



PROJECT- MANAGEMENT






COURSE 2024

A more sustainable and safe handling of chemicals
is a clear trend in chemicals' policy.



Module 1 15. - 19.7.2024
Module 2 16. - 20.9.2024
Module 3 18. - 21.11.2024

PROGRAM



**INTERACTIVE &
ENGAGING LEARNING**

-  Module 1 provides an overview about the global regulatory situation, actors and connecting points for Green Chemistry
-  Information given in module 2 enables the GCCM to better understand legal, political and practical aspects
-  Module 3 will focus on the practical implementation of green and sustainable chemistry in a company

In cooperation with



Organized by



14
TRAINING
DAYS

INTRODUCTION MARILYN HAMMINGER



23 Years of Experience in International Organizations

. IT and Telecommunications

. Self employed since 2013

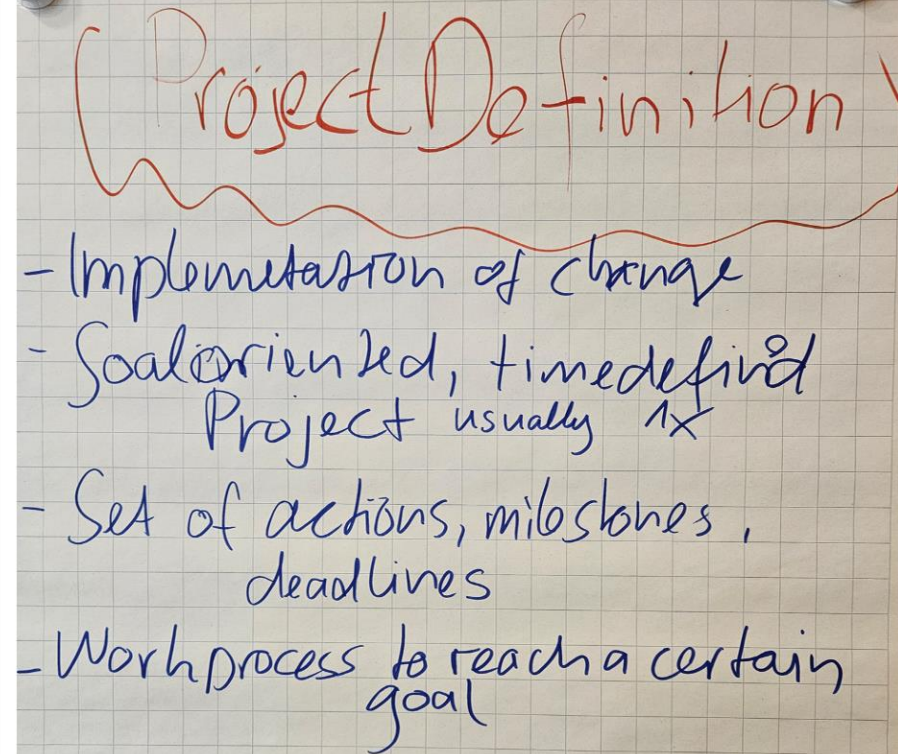
KNOWLEDGE IN BUSINESS COACHING - TRAINING - CONSULTING:

- Studies Marketing and Sales extra-occupational
- Business Degree MSc. - Executive Management, specializing in business coaching and training
- Certified Project Manager Traditional and Scrum
- Certified NLP Master and Trainer
- Certificate in solution-oriented consulting - by Steve de Shazer, Virginia Satir, Fritz Perls, Frank Farrelly ...
- Systemic Dynamic Integration - Family constellation by Bert Hellinger
- organizational constellation – and behaviour
- Member and Secretary of the International Coach Federation
- Certified Mental Trainer by ITA and ECNLP
- Certified Consultant for Fit2Work
- Certification in the use of the Work Ability Coaching
- AVEM - Work-related behavior

CONTENT

- Definition
- Making projects as easy as possible
- Roles in Projects
- Lifecycle in Projects
- Success factors of projects
- Stakeholder Management
- Traditional, Hybrid, Waterfall or Scrum?
- Risk Assessment – which approach to use?
- Resource Allocation Management
- Communication Plans
- Compare user stories – What were the best use cases
- Day II Work out one specified Business Example

DEFINITION

- 
- Project Definition
- Implementation of change
 - Goal oriented, time defined
Project usually 1x
 - Set of actions, milestones,
deadlines
 - Work process to reach a certain
goal



DEFINITION

- A Project is a task with specific characteristics
 - Goal orientated (tasks, deadlines, resources, costs)
 - Limited to a specific time (has a beginning and an end)
 - Complex and dynamic (mix of subtasks, many influencing factors, many changes during the project period)
 - Interdisciplinary and over several departments (Different departments and organizational units - including external ones - are involved.)
 - New and risky

DEFINITION

***Project Lifecycle*:** Project management involves several distinct phases that make up the project lifecycle, typically including:

- ***Initiation*:** Defining the project scope, objectives, stakeholders, and project charter.

- ***Planning*:** Developing a detailed project plan that outlines tasks, timelines, resources, budgets, and risk management strategies.

- ***Execution*:** Implementing the project plan by coordinating people and resources while ensuring alignment with the project goals.

- ***Monitoring and Controlling*:** Tracking progress, measuring performance against the project plan, and making necessary adjustments to stay on track.

- ***Closure*:** Finalizing all project activities, delivering the completed project to stakeholders, and reflecting on lessons learned.

PROJECT TYPES

- (Types)
- Feasibility Studies
 - Building a new house
 - Implementing new SW
 - implementing
 - Legal requirements
 - Developing a more sustainable Substance



PROJECT TYPES

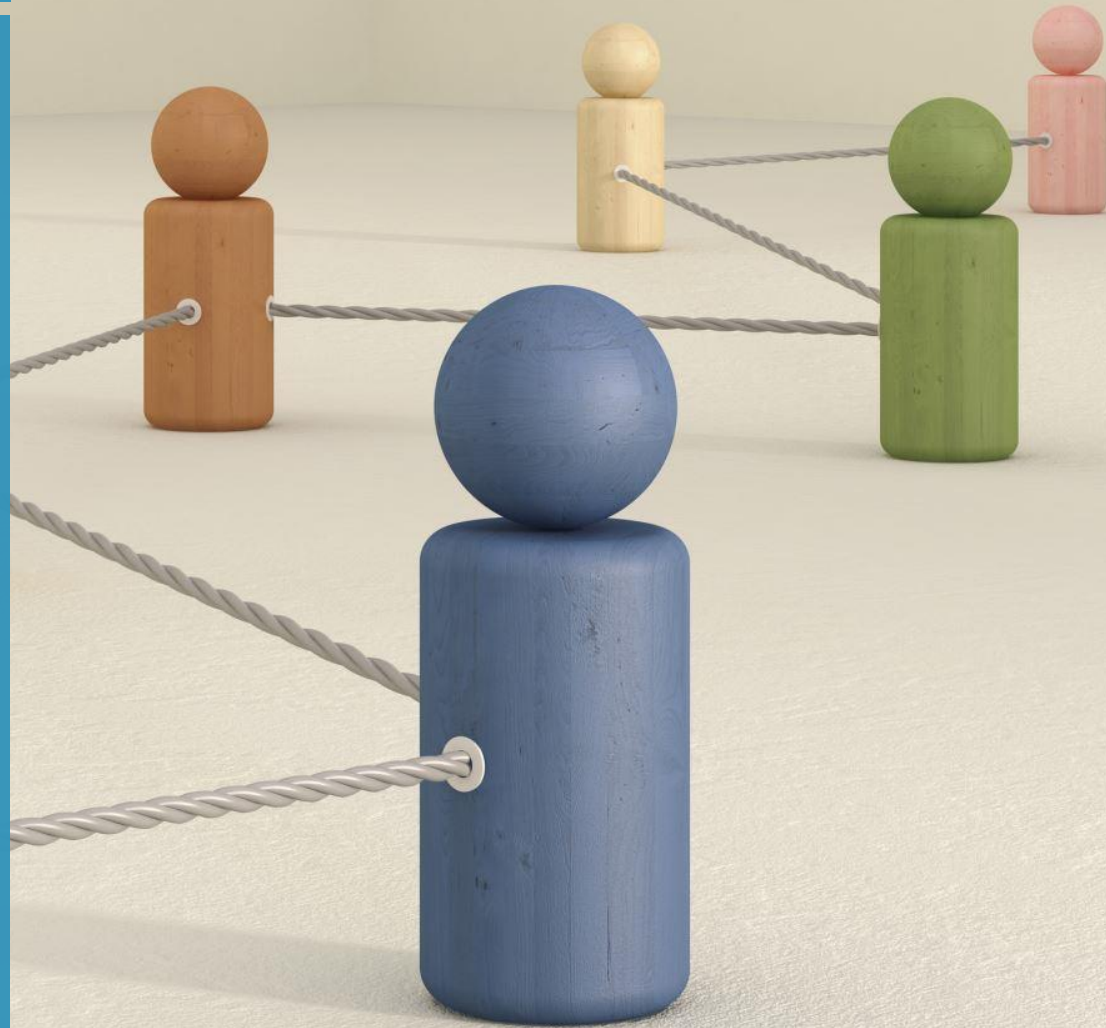
■ Green Chemistry Projects

- *Sustainable Synthesis* - Eco-friendly syntheses using renewable resources.
- Maximizing atom economy in reactions.
- *Renewable Energy* - Biofuel production from biomass.
- Efficient solar energy materials.
- *Waste Reduction*
- Development of green solvents.
- Waste valorization into valuable products.
- *Safer Alternatives*
- Toxicity reduction and safer chemical alternatives.
- Sustainable pharmaceuticals.
- *Biodegradable Materials*
- Creation of biopolymers and eco-friendly packaging.
- *Process Optimization*
- Energy-efficient chemical processes.
- Implementation of continuous flow chemistry.
- *Green Analytical Methods*
- Reducing hazardous solvents in analysis.
- Real-time monitoring of chemical processes.
- *Education & Outreach*
- Green chemistry curricula and community workshops.
- *Industry Collaboration*
- Sustainable product design and corporate initiatives.
- *Research Centers*
- Dedicated green chemistry research institutes.

