. **Project title:** A brief, descriptive name for the project.
- b. **Project purpose or justification:** The purpose of the project and its expected benefits.
- c. **Project objective:** Specific, measurable goals the project aims to achieve.
- d. **Project scope:** A description of the project requirements, including specific goals, tasks, costs, and deadlines.
- e. **Project deliverable:** The tangible products or services the project will produce.
- f. **Project stakeholder:** A list of the individuals or groups with a vested interest in the project, such as customers, sponsors, and team members.
- g. **Project timeline:** A high-level overview of the [project schedule](#), including significant milestones and deadlines.
- h. **Project budget:** An estimate of the resources needed to complete the project, including costs, staff, and other resources.

Project Charter Template

The main purpose of a project charter is to gain consensus around the project objectives, activities, schedule, potential risks, and budget. Developed by the project manager at the outset of the project timeline, the charter usually requires approval by the project sponsor. After receiving approval, it should be reviewed by all members of the project team.

HubSpot Tip: The project charter should not replace a project plan or work plan. The charter should be brief (one to two pages) and provide a high-level summary of each aspect of the project, while the project plan provides additional detail and depth.

Project Overview

Start the charter with a table providing all of the essential information about the project.

Project Name:	
Project Sponsor:	
Project Manager (PM):	
PM Email Address:	
PM Phone Number:	
Business Unit:	
Expected Start Date:	
Expected Completion Date:	
Estimated Budget:	

HubSpot Tip: Include contact information for any important players, most notably, the project manager.

Project Description

In this section, you should aim to convey the essence of the project to the reader. Each sentence should be no longer than a paragraph.

Purpose

Describe the reason the team is undertaking this project. What are the client's needs?

Scope

Explain what will be included in the project tasks and briefly summarize what will not.

Overall, project charters provide a shared understanding and agreement among all main project stakeholders and project sponsors about the project's purpose, scope, and expected outcomes. It also serves as a reference point throughout the [project management process](#) to help ensure the project remains on track and meets your objectives. Overall, project charters provide a shared understanding and agreement among all main project stakeholders and project sponsors about the project's purpose, scope, and expected outcomes. It also serves as a reference point throughout the [project management process](#) to help ensure the project remains on track and meets your objectives.

Project stakeholder Metrix

Stakeholder name	Contact person	Impact How much does the project impact them? (Low, medium, high)	Influence How much influence do they have over the project? (Low, medium, high)	What is important to the stakeholder?	How could the stakeholder contribute to the project	How could the stakeholder block the project	Strategy for engaging the stakeholder
The football Association	Mustapha Rajii. SkD boulevard	Medium	High	Developing exceptional promotions and support and engaging efficiently with supporting organizations within the project	Organizing supporting and advertising the project events	Shutting the project down or deciding not to go ahead with the event	Weekly meetings and discussion through email.
Fans	Personal emails and phone numbers	High	High	Being part of an exceptional experience, viewing a great match b/w legend on and off the football pitch	Generating the money in the project by purchasing texts and donating money to the Wayne Rodney foundation	Failing to attend the event or project and people not gaining promotions to be inspired to donate	Information and feedback reviews from the fans allowing the organization to enhance their events.

In summary, you can classify stakeholders in [project management](#) into two types: **internal** and **external** stakeholders. These two types of stakeholders in project management are based on the stakeholder relationship with the organization.

As the name suggests, an internal stakeholder is from **within** the organization or business. They focus on project risks, and are directly involved throughout the project process. As a project manager, here are some of the common **internal stakeholders** you may deal with:

- Project sponsor
- Project investor
- Project manager
- Project team members

External stakeholders, on the other hand, don't belong to your organization or business. These project management stakeholders are **outsiders**, like customers or end users.

