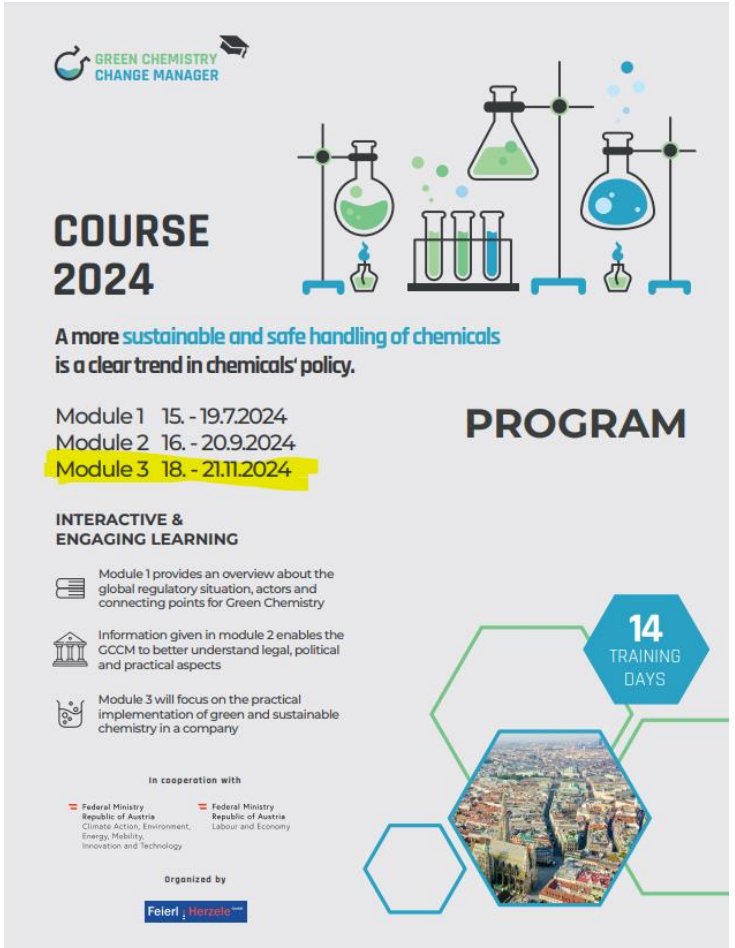
PROJECT-MANAGEMENT



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, VirginiaSatir, Fritz Perls, Frank Farrely ...
- 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

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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

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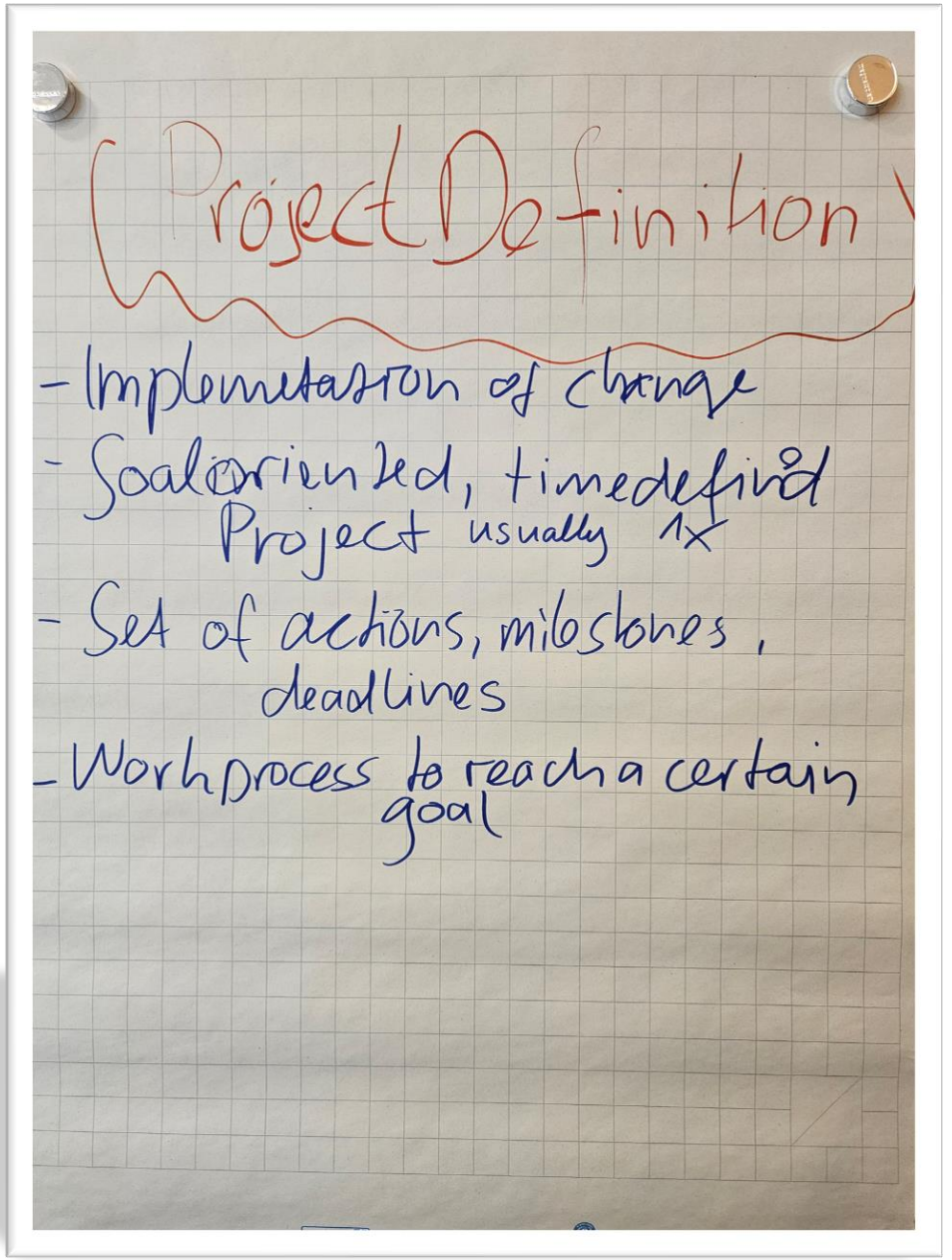
DEFINITION



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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.

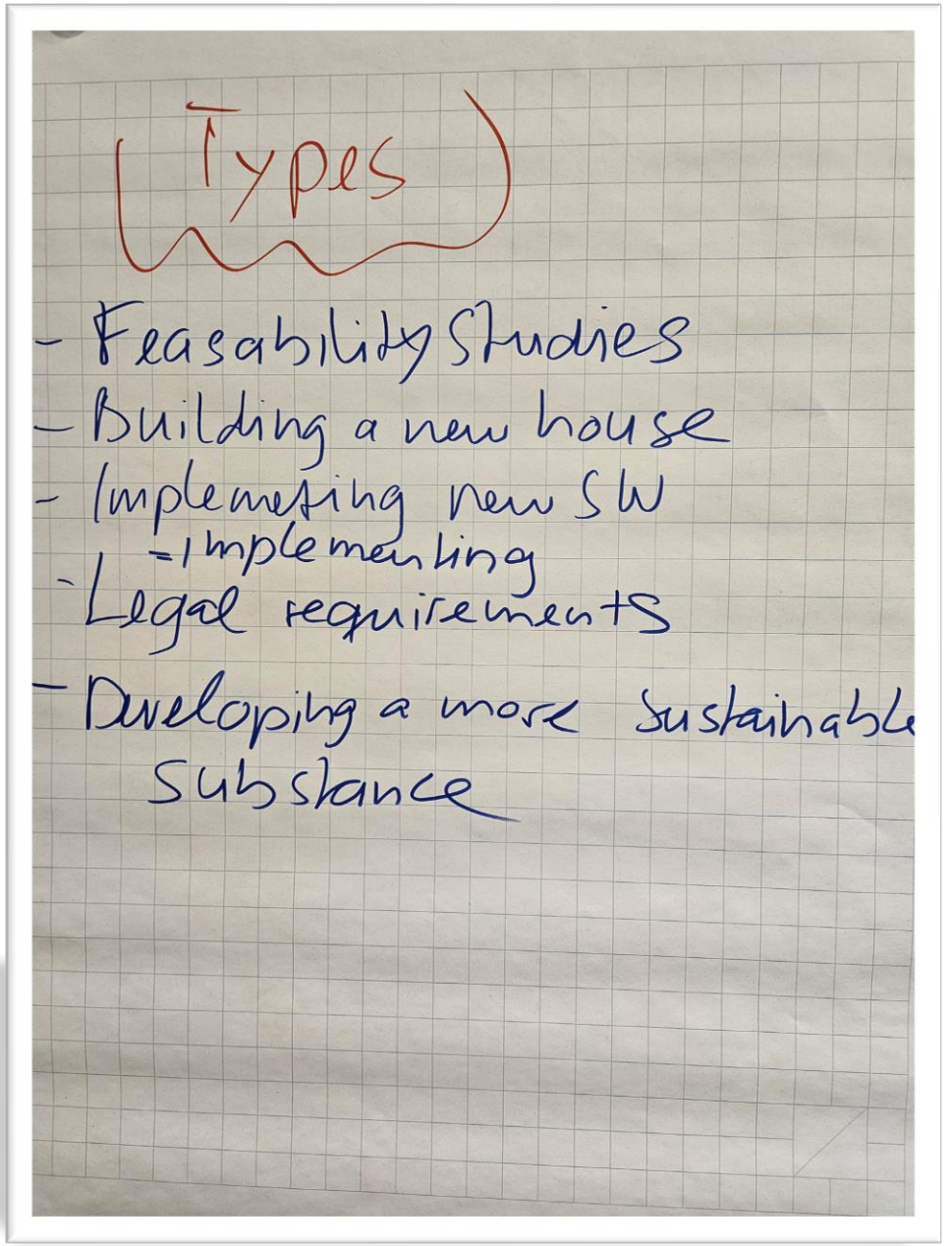
- *Planning*: Developing a detailed project plan that outlines tasks, timelines, resources, budgets, and risk management strategies.