WWW.MARILYNHAMMINGER.AT TRAINING@MARILYNHAMMINGER.AT +436769006989

PROJECT TYPES

- Content / Economic activity / Industry
- Cause
- Participation or initiation
- Complexity
- Repetition level



MAKING PROJECTS AS EASY AS POSSIBLE

- Easy)
- Budget
- Clear Goals
 - Assign Goals to specific Persons
 - Incentives
 - Define non-Goals
 - Milestones
 - Deliverables
 - Deadline
 - Actions
 - Process
 - Roles TL + Team

MAKING PROJECTS AS EASY AS POSSIBLE



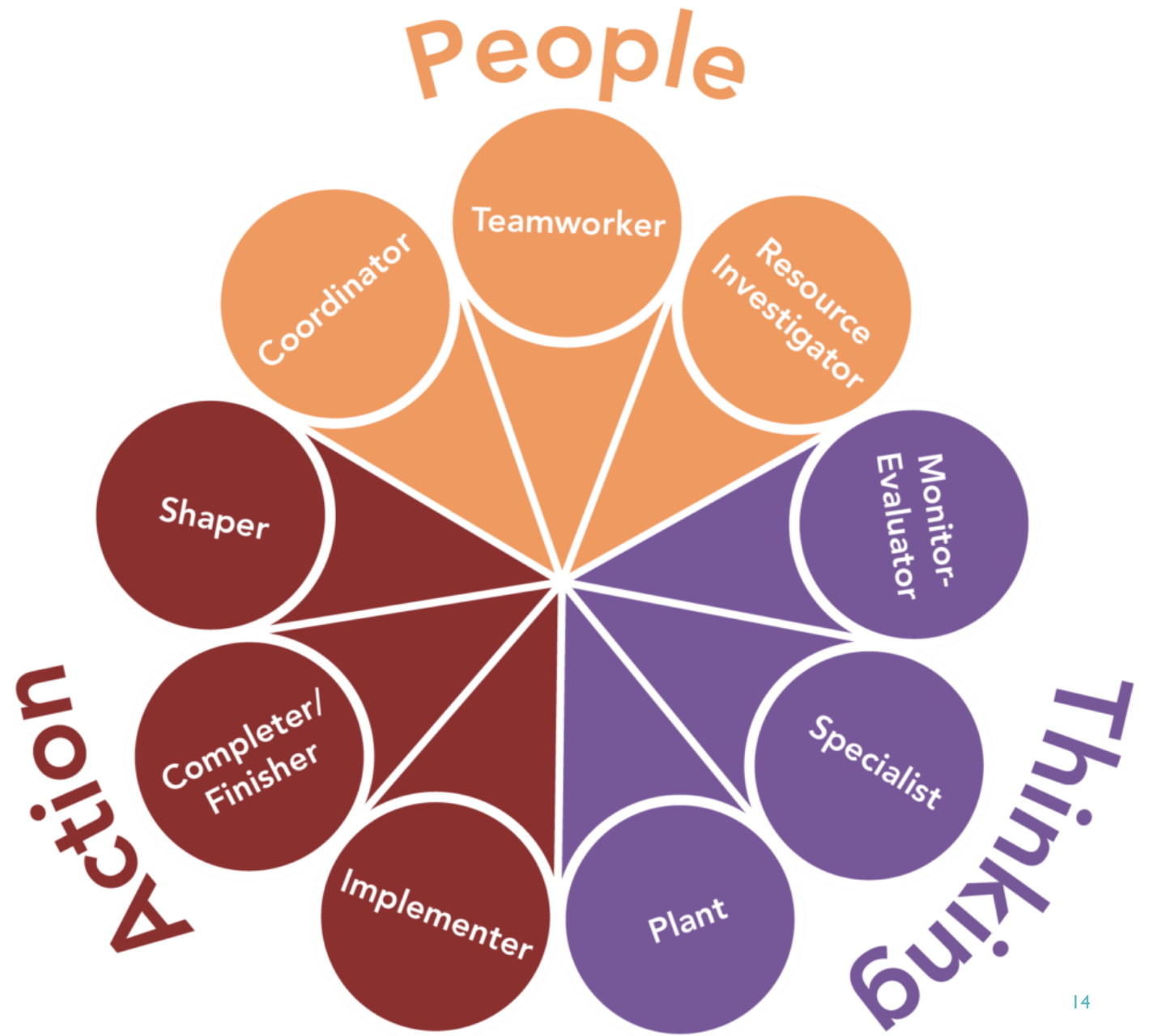
GOALS



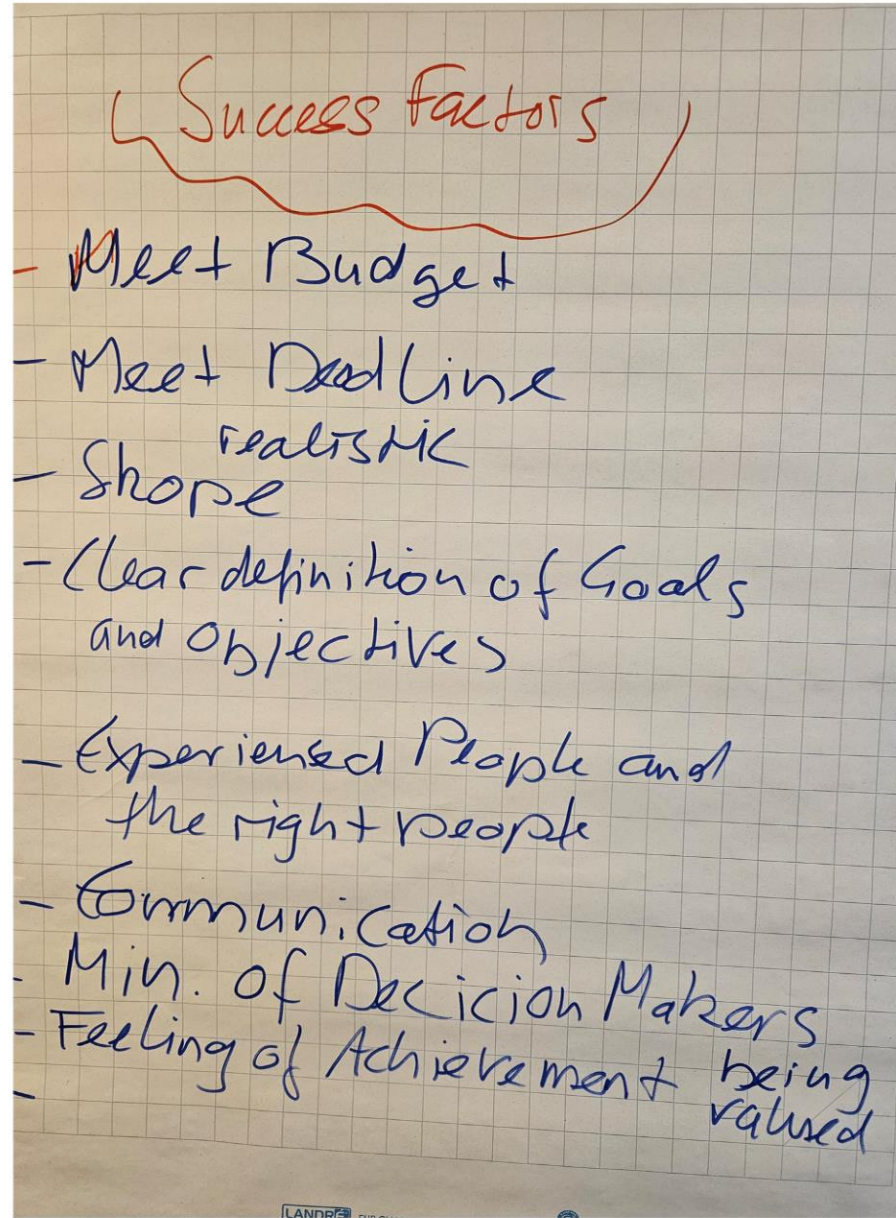
ROLES IN PROJECTS

- PM Roles
- Team Lead
 - Team
 - Sponsor
 - Clients
 - Stakeholders
 - Steering Committee
 - Project Controlling
 - Legal Representation
 - Finance
 - Experts
 - Documentation / Reporting