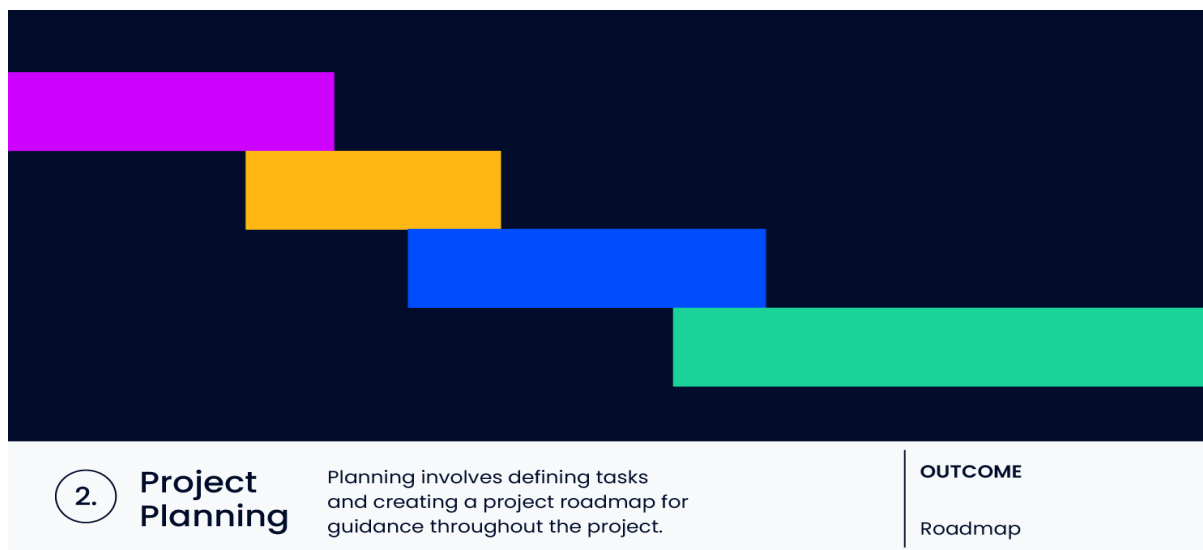
Here are some of the common **external stakeholders**:

- Vendor
- Supplier
- Customer
- Subcontractor

End of Module Assignment:

You are the manager leading a civic and voters education campaign in 3 counties Grand Bassa, Lofa and Montserrado Counties. These counties were selected based on their high populations and history of electoral violence during the 2023 presidential elections. The goal of the project is to encourage citizens active participation, champion non-violence awareness campaign to 100,00 audience in the project location. The budget for this activity is 21,000USD, the Duration is 3 months. Complete the following tasks: project Gantt chart, monthly Workplan, detailed budget, stakeholder matrix, and project completion Report.

MODULE 2: PROJECT PLANNING PHASE



During the planning phase of the project, the project manager develops [a detailed project plan](#) and [roadmap](#). This involves determining key scheduling details, resource allocation, and risks that could impact the project. The goal is to create a comprehensive map of how the team will execute the work.

Questions to answer in this stage include:

1. What is the goal of this project?
2. What are the key performance indicators (KPIs)?
3. What is the scope?

4. What is the budget?
5. What are the risks?
6. What team members are involved?
7. What tasks are involved?
8. What milestones need to be met?
9. This step is to ensure you and your team all have shared expectations before you get started. If you think you're getting too caught up in the minutiae, you aren't. And [strategic planning frameworks](#) can help!

Step 1. Enter your project players

Clarifying roles and responsibilities is a crucial part of the project planning process. In this first section, you'll list your driver (the project's point person who will corral all stakeholders and keep things moving), your approver (the person who signs off on the final project), your contributors (people who have expertise and a voice in the project, but no final vote), and your stakeholders (people who just need to be informed of the project's progress, but aren't actively involved in getting the work done). Detailing these roles from the outset is more than a formality – it'll ensure that everybody knows exactly where they stand as the project moves forward.

Step 2. Fill out the nuts and bolts

In this section, you'll state the project's objective in a single sentence and name your project. We recommend something straightforward, rather than getting too clever. That gives your whole team the clarity they need, without jargon and vague language. You'll also jot down the due date for the entire project, any key outcomes and success metrics you'll be monitoring, and the project's status, which will be updated as your project moves forward. Having all of this nuts-and-bolts information at the top gives your whole team an easy place to get all of the need-to-know details, without digging through endless emails to find them.