- *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



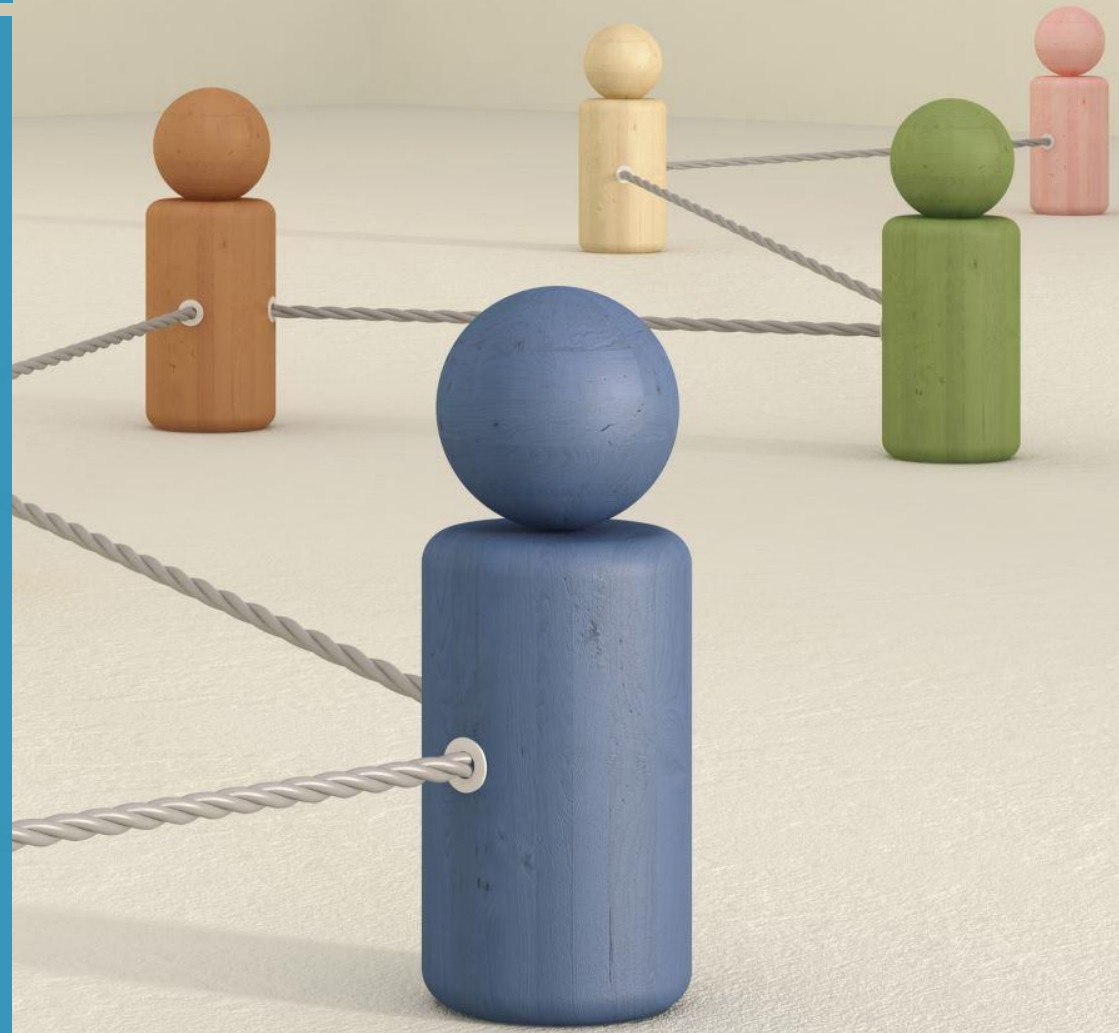
PROJECT TYPES

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.

PROJECT TYPES

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



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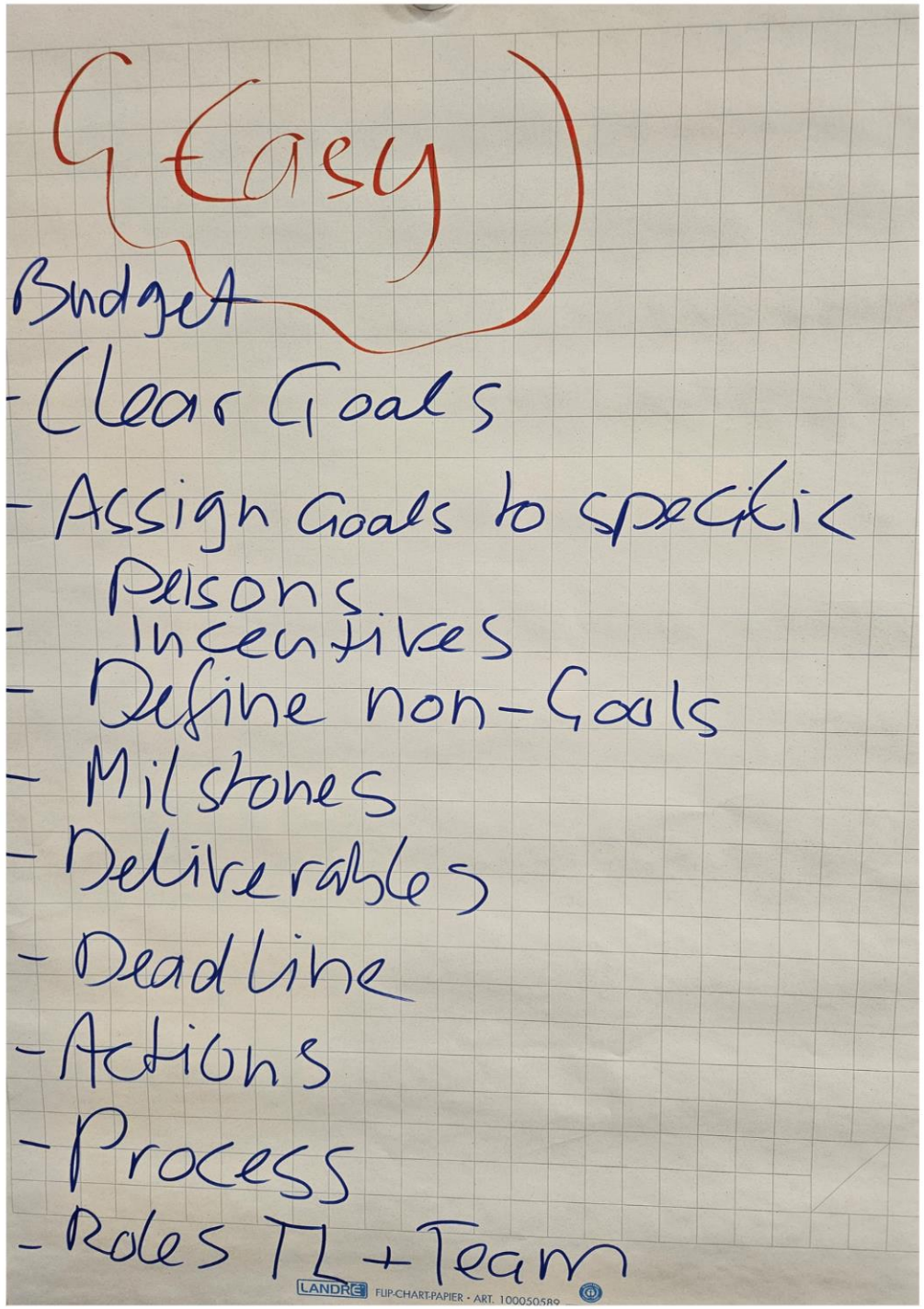
MAKING PROJECTS AS EASY AS POSSIBLE