ROLES IN PROJECTS



SUCCESS FACTORS OF PROJECTS

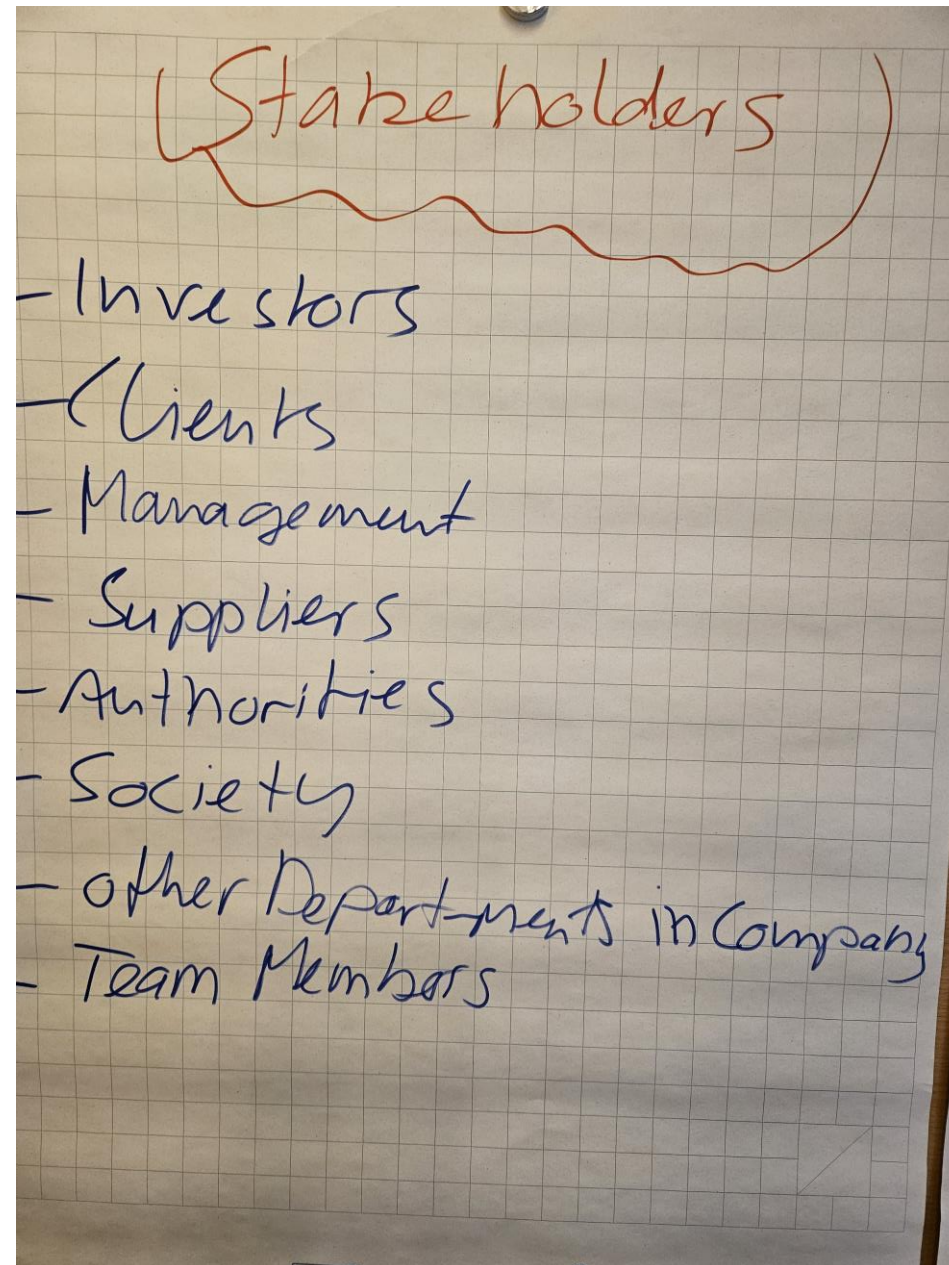
- 
- A handwritten list of success factors for projects, written in black ink on a light-colored grid background. The title 'Success Factors' is written in red ink and underlined with a red wavy line. The list consists of seven items, each preceded by a hyphen. The handwriting is cursive and somewhat informal.
- Meet Budget
 - Meet Deadline
 - Scope ^{realistic}
 - Clear definition of Goals and Objectives
 - Experienced People and the right people
 - Communication
 - Min. of Decision Makers
 - Feeling of Achievement being valued

SUCCESS FACTORS OF PROJECTS

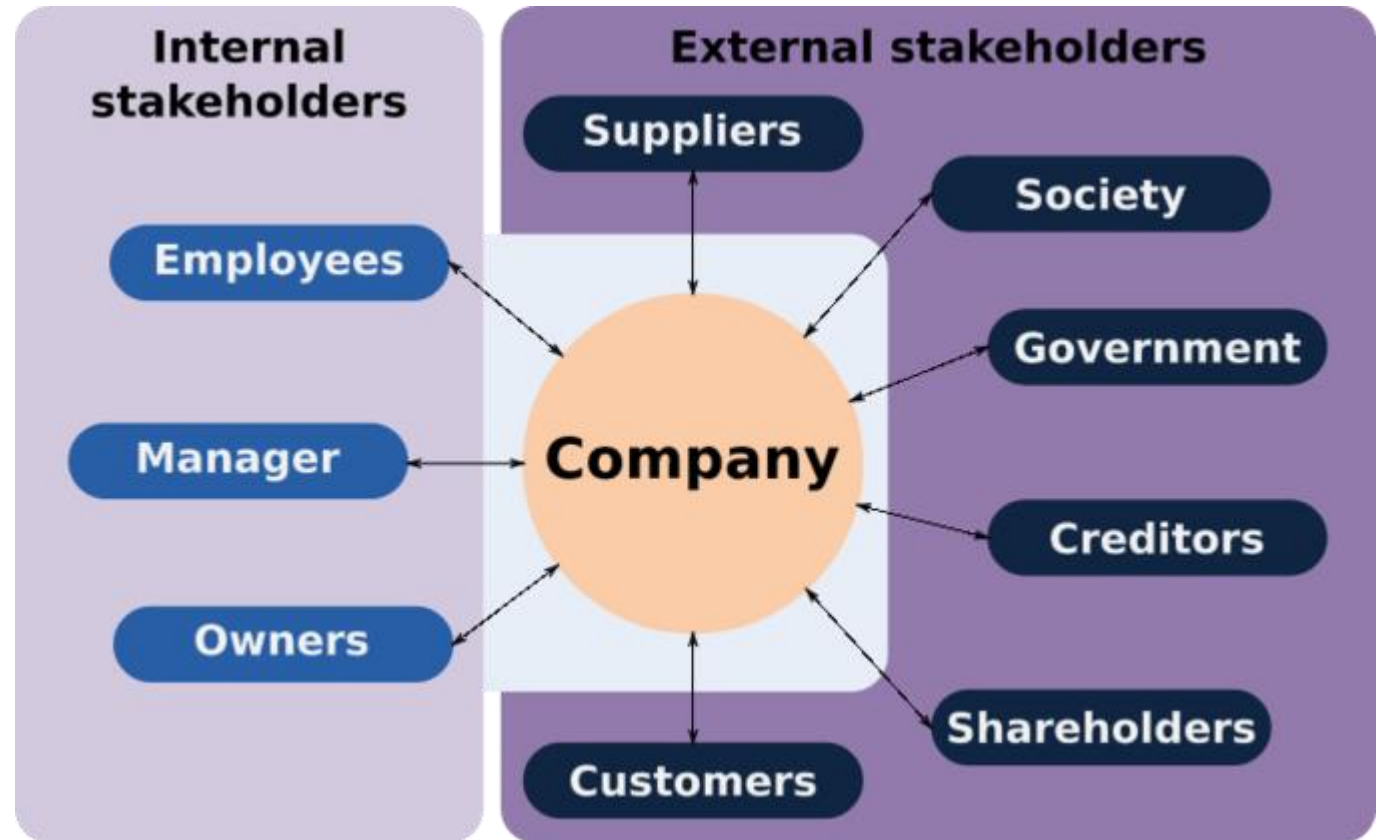


Prioritize

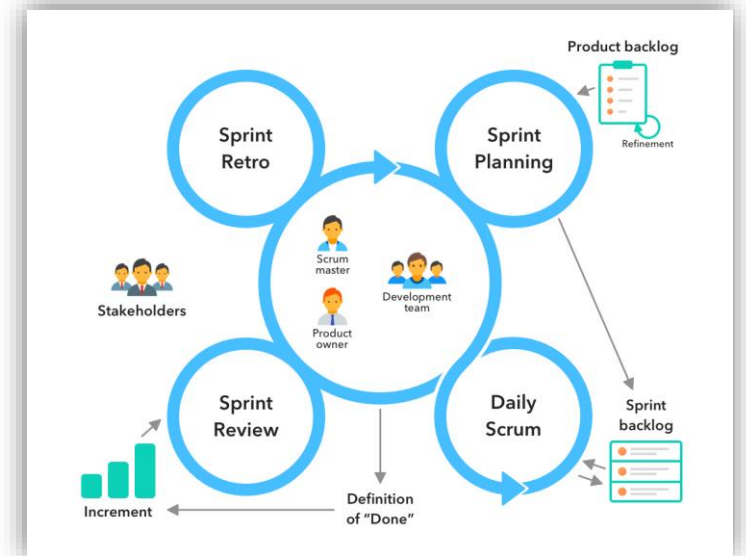
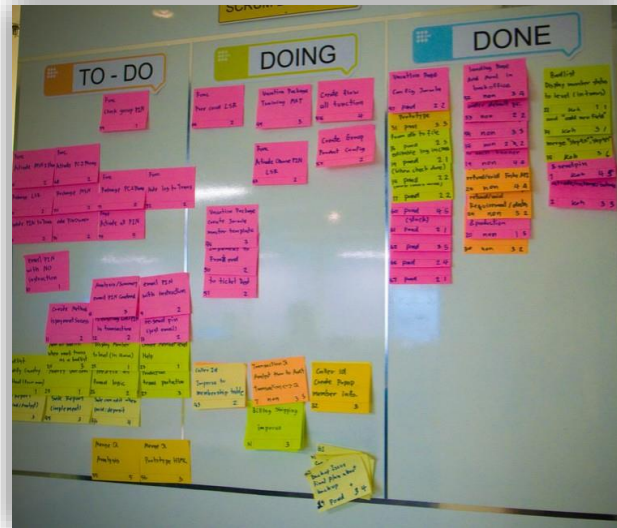
STAKEHOLDER MANAGEMENT