Step 3. Map out your project scope

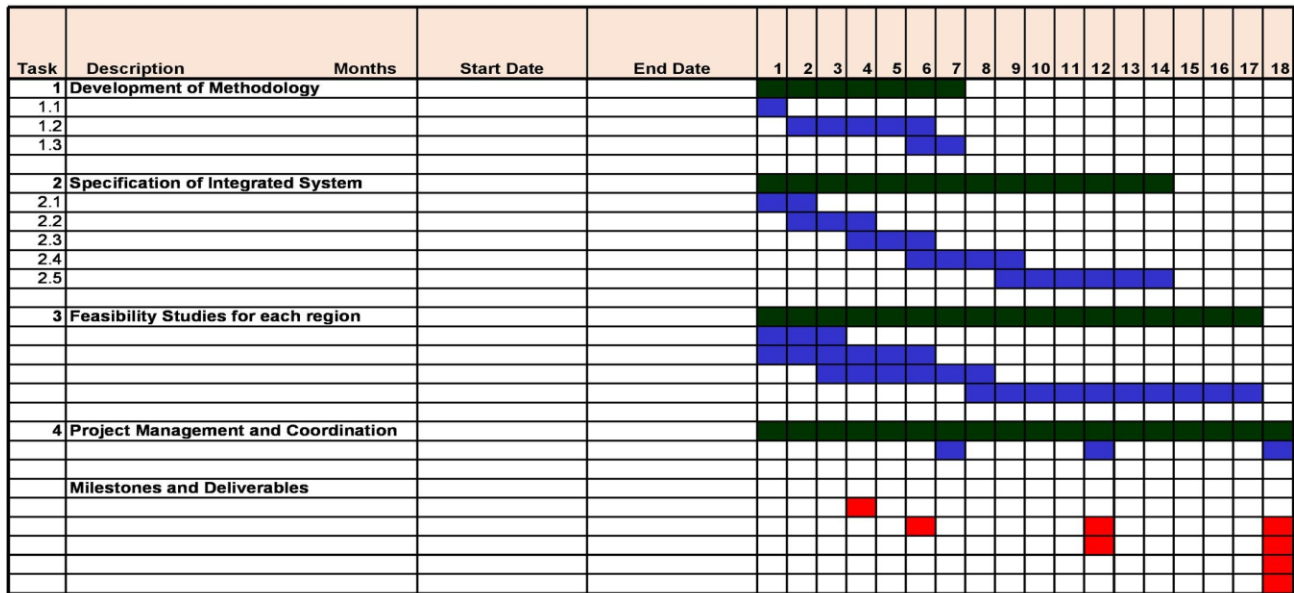
Nothing will sabotage a project faster than scope creep, so you'll need to get clear on what your project entails – as well as what it doesn't. Using this template, you'll list your project elements in three categories: must-have, nice to have, and not in scope. Outlining these at the start of the project will empower your team members to better manage their own pieces and focus on the work that matters most.

Step 4. Plan your milestones and deadlines:

Your project won't stretch out into eternity (at least it shouldn't). You'll have an end date when the entire project should be wrapped up, but you'll also want to set smaller milestones to help monitor progress and make the entire project more manageable. In this section, outline your different milestones (for example, a first content draft and design mockups) and include the primary owner of each requirement, the deadline, the status, and any important notes.

Project Gantt Chat

Sheet1



Page 1

Gantt chart- is a visualization that helps in scheduling, managing, and monitoring specific tasks and resources in a project. It consists of a list of tasks and bars depicting each task's progress.

Work Breakdown Structure (WBS)-is a visual hierarchical and deliverable oriented deconstruction of a project. A project management technique for tracking and aligning a project's scope of work, project budget, and schedule. It breaks down your entire project into small manageable tasks so that the project manager and their team members can get work done on time and on budget. A well-constructed work breakdown structure helps with important project management process groups and knowledge areas such as,

- A. Project planning, Project scheduling and budgeting
- B. Risk management, resource management Task management and team management

Project plan—sometimes called a workplan—is a blueprint of the goals, objectives, and tasks your team needs to accomplish for a specific project. Your project plan should include information about your project schedule, scope, due dates, and deliverables for all phases of the project lifecycle.

