

# Advanced Computer Skills: Project Management

La Sierra Academy  
2<sup>nd</sup> Semester, 2006-2007

Week 1, Day 2

Review

# Project Management Concepts



# PM Knowledge Areas



- Scope
- Time
- Cost
- Quality
- People
- Communications
- Risk
- Procurement

# Project Management Concepts, Continued

# Phases of Project Management



- Phases

- Conception
- Development
- Implementation
- Close-out

# Processes of Project Management

- Processes
  - Initiating
  - Planning
  - Executing
  - Controlling
  - Review and Closing

# Every Phase goes thru all Processes

## ● Phases

○ Conception

○ Development

○ Implementation

○ Close-out

## ● Processes

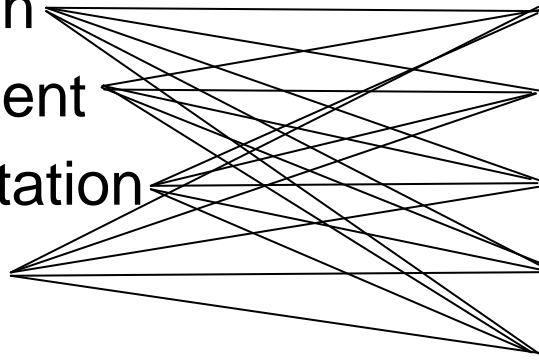
○ Initiating

○ Planning

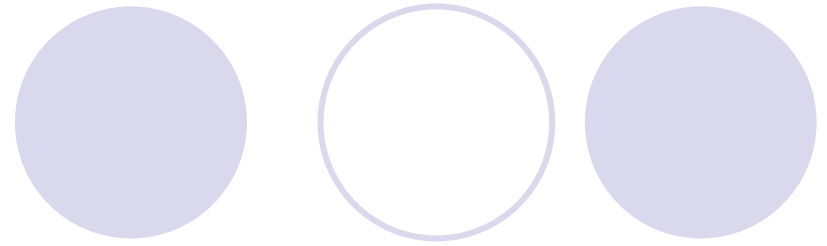
○ Executing

○ Controlling

○ Review and Closing



# Triple Constraint



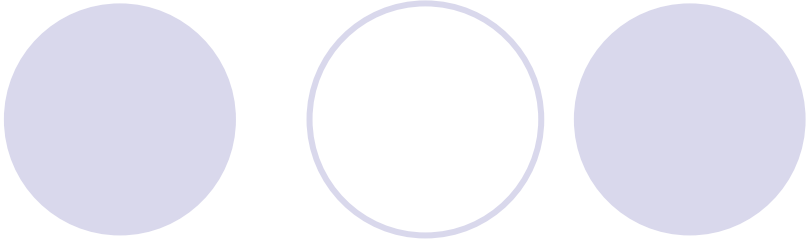
- Scope, Schedule, and Resources



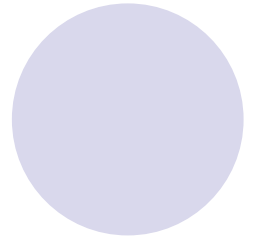
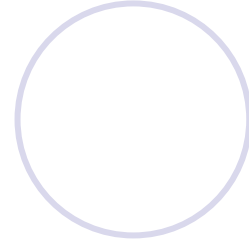
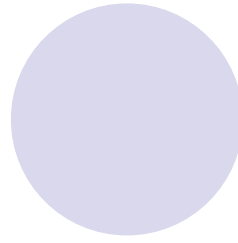
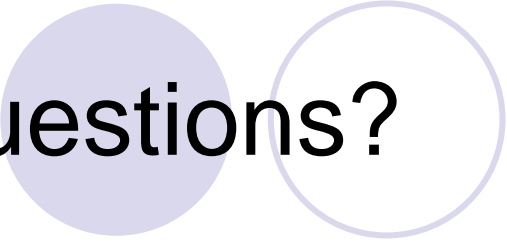
# PM Concepts



- The people
  - Sponsors
  - Stakeholders
  - Project Team
- Interdependency
- Work Breakdown Structure (WBS)