STAKEHOLDER MANAGEMENT

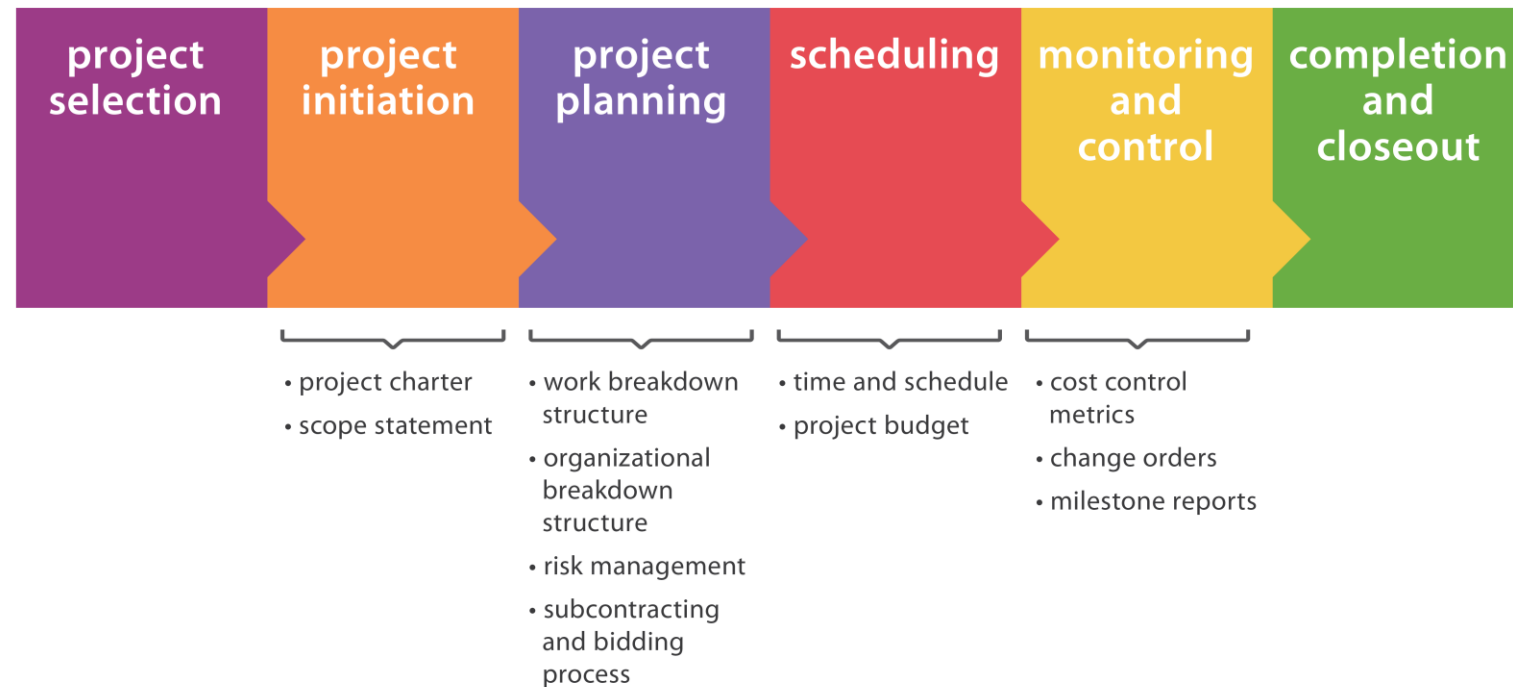


TRADITIONAL, HYBRID, WATERFALL OR SCRUM?



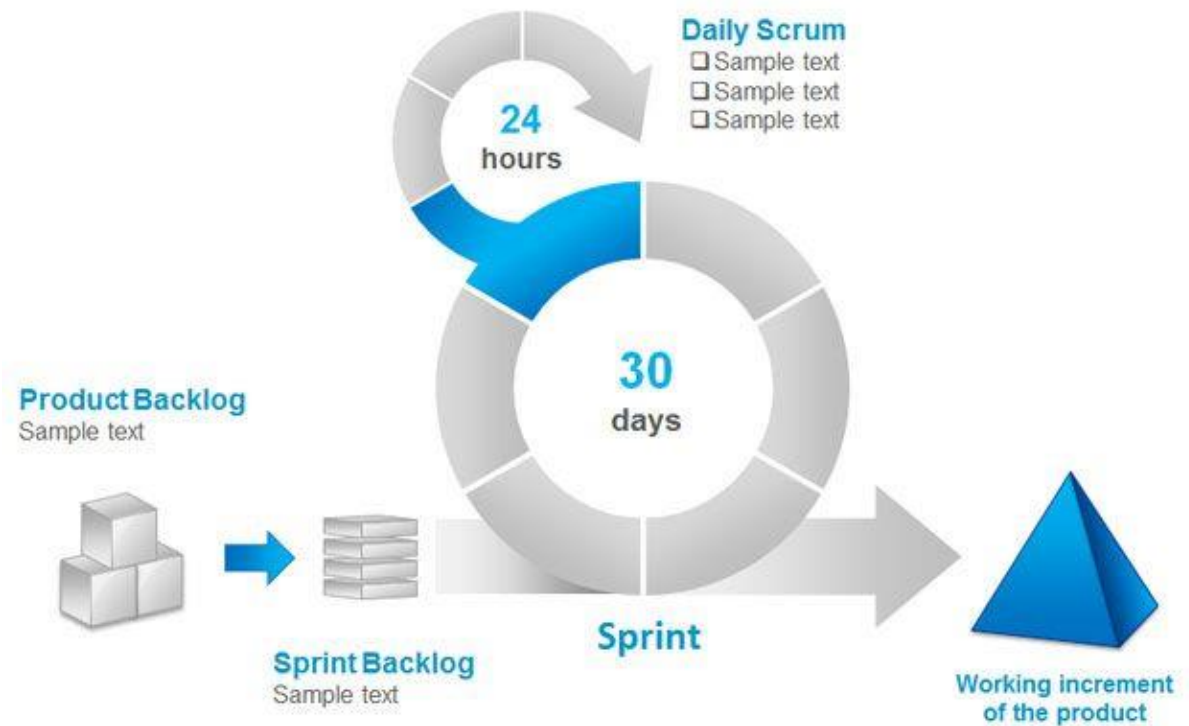
TRADITIONAL, HYBRID,
WATERFALL OR SCRUM?

Traditional View of Project Management

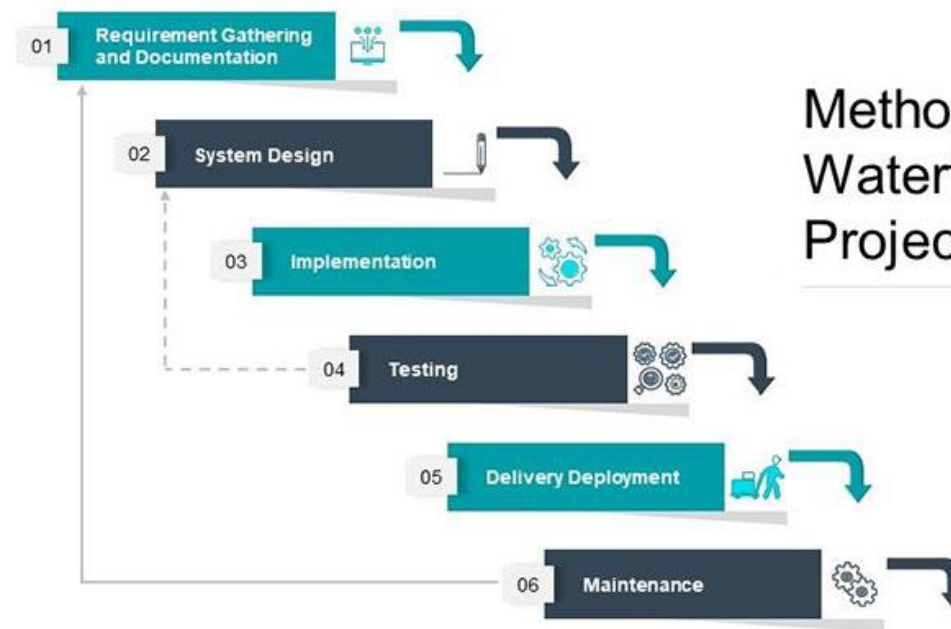


TRADITIONAL, HYBRID, WATERFALL OR SCRUM?

Scrum process



TRADITIONAL, HYBRID, WATERFALL OR SCRUM?



Methodology of
Waterfall
Project Management

PROJECT MANAGEMENT TOOLS

Task Management

Trello: Visual boards for task tracking.

Asana: Task assignments and progress tracking.

Planning & Scheduling

Microsoft Project: Gantt charts and resource management.

Smartsheet: Collaborative project planning and tracking.

Collaboration -
Slack: Real-time messaging and integration with tools

Microsoft Teams: Team collaboration with chat, video, and file sharing.

Documentation

Confluence: Wiki-style documentation and knowledge sharing.

Google Workspace: Collaborative documents, spreadsheets, and presentations.

Time Tracking

Toggl: Simple time tracking and reporting.

Harvest: Time tracking with invoicing features.

Budget Management

Wrike: Budget tracking and resource allocation.

Float: Resource planning and budgeting tool.

Reporting & Analytics

Monday.com: Customizable dashboards and KPIs.

Jira: Agile project management with reporting features.-

File Sharing -
Dropbox: Cloud storage for file sharing.