Project Monthly work Plan:

No.	Activity Description	Objectives	Start Date	End Date	Support required	Person Responsible
1						
2						
3						
4						
5						

What is the Risk Management Plan?

The Risk Management Plan is a PMBOK document which sets out how risks will be managed on a project. It is forming the basis for all other risk management activities, including risk strategy, identification, funding and monitoring. It will define the processes followed and the templates that will be used (including the risk register)

✓ Project Risk Analysis:

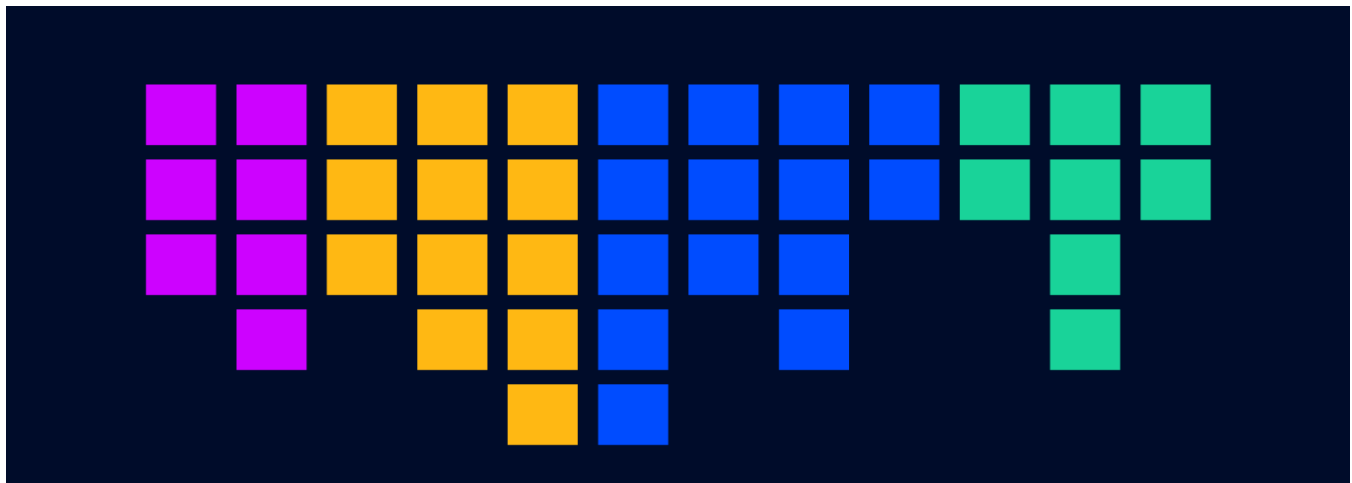
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End of Module Assignment:

1. Develop a WBS of your own
2. Define the critical path in project management
3. Define activity sequencing and list the four types of dependencies

MODULE 3: PROJECT EXECUTION PHASE



3.

Project Execution

Resources are onboarded and briefed, ground rules are established, and the team executes the planned work.

OUTCOME

Tasks

During the execution phase, the team puts the project plan into action. The project manager plays a key role in coordinating resources, including people, tools, and materials, while also ensuring the team is well-informed about their individual tasks and timelines. During this phase of the project, the project manager ensures assignees carry out their tasks. Regular meeting is organized to know the status of the project.

There is also a tracking system that allows the project team to determine the level of efforts against target. The bulk of the work happens in this stage, and it's also where you'll start to see your project really coming together. See? All that planning was worth it.

Key Steps for Project Execution

- **Team leadership:** Cast a vision for success and enable the team to deliver on it
- **Create tasks:** Clearly define what needs to be done and the criteria for each project task
- **Task briefing:** Ensure the team is clear about what they need to do, and when they need to do it by
- **Client management:** Work with the client to ensure deliverables are acceptable
- **Communications:** Ensure you're informing and updating the right people at the right time through the right channel
- **Issue Log:** An issue log helps to document, monitor, and track issues that need to be resolved for effective work to take place. An issue is a matter under question or dispute that could impede project success. Issues can hurt team performance, so it is important to take action to resolve them. A critical issue is anything that prevents progress on scheduled activities. If the activity is on the critical path, resolution is urgent. There should be an issue escalation process that ensures issue resolution action.