MAKING PROJECTS AS EASY AS POSSIBLE

GOALS

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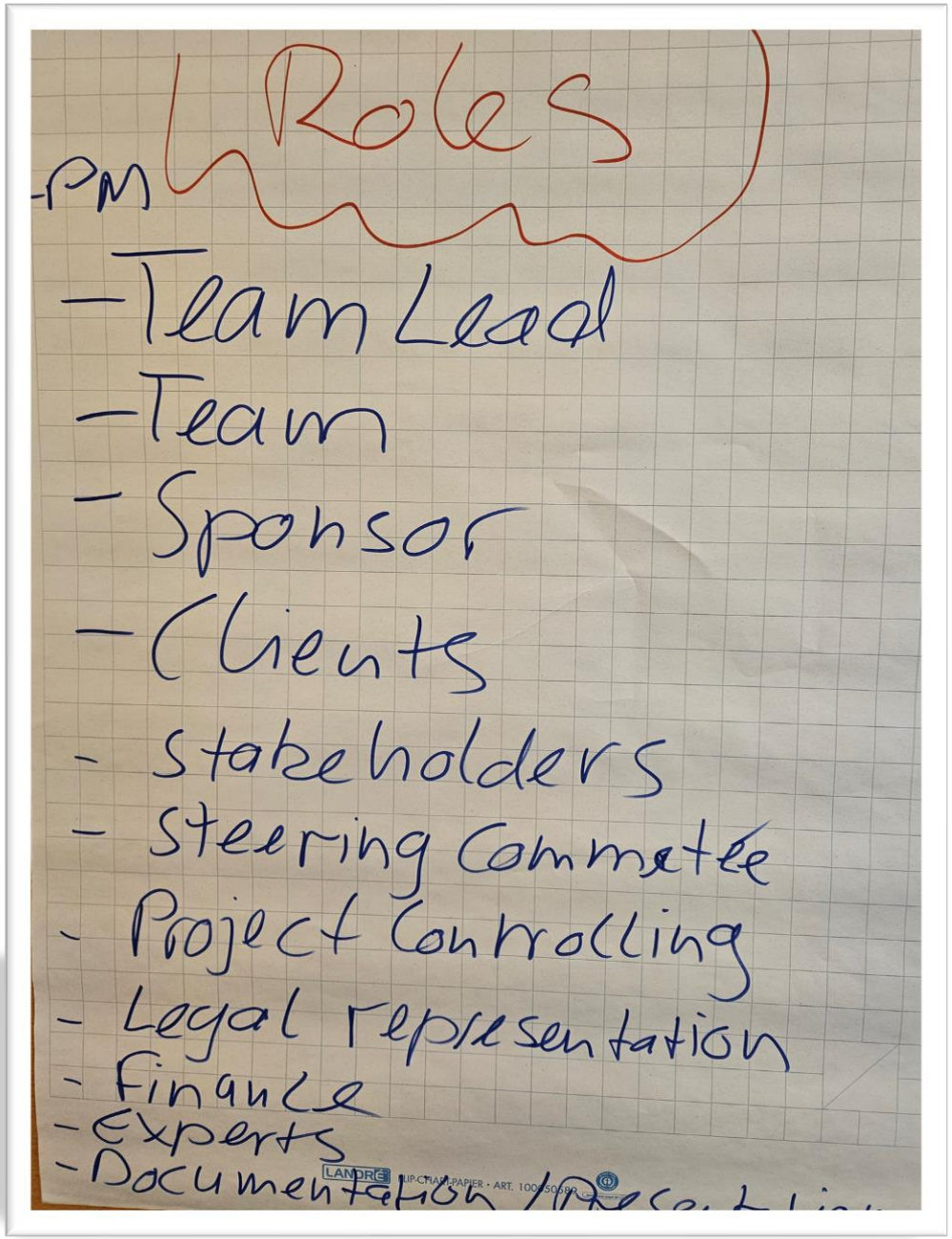
ROLES IN PROJECTS



ROLES IN PROJECTS

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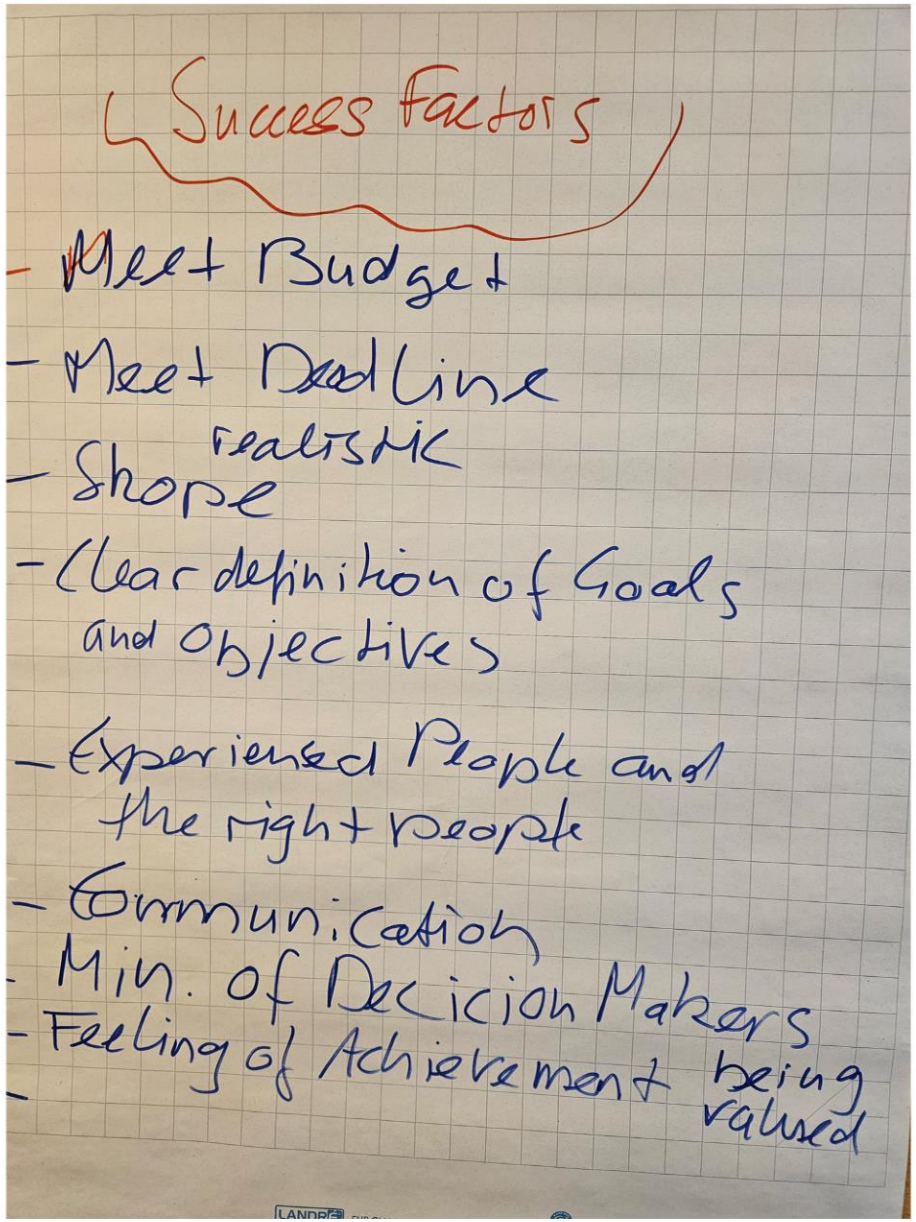
SUCCESS FACTORS OF PROJECTS