Box: Cloud content management and file sharing.

Agile Tools

Jira: Scrum and Kanban support for Agile teams.

ClickUp: Flexible tool for Agile project management.

Mind Mapping -

MindMeister: Idea mapping and brainstorming.

XMind: Visual brainstorming and project planning.

And many more.....

WHAT ARE THE PHASES OF A TRADITIONAL PROJECT?

- Goals
- Partial Steps
- Results
- Interfaces
- Ressources Needed
- Budget

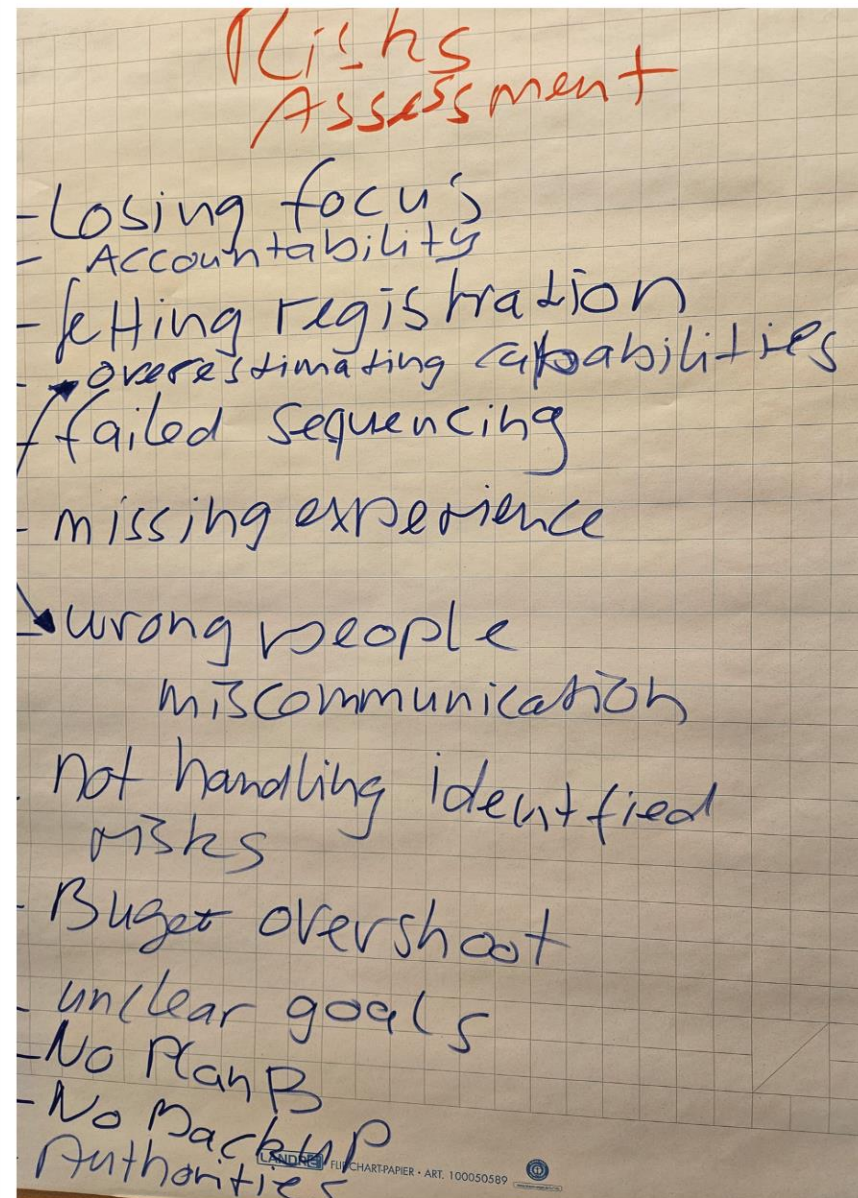
RISK ASSESSMENT – WHICH APPROACH TO USE?

- Define Risk
- Find examples of risks of your Projects and how to assess them

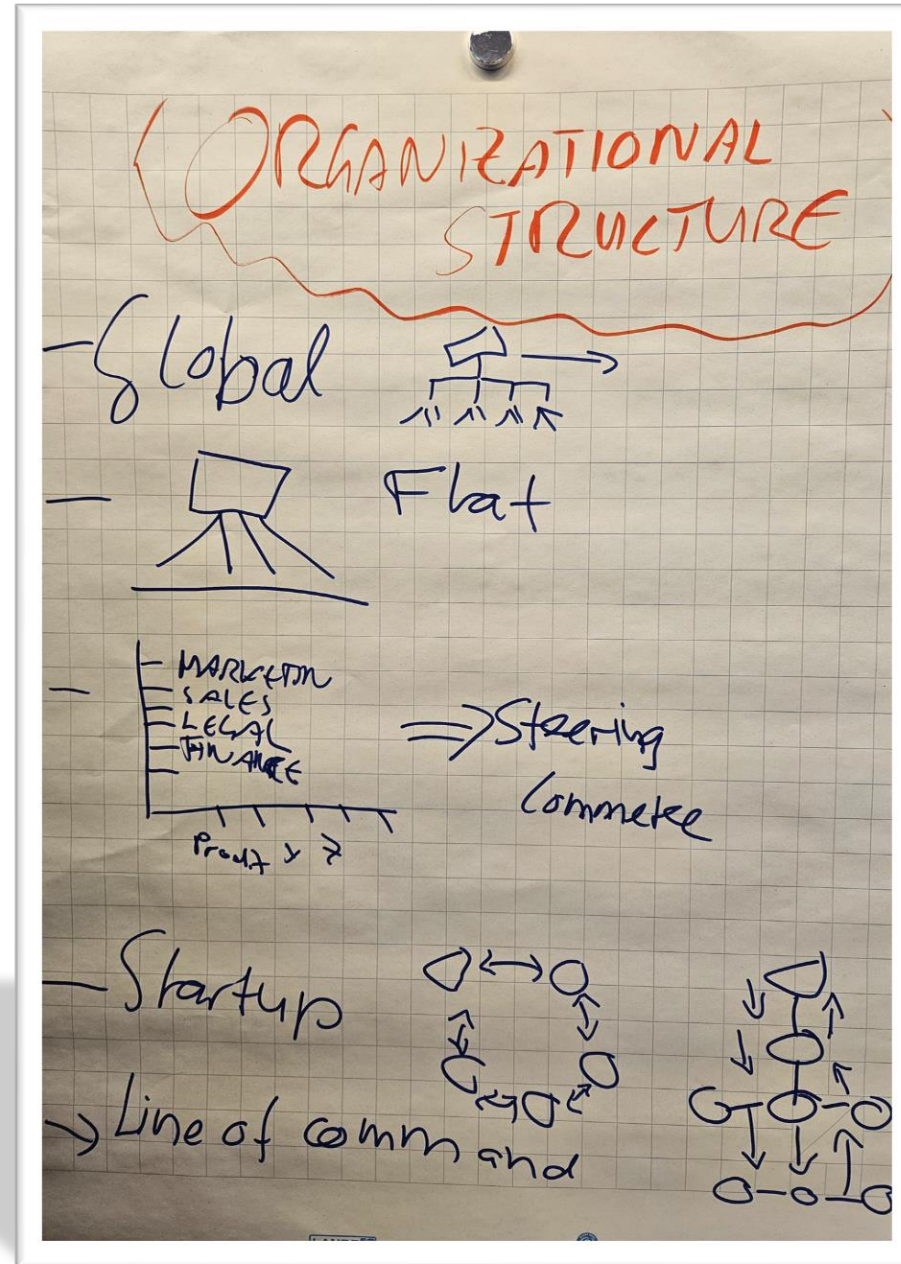
RISK ASSESSMENT – WHICH APPROACH TO USE?