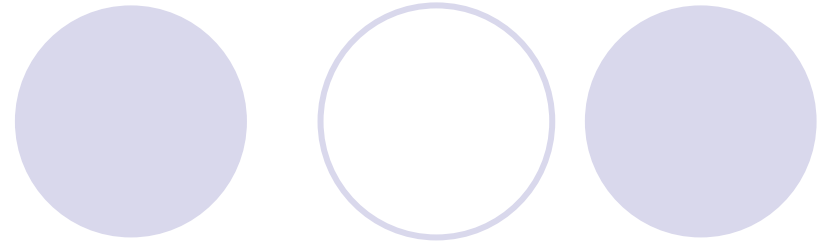
- 
- Change Control
    - System (CCS)
    - Board (CCB)
  - Contingency
  - Escalation

Questions?



**Our First Project:  
Global Schoolnet's  
International Schools Cyberfair**

# About the Cyberfair



- See handout

# D1: Homework



- Review the Cyberfair materials.
- Come up with 2 – 3 ideas for projects
- Document in your journals
- We will decide on the top two projects and develop them further

Homework

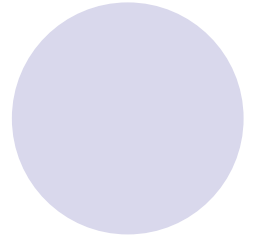
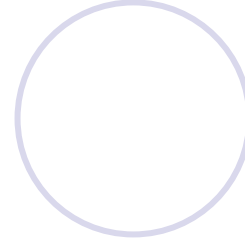
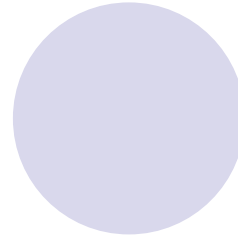
# How do we decide?



- Democracy: Majority rules
- 80/20: Meet the needs of 80%
- Win/Win: Find a solution in which we all benefit

We must all agree to abide by all group decisions and to support those decisions fully.