PROJECT ISSUES LOG		
Project Name: _____		Project ID: _____
Project Manager: _____		Date: _____ Issue ID: _____
Description of the issue:		
Potential impact of the issue:		
Potential resolution(s) for the issue:		
Ownership of issue:	Date Assigned:	Date Resolution Needed:
Resolution:		

MODULE 4: MONITORING AND CONTROLLING PHASE



4.

Project Monitoring & Controlling

This phase entails collecting and analyzing data from timesheets and project management software to track and compare project progress, milestone/ task completion, budget usage, and time allocation against the initial plan.

OUTCOME

Understanding if you're meeting timeline, cost, quality, and success goals.

The monitoring and controlling phase involve regularly checking project progress and team performance to ensure everything adheres to the project plan. During this phase, the project manager identifies any deviations from the plan and budget, determining the cause to take corrective action. Tools such as status reports, time tracking, budget reports, risk management plans, and stakeholder reviews make it easy to see the most important metrics and milestones.

To make changes to the plan, team members should submit a change request for approval. Just because you have a project plan doesn't mean things will run smoothly on their own. It's like setting a budget for yourself — having the budget doesn't do anything if you don't keep a close eye on how you're managing your money. That's why you need to monitor project progress to ensure things stay on track. You should evaluate your project against the KPIs you established in the planning stage. What should you do if your project feels like it's strayed from the path or fallen prey to scope creep? Take a moment to reevaluate. You can decide if you need to realign things, or if your original plan needs to shift. That's the great thing about monitoring — you have regular checkpoints to course correct.

What is project monitoring?

Project Monitoring is the process of regularly observing and tracking the progress of your project. This is the first step in the project monitoring and controlling phase and involves collecting data and information about various aspects of the project. Plus, it's essential if you want to [ensure project success](#) and hit your objectives.

Project monitoring activities can include things like:

- Tracking project milestones and deliverables
- Checking the project's performance is on track to meet goals, objectives, and KPIs, and developing performance metric reports
- Monitoring [project manager performance metrics](#), so nothing falls through the cracks

- d. Checking the [project schedule](#) and timeline is on track
- e. Assessing the [project budget](#) and costs compared with the forecasts
- f. Staying on top of the [project scope](#) and making sure [scope creep](#) doesn't happen
- g. Carrying out an overall quality control assessment, and conducting quality reviews (and creating reports)
- h. Watching out for any general issues that arise, and building an issue log
- i. Conducting risk assessments and producing risk management plans
- j. Setting up progress meetings and conducting status reports and reviews

The project monitoring process enables project managers and stakeholders to make sure everything is ticking along as planned. It also allows you to identify any issues, risks, and deviations from the [project plan](#) and then address them before they get out of hand.

What is project controlling?

Project controlling is the second stage of this project management phase. It's the process of taking any action needed for issues or changes that have been identified during the monitoring stage. This is about putting controls in place to ensure that things don't go further off track, but also auctioning anything that needs fixing. This is compared to project monitoring which is focused on observation and evaluation.

Project controlling activities include:

Analyzing the data and information that you've collected during the project monitoring stage. Assessing any changes from your original plan, and the impact of these variances on the project's course to success Prioritizing activities according to their potential impact on your project. Making decisions about the best course of action to get the project back on track. This includes controlling decisions about:

- a. Any changes to your plan
- b. Any changes to your overall costs or budget
- c. Any changes to the schedule or timeline of the project
- d. Delivering any updated documentation, such as revised project schedules
- e. Informing and negotiating with key stakeholders as needed throughout the project.

What is the difference between monitoring and controlling in project management?

Monitoring- is focused on observing and tracking the project's progress. This is to ensure the project is on track and tasks are being completed on time.