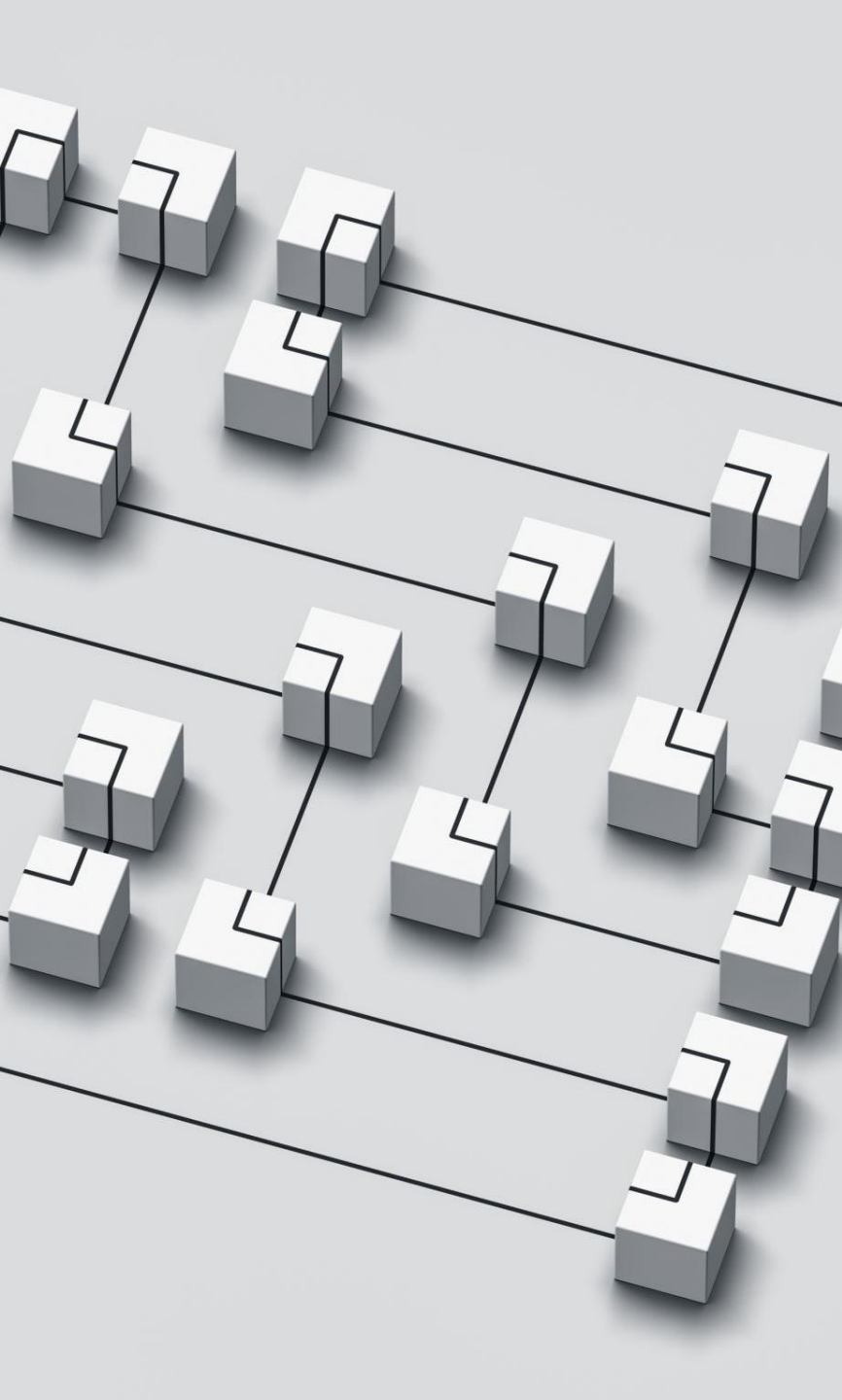
- Identify possible risks
 - Which Goals could be in danger of not being achieved
 - What is the focus (customer, internal)
 - Form a Risk Hypothesis
 - Who can assess the risks according to priorities
-
- Find examples of risks of your Projects and how to assess them

RISK ASSESSMENT – WHICH APPROACH TO USE?



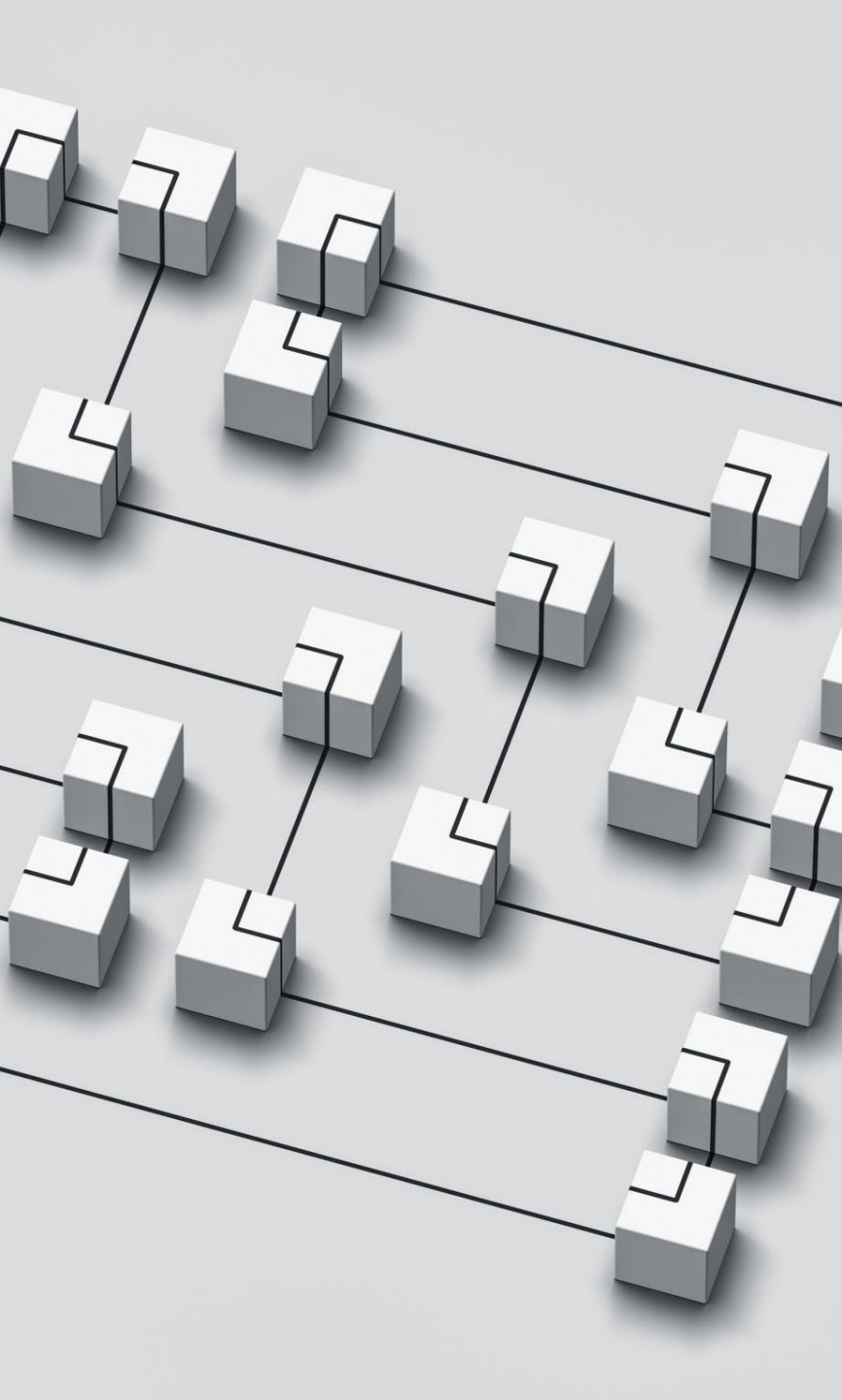
ORGANISATIONAL STRUCTURE IN PROJECTS





ORGANISATIONAL STRUCTURE IN PROJECTS – IN SMALL ORGANISATIONS

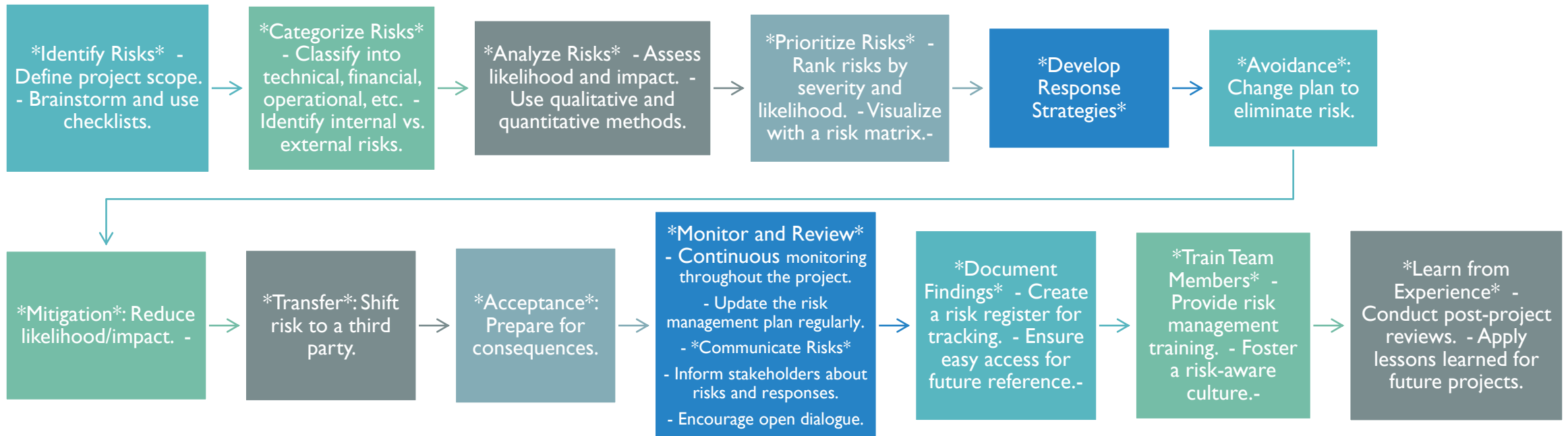
- ***Flat Structure*** - Few or no levels of middle management. Direct communication between employees and ownership. Encourages employee involvement and quick decision-making.
- ***Functional Structure*** - Departments based on functions (e.g., marketing, sales, production). - Each department has a specific role but works closely together.
- ***Team-Based Structure*** - Employees are grouped into teams based on projects or tasks. - Flexible and adaptable to change; promotes collaboration.
- ***Matrix Structure*** - Combines functional and team-based structures. - Employees report to both functional managers and project leaders.




ORGANISATIONAL STRUCTURE IN PROJECTS – IN LARGE ORGANISATIONS

- ***Hierarchical Structure*** - Clear chain of command with multiple levels of management. - Typically involves many departments and sub-departments.
- ***Matrix Structure*** - Employees have dual reporting relationships—functional and project-based. - Enables resource flexibility and efficient project management.
- ***Divisional Structure*** - Divided by product lines, regions, or customer types. - Each division has its own resources and objectives.
- ***Global Structure*** - Common in multinational corporations; organizes business based on global operations, regions, and markets. - Focuses on local responsiveness while maintaining global efficiency.
- ***Process-Based Structure*** - Organized around the flow of processes and value chains rather than functions or departments. - Emphasizes efficiency and performance optimization.
- ***Network Structure*** - Relies heavily on external partnerships and alliances. - Core business at the center, outsourcing other functions to specialized partners.