# CyberFair Ideas



Using the Outline View  
MS Word  
MS PowerPoint



# How to Create an Outline

<http://web.psych.washington.edu/writingcenter/writingguides/pdf/outline.pdf>

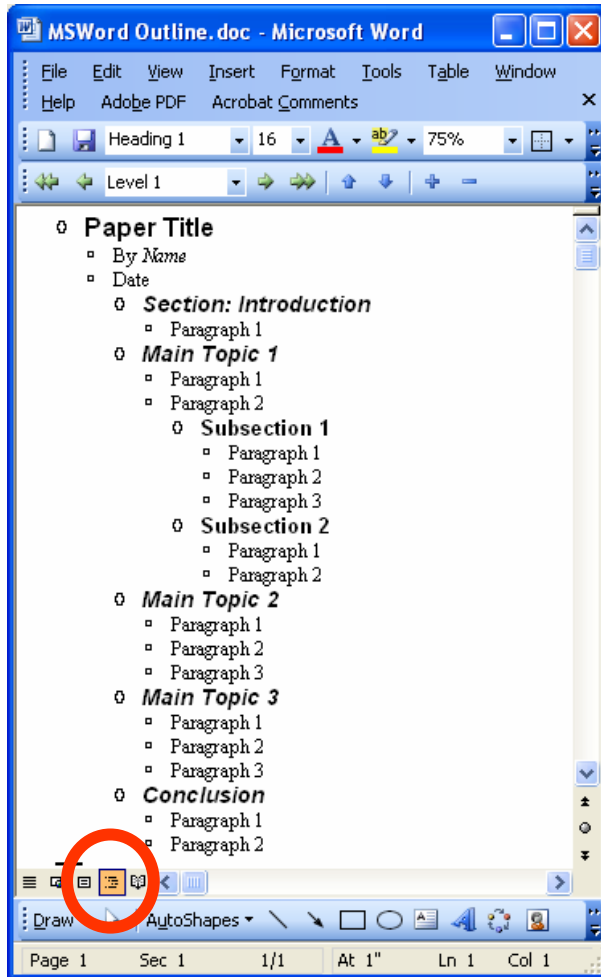
- See handout

# Working with Outlines in Word

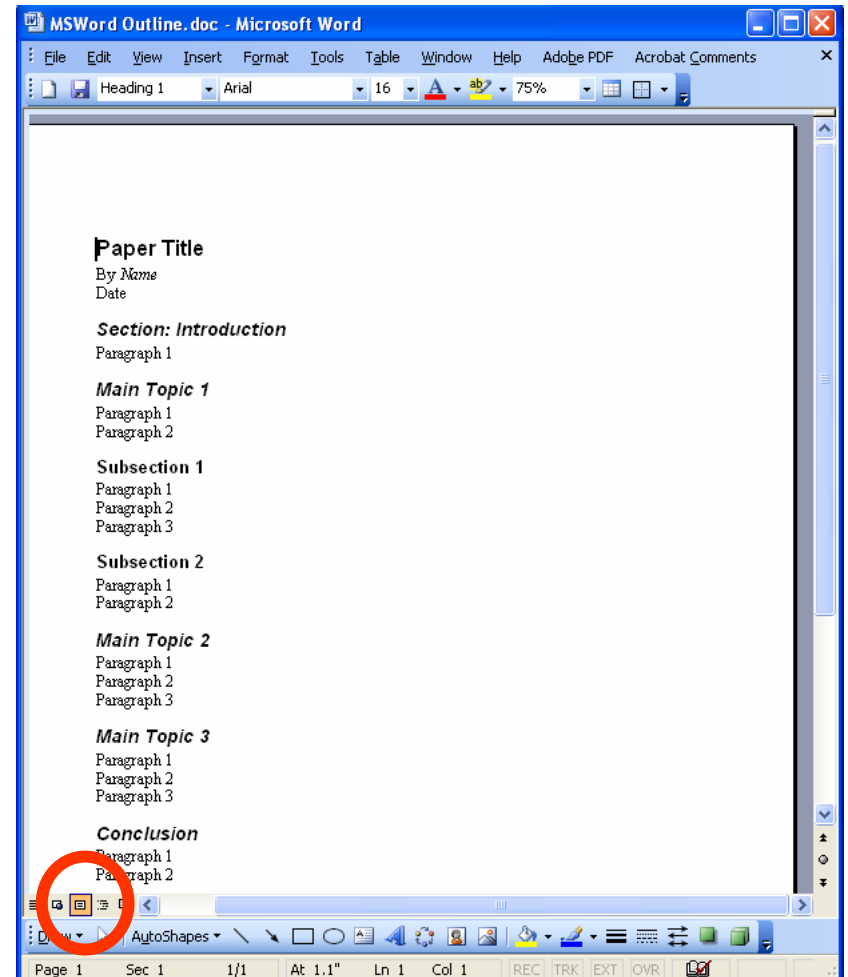
- Use the outline view
  - Click **View** → **Outline**
- Level 1: The title of your paper
- Level 2: Section titles
- Level 3: Subsections
- Normal: Body text
- Header/Footer
- Other useful styles
- Available in Normal View:
  - Header/Footer
  - Numbered and bulleted lists