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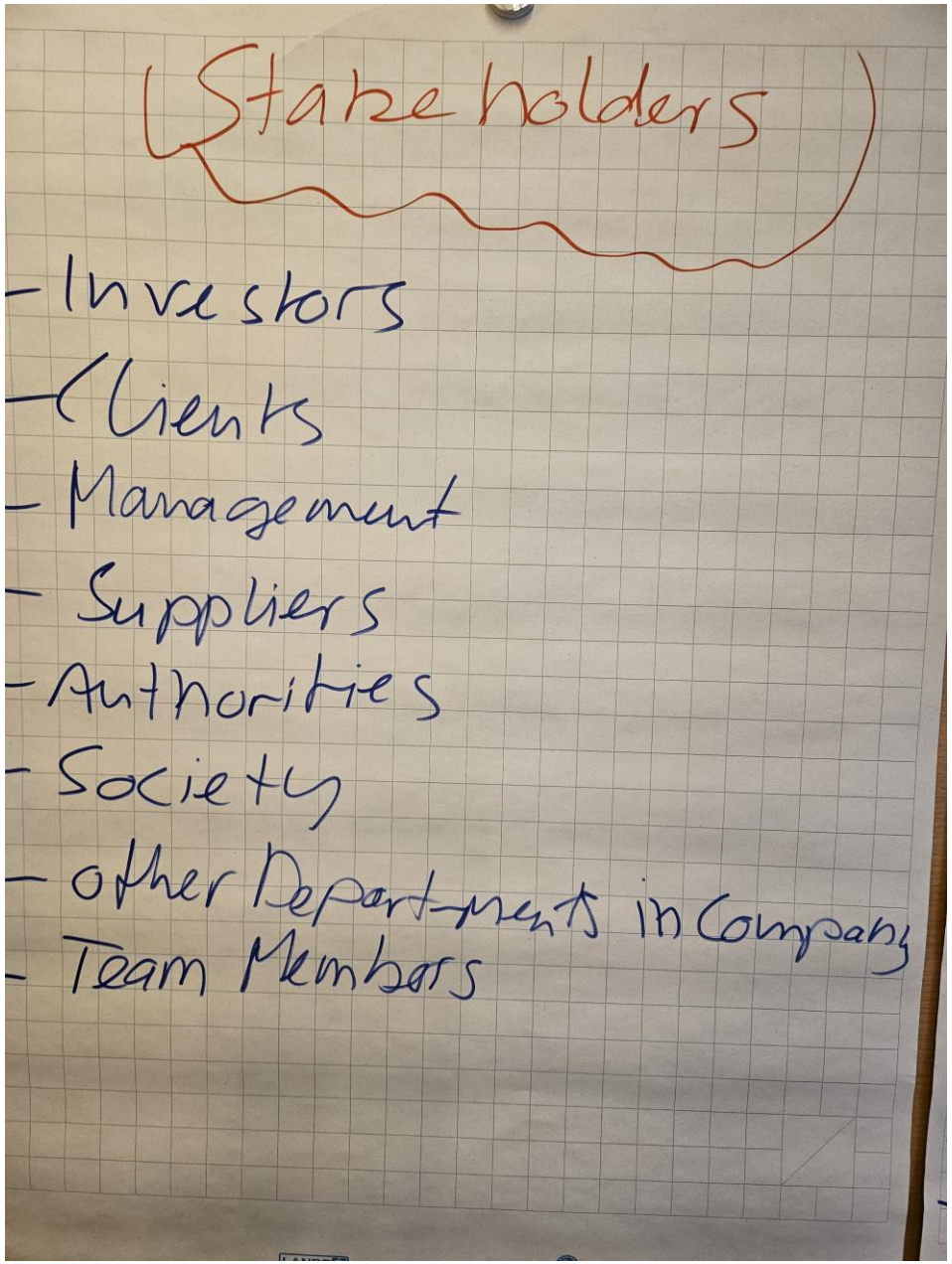
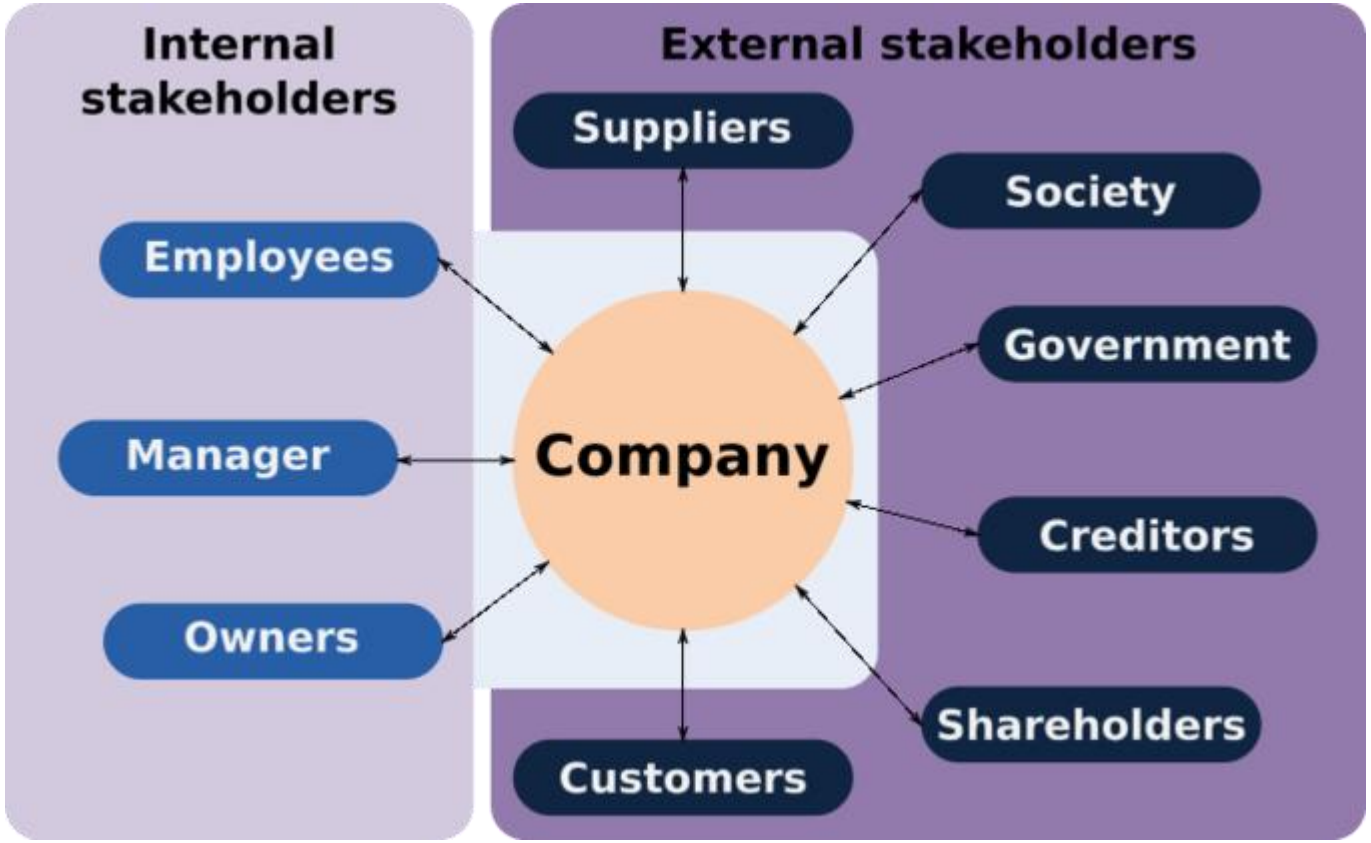
SUCCESS FACTORS OF PROJECTS

Prioritize

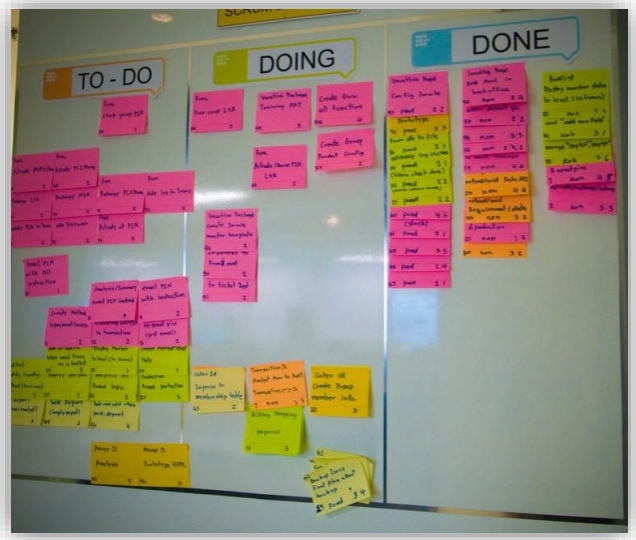
STAKEHOLDER MANAGEMENT

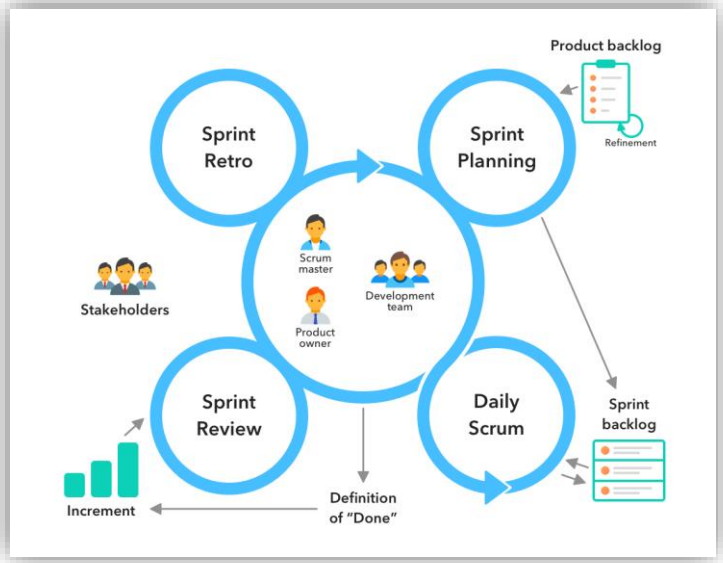


STAKEHOLDER MANAGEMENT



TRADITIONAL, HYBRID, WATERFALL OR SCRUM?





