

HACKTEX VIRTUAL TRAINING MATERIALS

Functional and smart textiles

Learning Unit 4

Lesson 2

Important issues for Entrepreneurship

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The phases of a project, benefits of rules and responsibilities in a project

Learning Unit 4 / Lesson 2



Contents

- The five phases of a project
- Roles and responsibilities in a project
- Benefits of rules and responsibilities in a project



Project Charter

Project Initiation

Scope & Budget

Work Breakdown Schdue
Gantt Chart
Communication Plan
Risk Management

Status & Tracking

KPIs
Quality
Forecasts

Objectives

Quality Deliverables
Effort & Cost Tracking
Performance

Post Mortem

Project Punchlist
Reporting

Concept and Initiation

- Someone decides that there is a GAP and this can be closed by a project
- Normally this someone places an order with a project manager asking for this project to be conducted
- This initiator also secures the validity of the project within the organisation
 - This is normally business development related.

Definition and planning

- The Project Manager draws up a contract for the project stating what is reasonable in means of:
 - Time
 - Resources (3 kinds)
 - Targets and objectives
 - Boundaries/demarcations
- This is typically negotiated and agreed in a project contract

Launch or execution

- The project is kicked off with all participants – preferably somewhere nice
- Responsibilities, mandate, meetings, timeframe, objectives, communication, schedule, risk, Gantt, etc is agreed upon
- Work commences according to plan
- Management team/control group is also launched
- Sometimes a reference group is also in play
- Variations from the plan are handled

Performance and control

- The result of the project is launched. This might be optional
- Activities in a launch vary, but is typically about implementing something new, or taking away or altering something obsolete
- The project manager creates a report, addressing the agreed objectives in the project contract, stating the degree of compliance

Project close

- The project report is recognised by the initiator, and project status is agreed as completed
- Sometimes a post mortem is done – this is about the project itself
- There is normally a punch list – things that the project discovered that was not part of the scope in the contract, but are still issues that need to be addressed.

Roles and responsibilities in a project

- The Sponsor (for large projects)
- The Project Manager
- The Team Leader (for large projects)
- The Team members
- The Steering Committee

Roles and responsibilities in a project

The Sponsor

- Defending the project at the highest level
- Influencing the management of the company and the key stakeholders
- Being responsible for the provision of all resources needed
- Approving or rejecting of the project results.

Roles and responsibilities in a project

The Project Manager

- Day-to-day execution of the project
- Determines the activities
- Plans the different tasks – sets milestones
- Identifies required resources
- Takes care of the time and budget management
- Negotiates with higher level management
- Provides for solutions
- Keeps the work on track.
- Monitors and evaluates the project

Roles and responsibilities in a project

The Team Leader

- Reports to the Project Manager
- Initiation of actions
- Paradigm to shape the performance of team members
- Listener and coach for team members
- Usually performs part of the work.

Roles and responsibilities in a project

The Team members

- Core of the project – do the work
- Technical skills and competencies
- Interpersonal and organizational skills
- Problem solving
- Time management

Roles and responsibilities in a project

The Steering Committee

- Sponsor and key stakeholders
- Secures resources and approves important changes
- Monitors the effectiveness of the activities and the accomplishment of objectives.
- Supported by an independent external auditor

Benefits of rules and responsibilities

- Backbone of effective project management
- Clear boundaries and expectations
- Structured environment
- Minimization of confusion and overlapping of tasks
- Fostering of accountability
- Mechanism for risk mitigation and conflict resolution.
- Allow for implementation of mitigation strategies
- Resolving conflicts more swiftly and fairly
- Positive working environment
- Promotion of teamwork and transparency

Partners:



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