Controlling- is focused on taking any corrective measures necessary. This is to ensure that the project meets its goals and objectives. Both monitoring and controlling are essential for ensuring the success of a project and delivering the expected outcomes within the defined constraints. And like any good pair, you can't have one without the other.

What is the importance of monitoring and controlling in project management?

Monitoring and controlling a project is a crucial part of the project life cycle that goes hand in hand with the execution phase, where all the tasks and deliverables are being worked on. This means it plays a key role in making sure that your project stays on track and is successful. Below are three benefits of the project management monitoring and controlling phase, and why it's so important in the overall project life cycle:

1. Identifying and addressing issues: The monitoring and control phase of a project helps you to identify and work through any hiccups that your project encounters. This stage can even help you to catch them early and solve them before they evolve into larger issues. For example, imagine a [construction project](#) where the delivery of crucial building materials is delayed. By keeping a close eye on the progress of the project and collecting useful data and information about its performance, you can take early corrective action. In this example, it could include sourcing alternative resources or adjusting the project schedule. This helps to keep the project on track and stakeholders aligned.

2. Being able to manage and mitigate risks: The monitoring and controlling phase also plays a key role in helping you manage project risks. It differs from the previous point of identifying issues as this is about spotting risks before they happen. For example, let's take the previous example of the construction project. Managing risks could involve regularly monitoring equipment and building materials to make sure they're all in full working order.

By regularly monitoring the project's performance you can identify any potential slip-ups. This allows you to then take any necessary proactive measures to help mitigate those risks. So your team can carry on working their magic to make sure your project is a success.

3. Ensuring stakeholder satisfaction: Monitoring and controlling in project management is vital in ensuring that your stakeholders are both happy and confident with project progress.

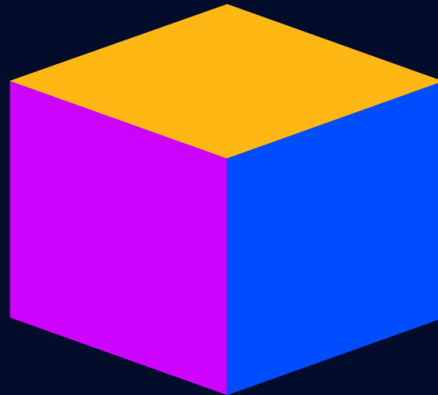
By keeping stakeholders up-to-date and fully informed about the progress of your project and quickly addressing any issues or concerns before they develop further, you can build a better relationship with all stakeholders involved.

End of Module Assignment:

Define the following PM terminologies:

- A. Scope creep***
- B. Quality management,***
- C. Change management,***
- D. Cost and time management***

MODULE -5: CLOSING PHASE



5.

Project Closure

At this point it's useful to hold a post-project review meeting to discuss the strengths and weaknesses of the project and team and how to improve in the future.

OUTCOME

A finished project

In the [closing phase](#) of the project life cycle, your project is essentially over and your job as a project manager comes to a close. But the project's not over yet.

During this project closing step, before everyone forgets, it's useful to hold a post-project review meeting or post-mortem to discuss the strengths and weaknesses of the project and team, what went wrong or didn't go so well, and how to improve in the future.

This can be one of the most rewarding stages of project management, as it's a great opportunity to recognize and acknowledge valuable team members and celebrate successes.

Key Steps for Project Closure

- **Project performance analysis:** This is an overall look at how well the project was managed, and whether the initial estimates of costs and benefits were accurate. Were there unforeseen risks? What issues arose and how well were they dealt with? Has the project plan been changed, and how?
- **Team analysis:** Did everyone do what they were assigned to do? Were they passionate and motivated enough? Did they stay thorough and accountable? Was the communication within the project team healthy and constructive?
- **Project closure:** Document the tasks needed to bring the project to an official end. This includes closing supplier agreements, signing off contracts, and handing in all the necessary project documentation.
- **Post-implementation review:** Write down a formal analysis of successes and failure, resulting [lessons learned](#), and suggestions for the future. At the end of every successful project, you will learn that room for improvement always remains.