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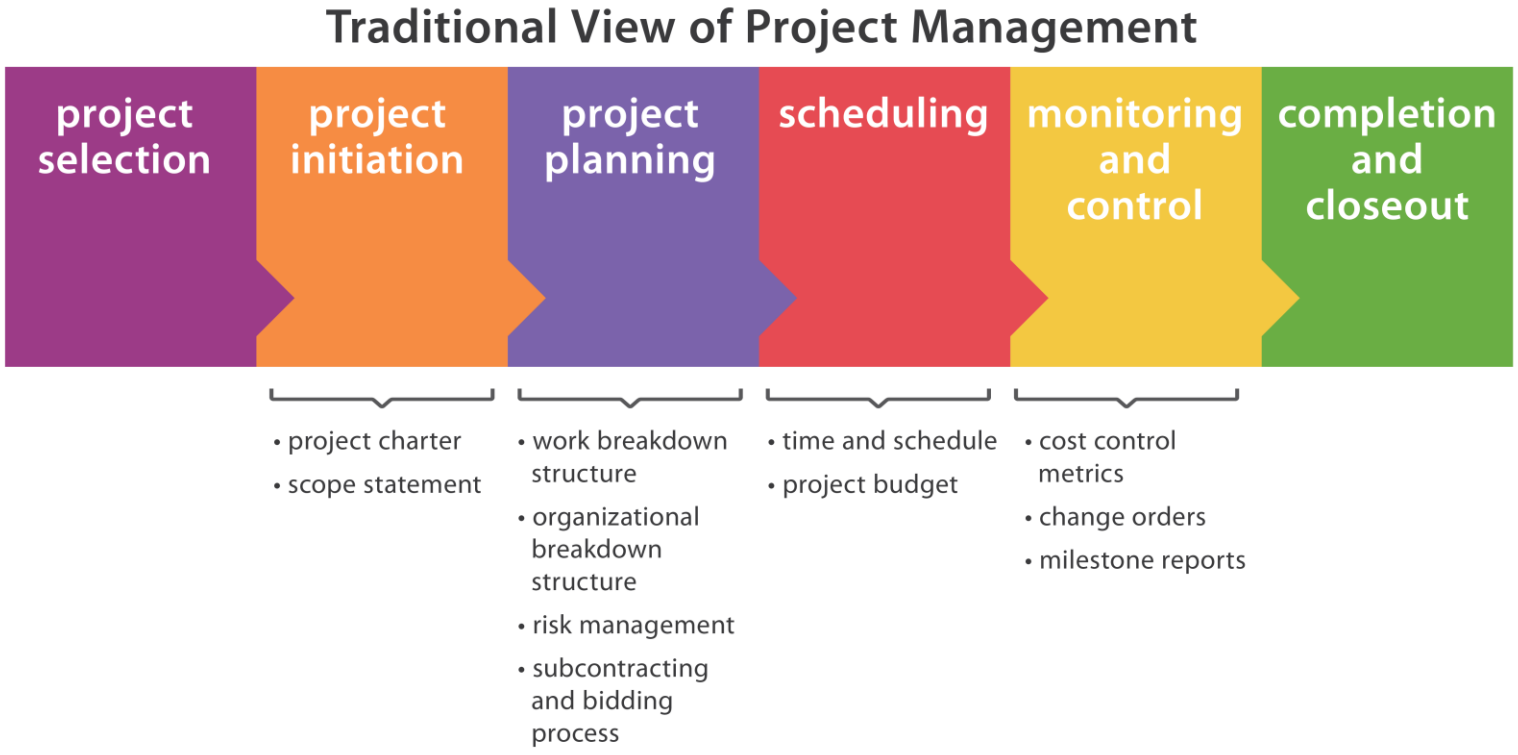

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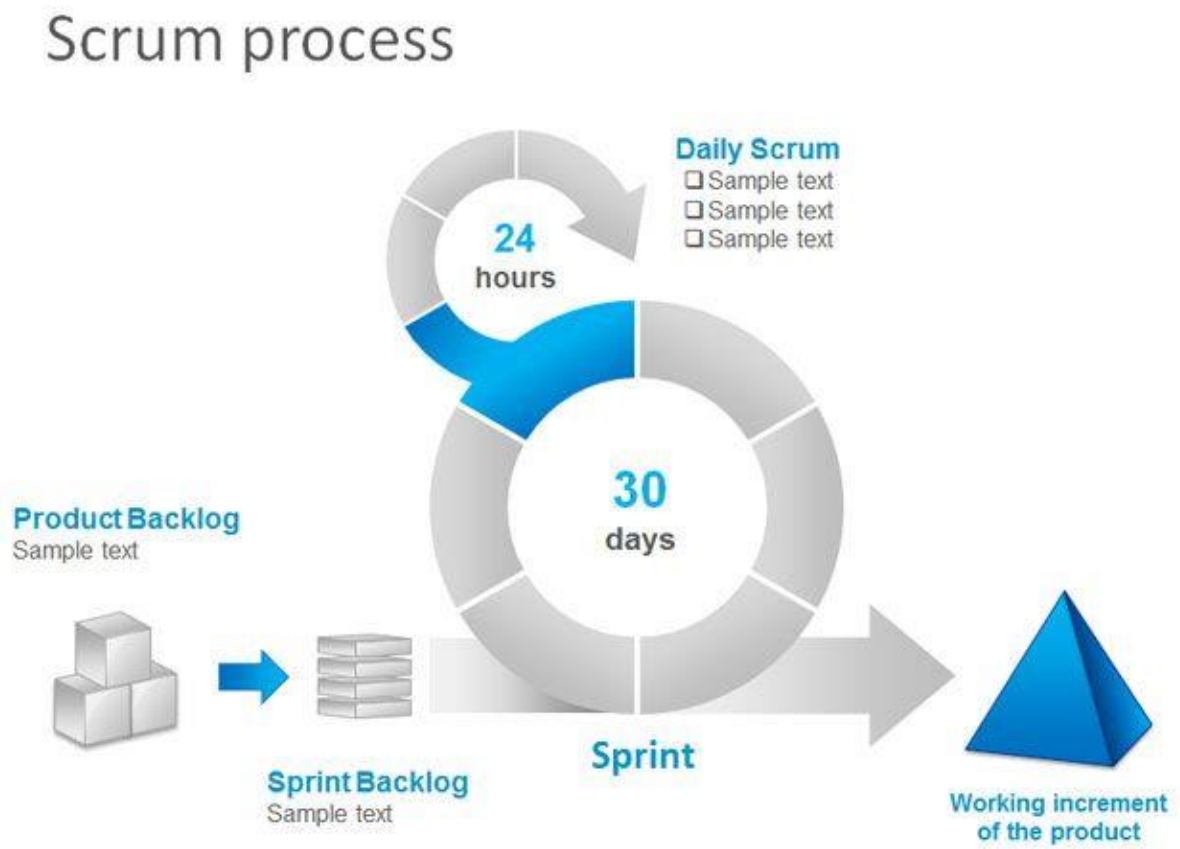