# Word Screenshots

## ● Outline View



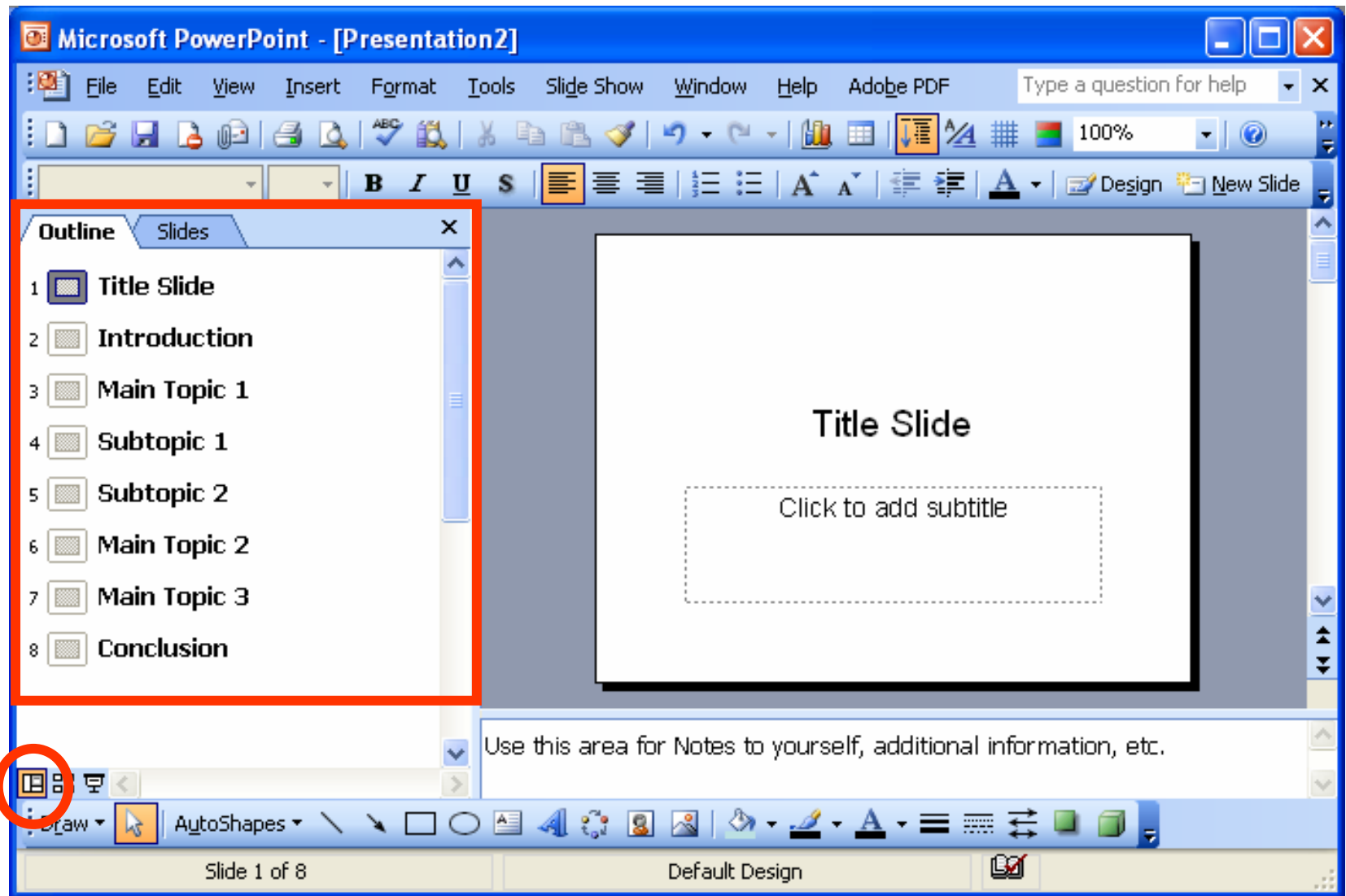
## ● Normal View



# Working with Outlines in PowerPoint

- Use the Normal view
- Create your outline in the Outline panel

# PowerPoint Screenshot



# Reminders for Electronic Work

- I will be checking your outlines before anything else  
THEY MUST MAKE SENSE!
- Spelling counts! Run the spellchecker before turning in work!

# Brainstorming

The title is centered at the top of the slide. It is flanked by five circles: a solid light purple circle on the far left, a hollow light purple circle, a solid light purple circle, a hollow light purple circle, and a solid light purple circle on the far right.

How do You Come up with Ideas?

# Brainstorming with Post-its



- You'll need a large surface, pad of post-its, and a pen
- Jot ideas down, one idea per post-it
  - Write with the sticky part of the post-it at the bottom
- Tear off the post-it, stick to the surface, as ideas come to you
- Brainstorm!
  - Do not censor yourself
  - Give yourself a certain amount of time and use the entire time
  - Write EVERYTHING down, no matter how wacky
- When you're done, organize the post-its into categories

Homework



# Brainstorming for the Cyberfair

- You will be assigned to a group of 2-4 people
- Brainstorm ideas for the assigned Cyberfair topic
- We will decide on the topic tomorrow