RISK ASSESSMENT – WHICH APPROACH TO USE?



- 
- How do you generally see projects
 - What was your all time favourite project and why?

COMPARE USER STORIES – WHAT WERE THE BEST USE CASES



COMPARE USER STORIES – WHAT WERE THE BEST USE CASES

① GREEN<HEM forCE

- Goals: networking events incl all stakeholders
- Non-Goals: advertising event

Roles: Project manager ①
Finance manager ②
Event manager ③
Topic expert coordinator ④
Project & event team ⑤

Timeline: 2 years after starting
planned start: 01.01.2025

Budget: not sponsored by industry & NGO
publicly funded
small fee

① Stakeholders :

- External : Industry, NGOs, Scientists, Regulatory, General Public
- Internal : other teams of the organizing catering, technical staff, room (moderators), speakers, master panelists

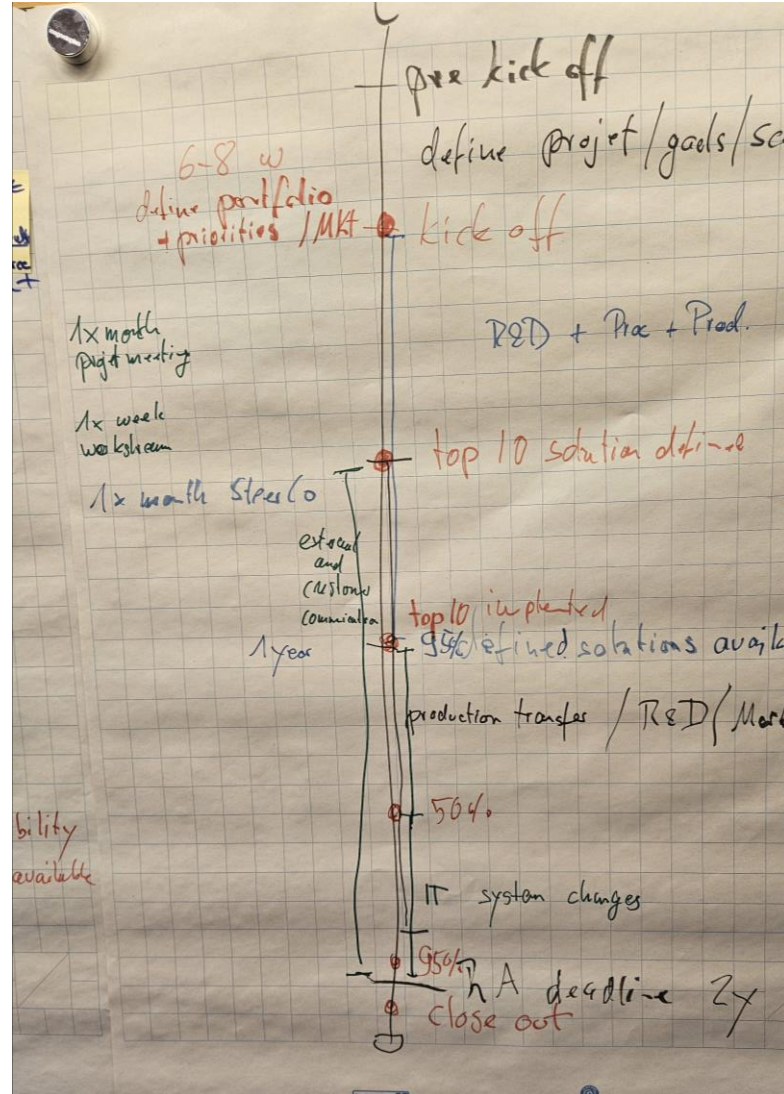
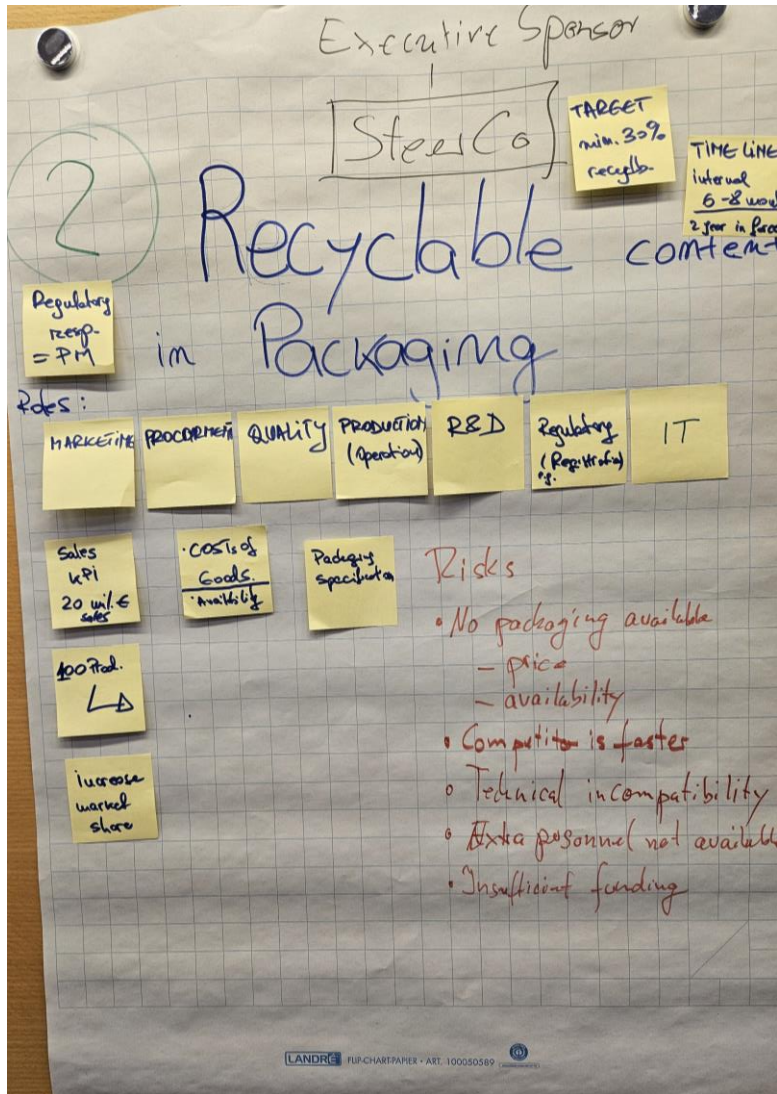
② Milestones :

- Assignment of the goals ①
- Event planned ①-⑤
- Event ①, ③, ⑤
- Follow up of the event ①, ⑤
- Adjustments over the next few events ①
- Institutionalized ①

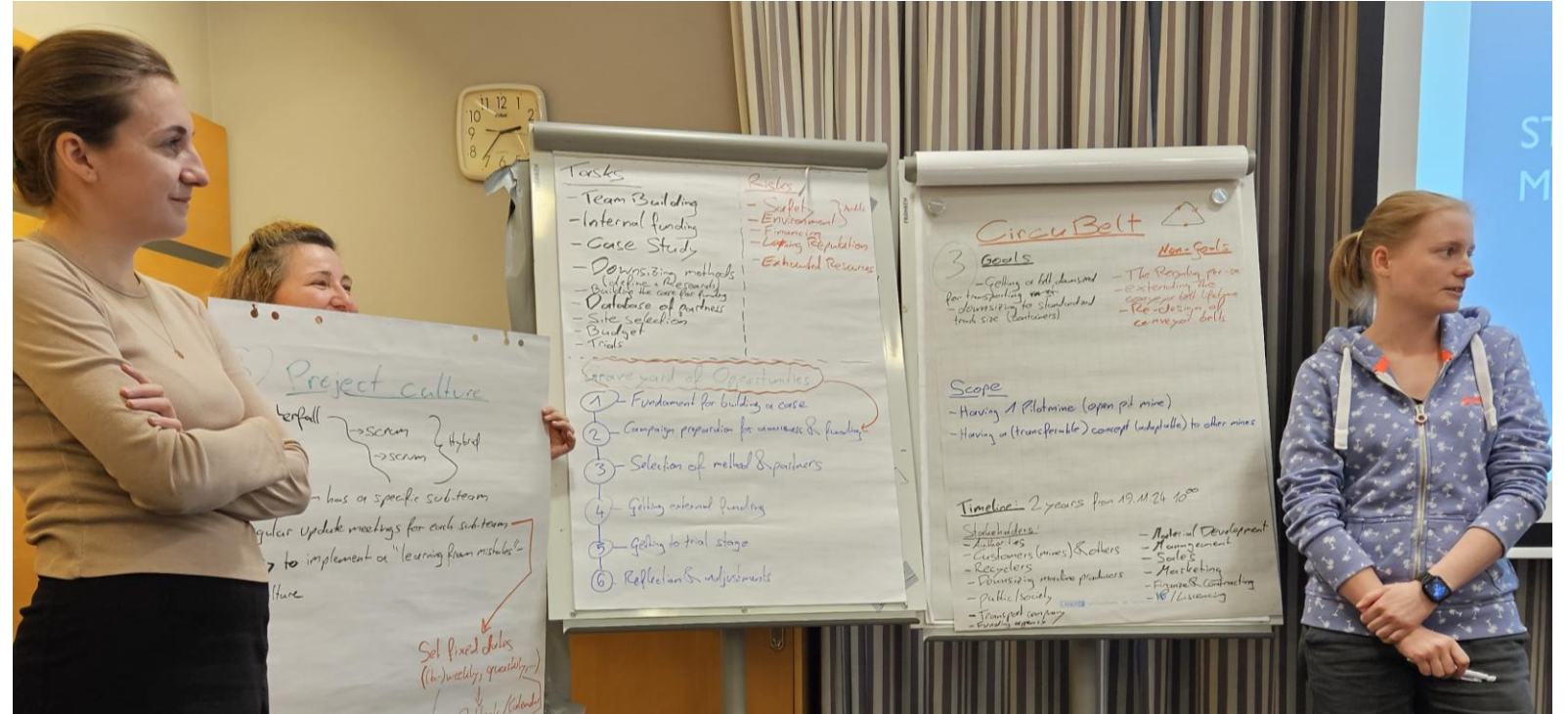
③ Budget : → 5 fulltime equivalents (could be way more)
→ 1/3 covered by small fee (e.g. 100€)
→ for first event - controlled budget for:
→ catering (~50€ p.P. max)