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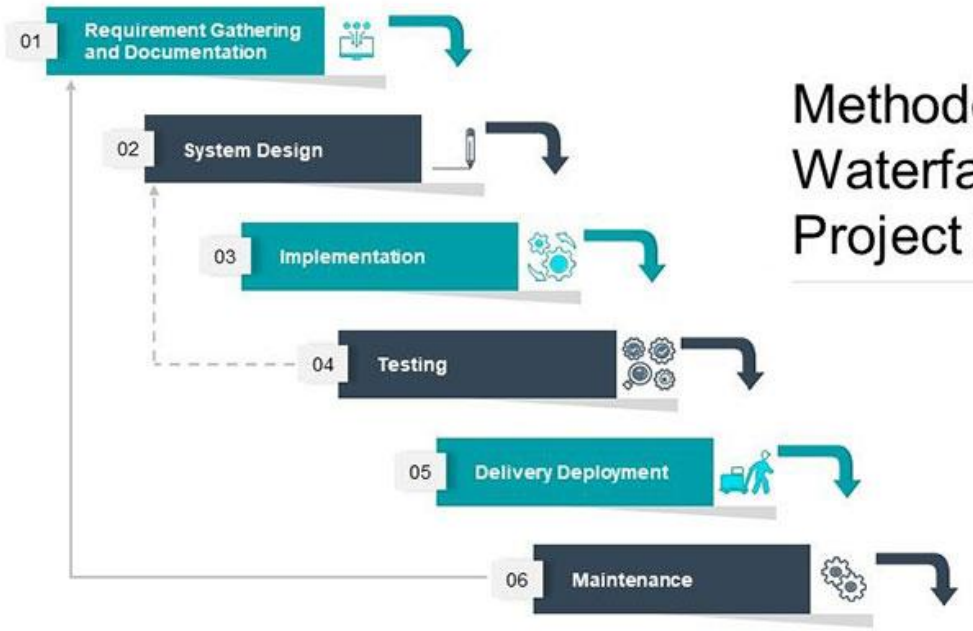

PROJECT MANAGEMENT TOOLS

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

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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

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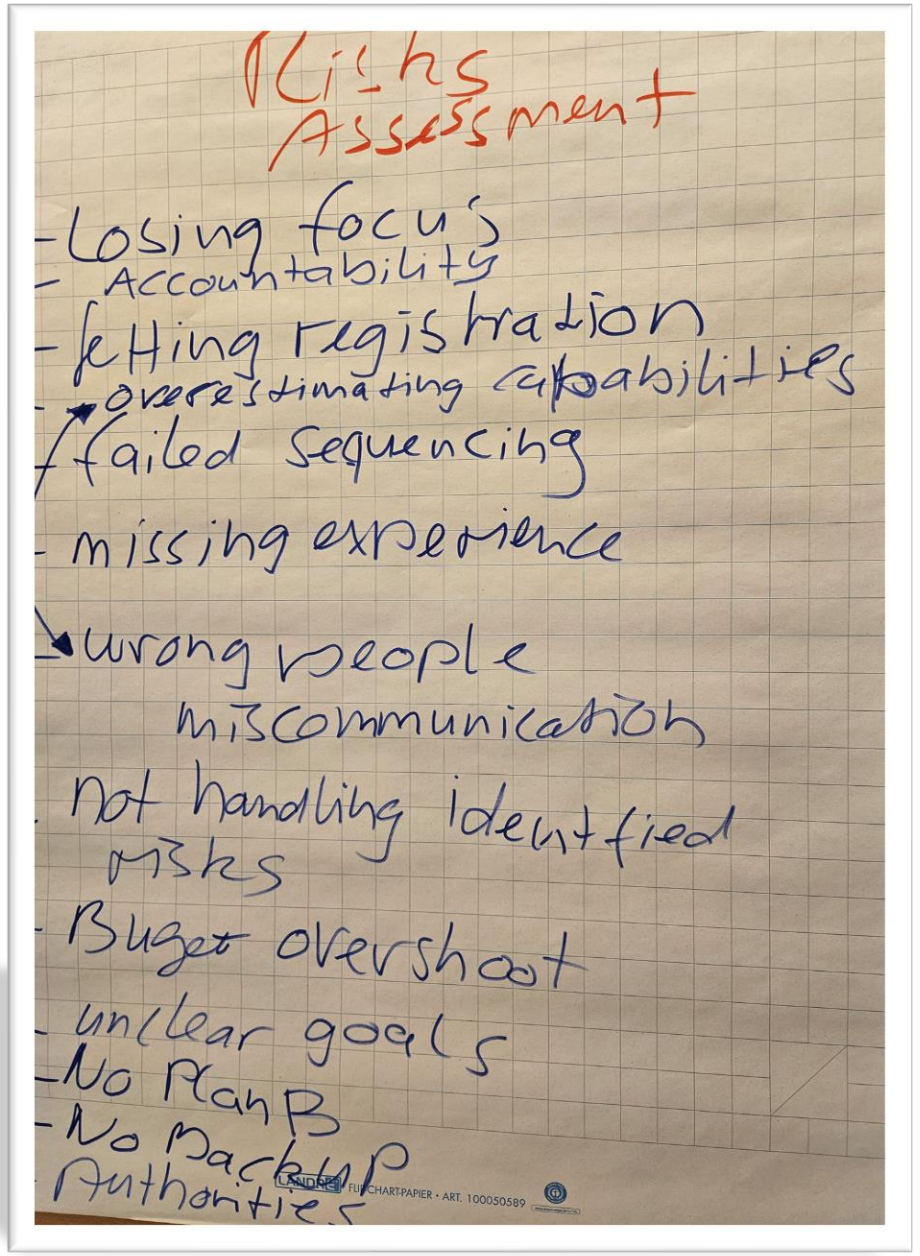
RISK ASSESSMENT – WHICH APPROACH TO USE?



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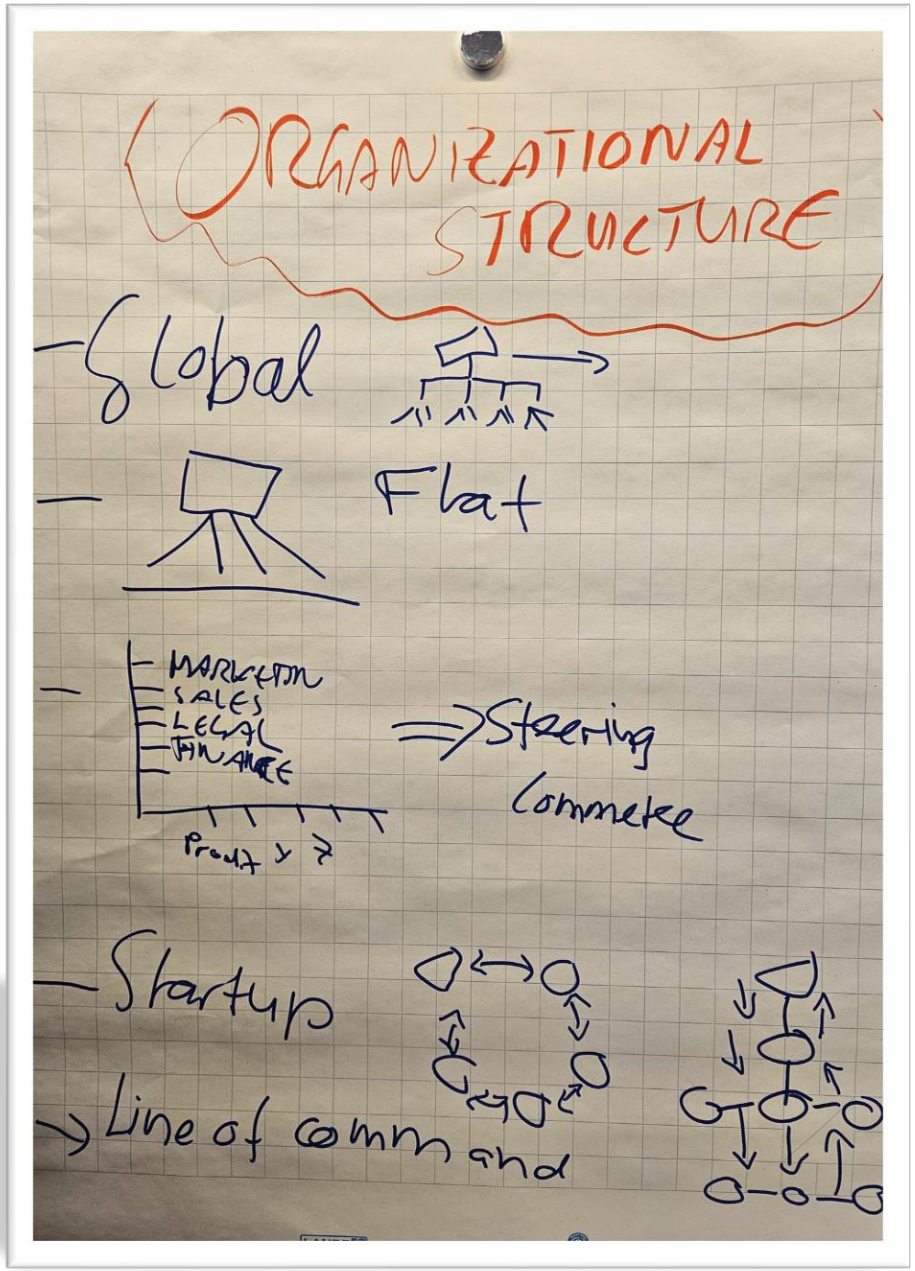
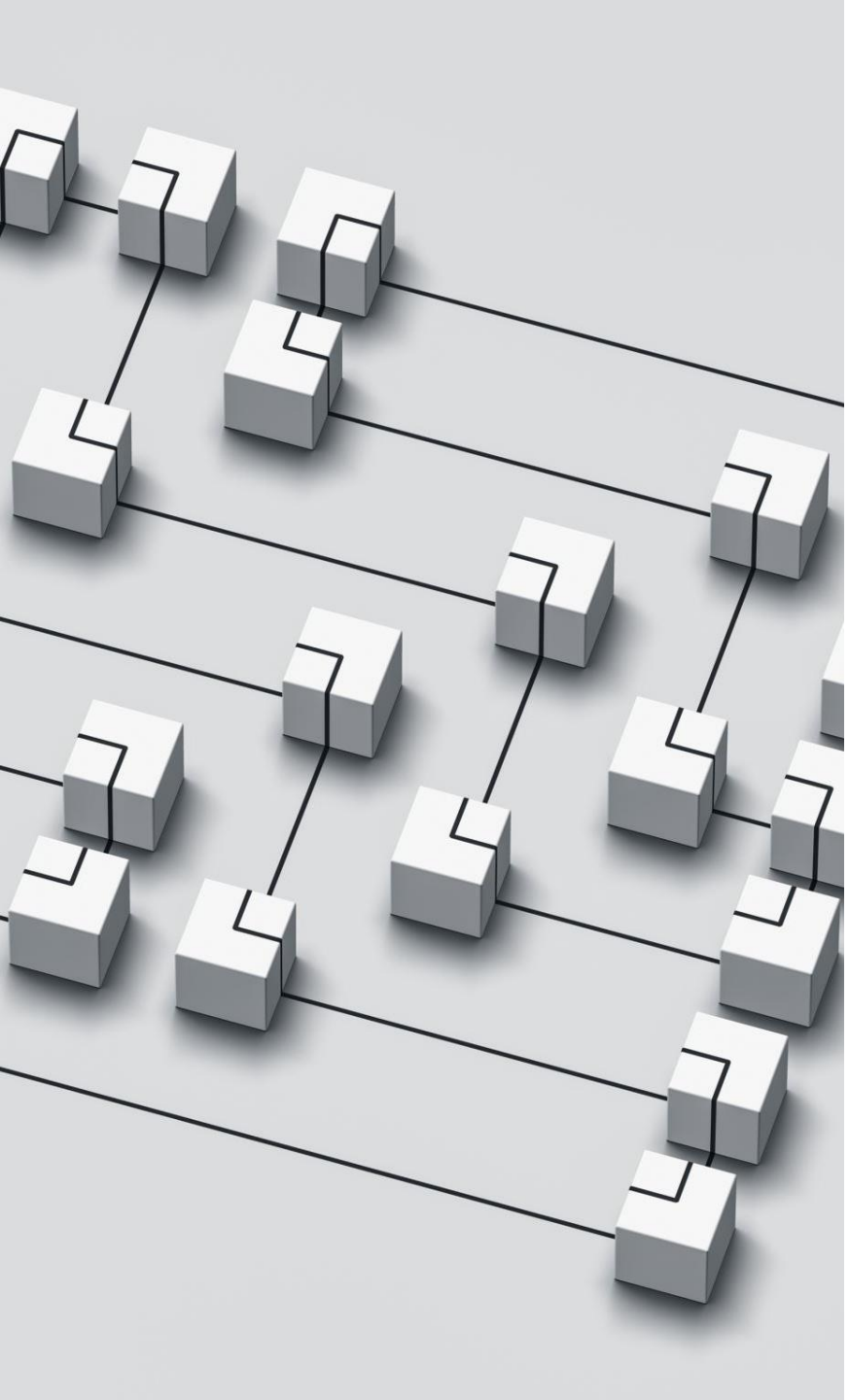
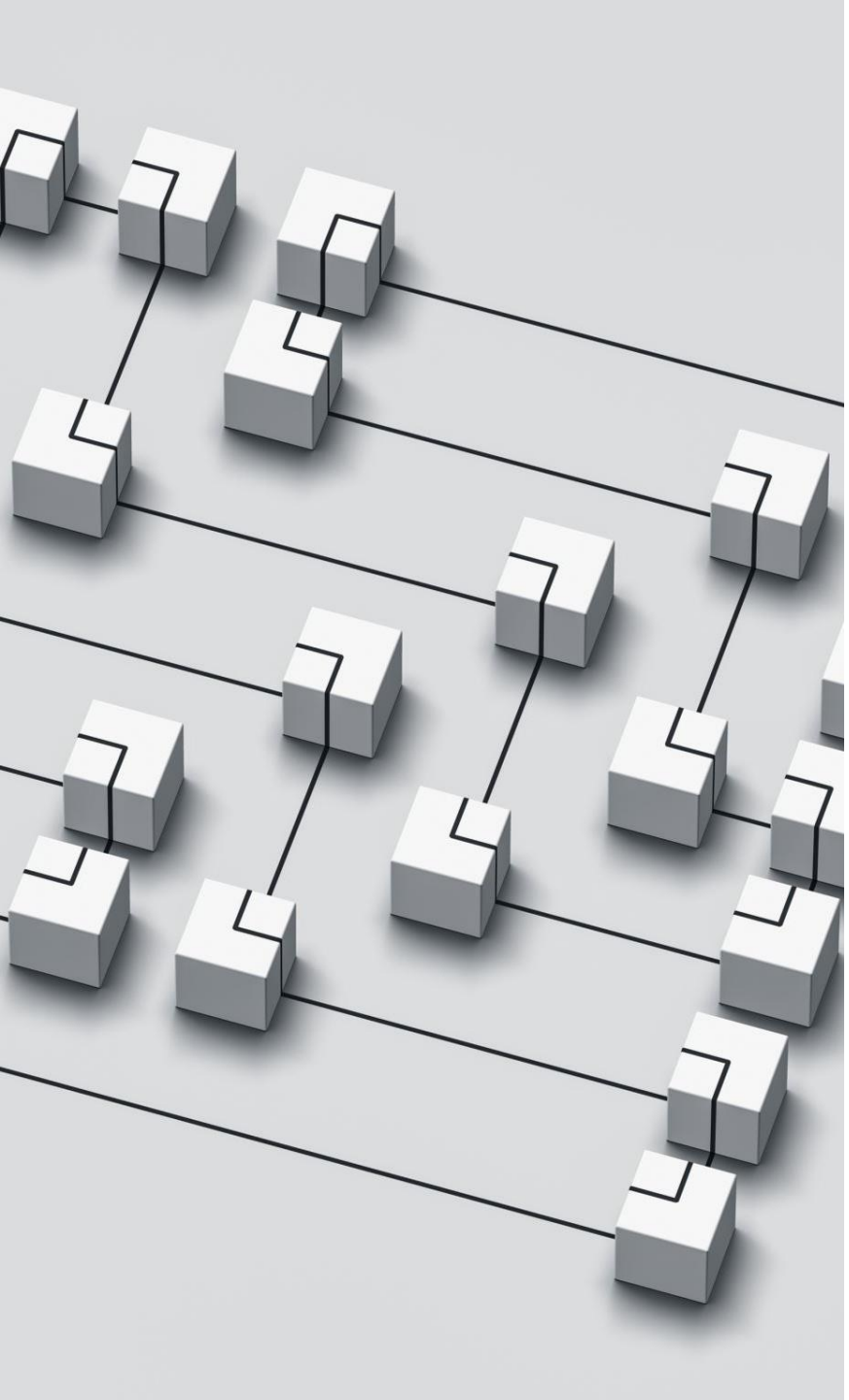
ORGANISATIONAL STRUCTURE IN PROJECTS