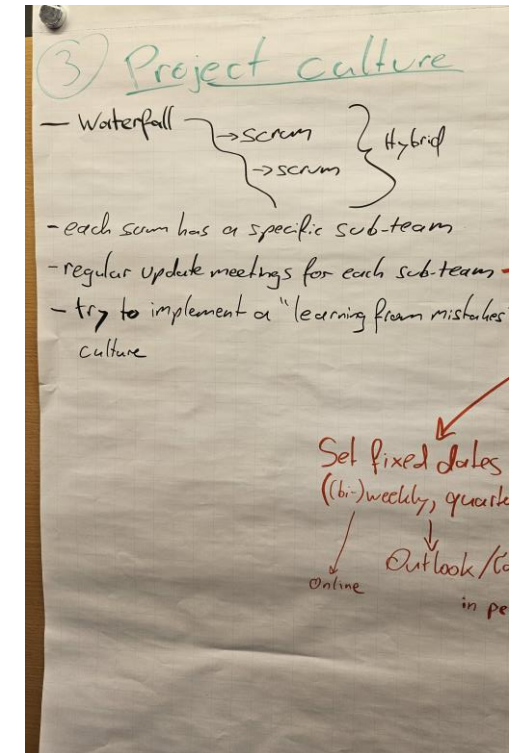
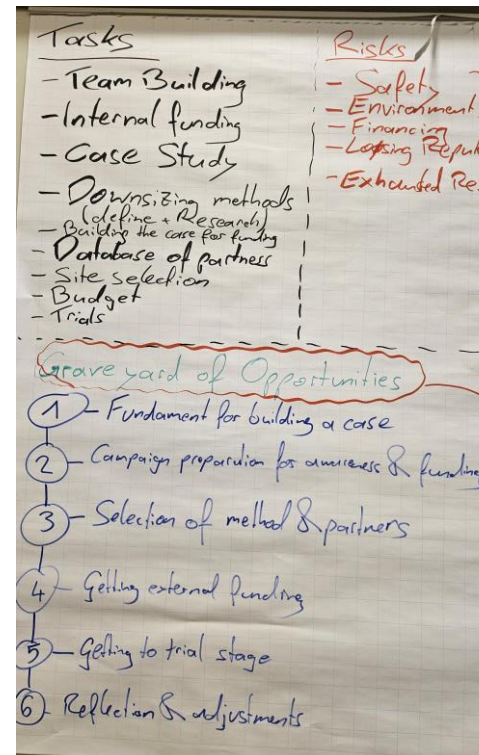
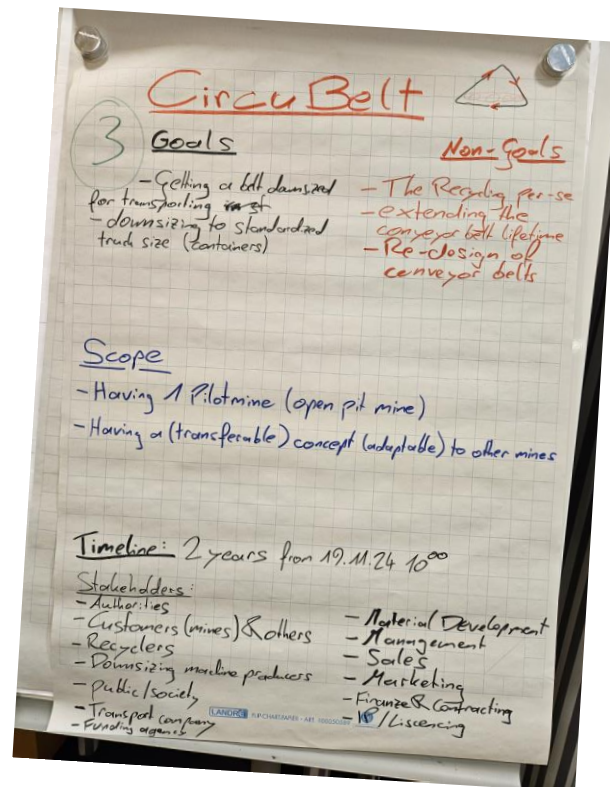
COMPARE USER STORIES – WHAT WERE THE BEST USE CASES



COMPARE USER STORIES – WHAT WERE THE BEST USE CASES



COMPARE USER STORIES – WHAT WERE THE BEST USE CASES



COMPARE USER STORIES – WHAT WERE THE BEST USE CASES

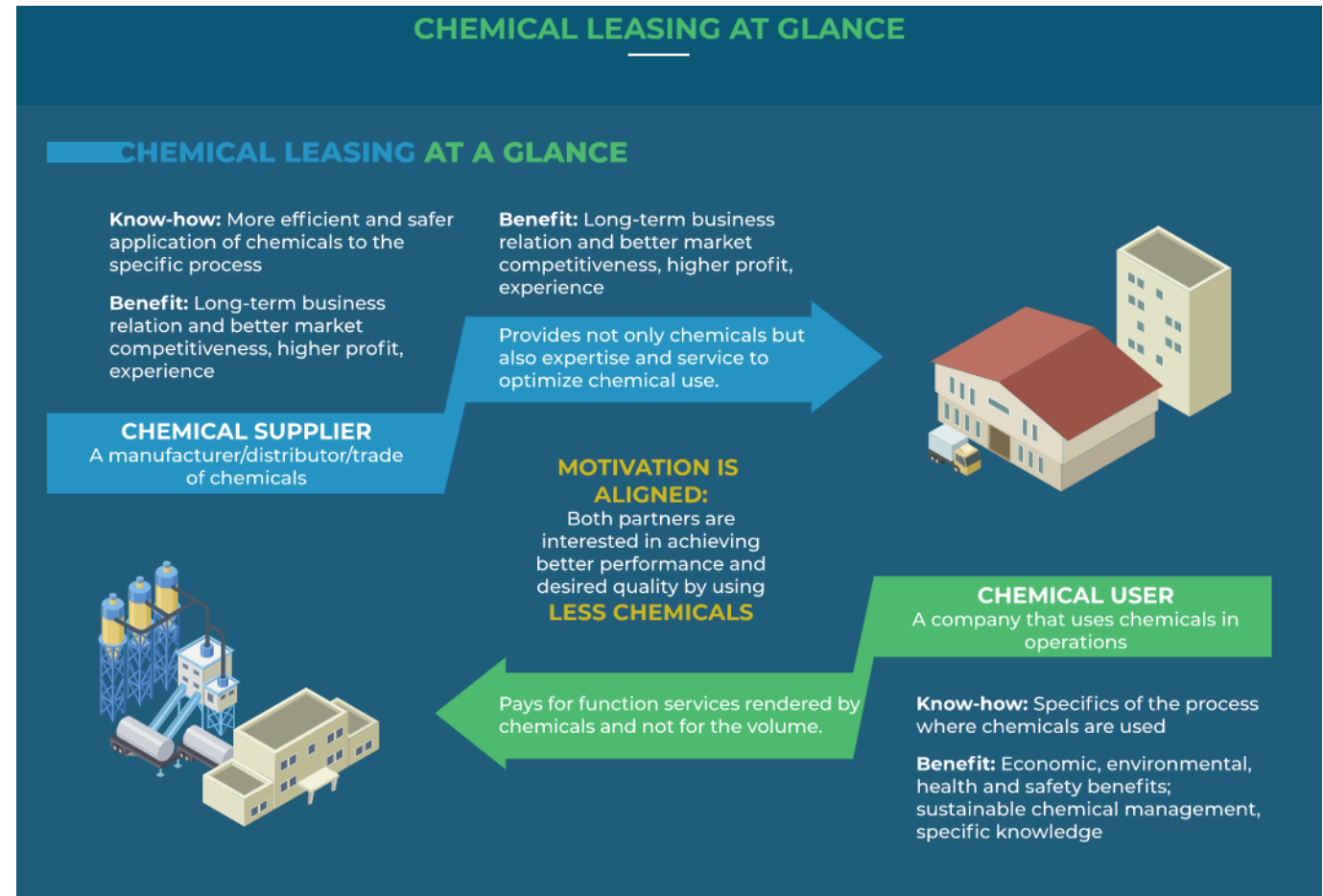
DAY II WORK OUT SPECIFIED BUSINESS EXAMPLE

- Chemical Leasing

DAY II WORK OUT 3 SPECIFIED BUSINESS EXAMPLES

Chemical Leasing

Initiate a Chemical Leasing Project for a Bayer Product of your choice



WRAP UP

QUESTIONS?

Thank you!

Marilyn Hamminger

www.marilynhamminger.at

<https://www.linkedin.com/in/mhamminger/>

training@marilynhamminger.at

+436769006989