ORGANISATIONAL STRUCTURE IN PROJECTS – IN SMALL ORGANISATIONS

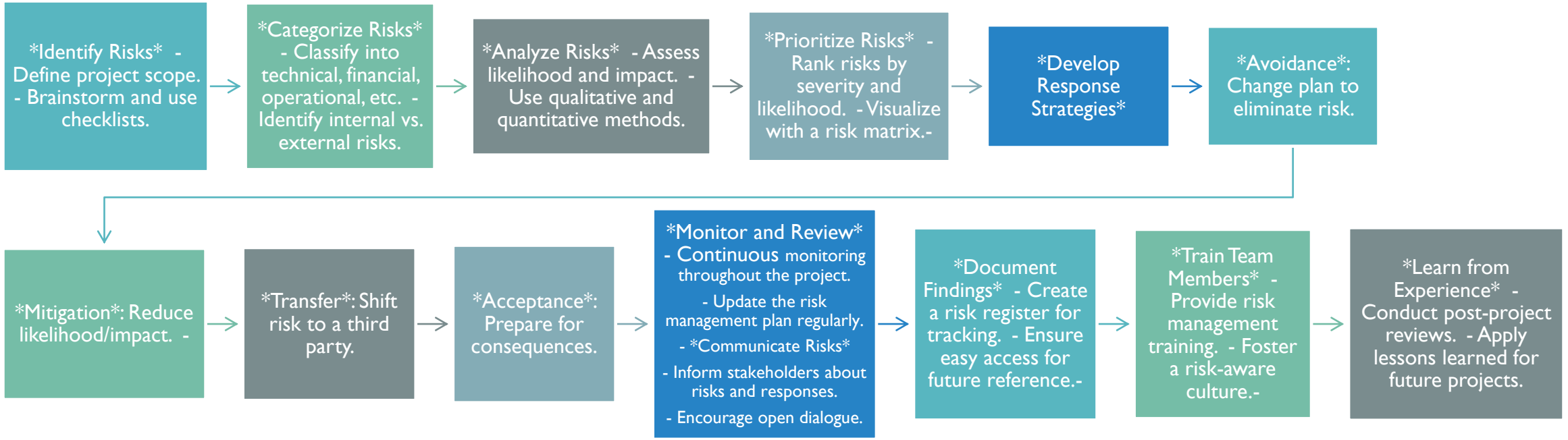
- *Flat Structure* - Few or no levels of middle management. Direct communication between employees and ownership. Encourages employee involvement and quick decision-making.
- *Functional Structure* - Departments based on functions (e.g., marketing, sales, production). - Each department has a specific 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?

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COMPARE USER STORIES – WHAT WERE THE BEST USE CASES

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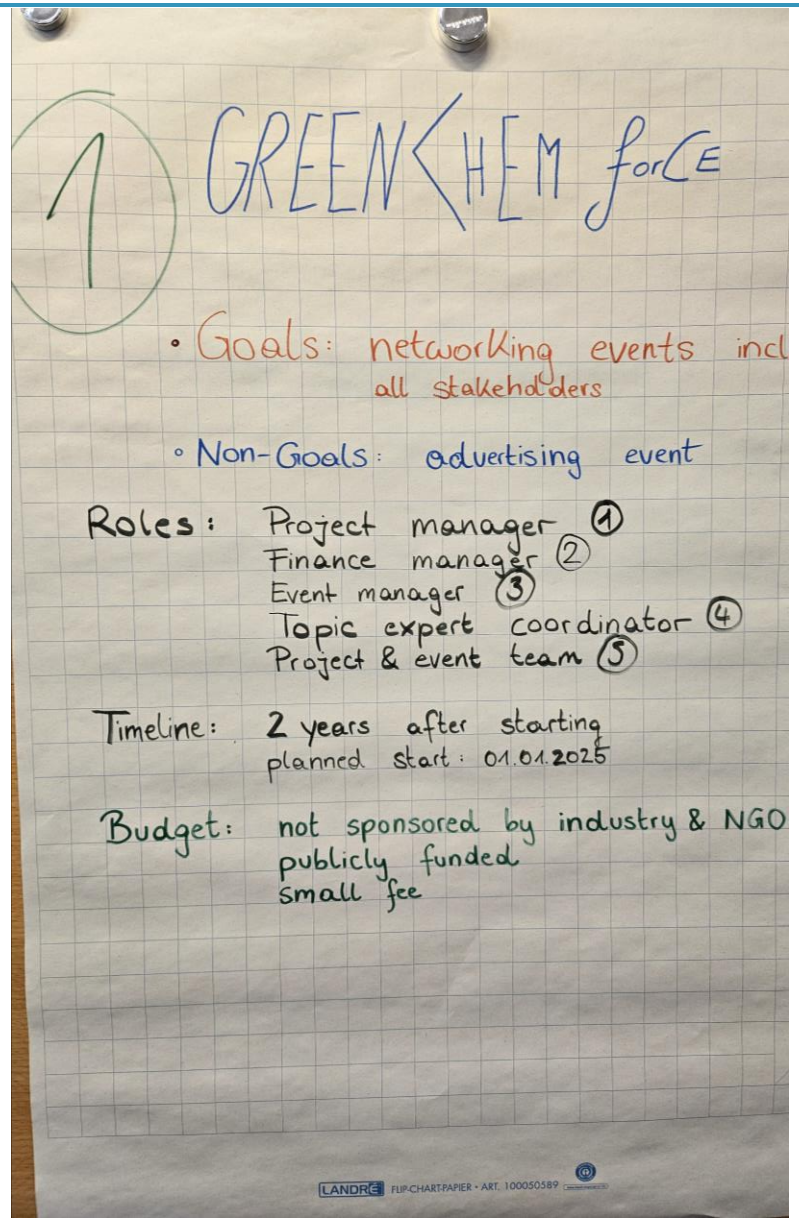

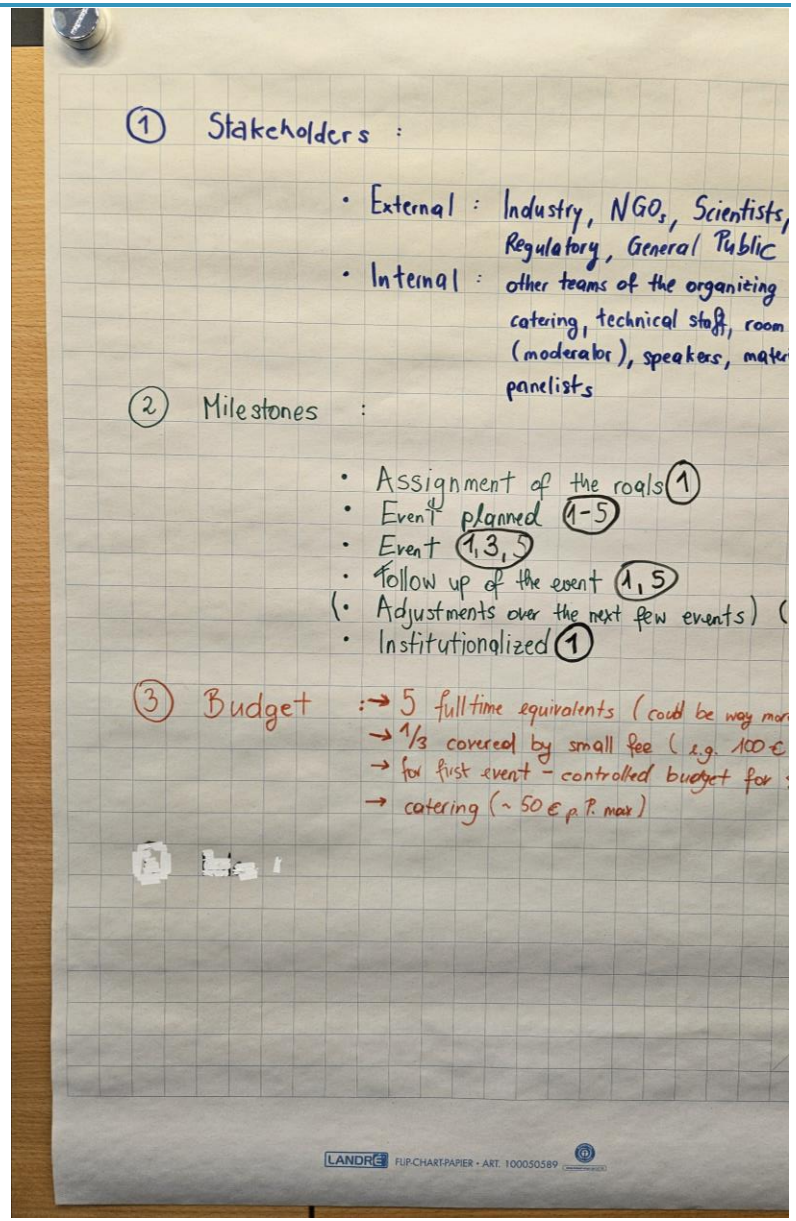

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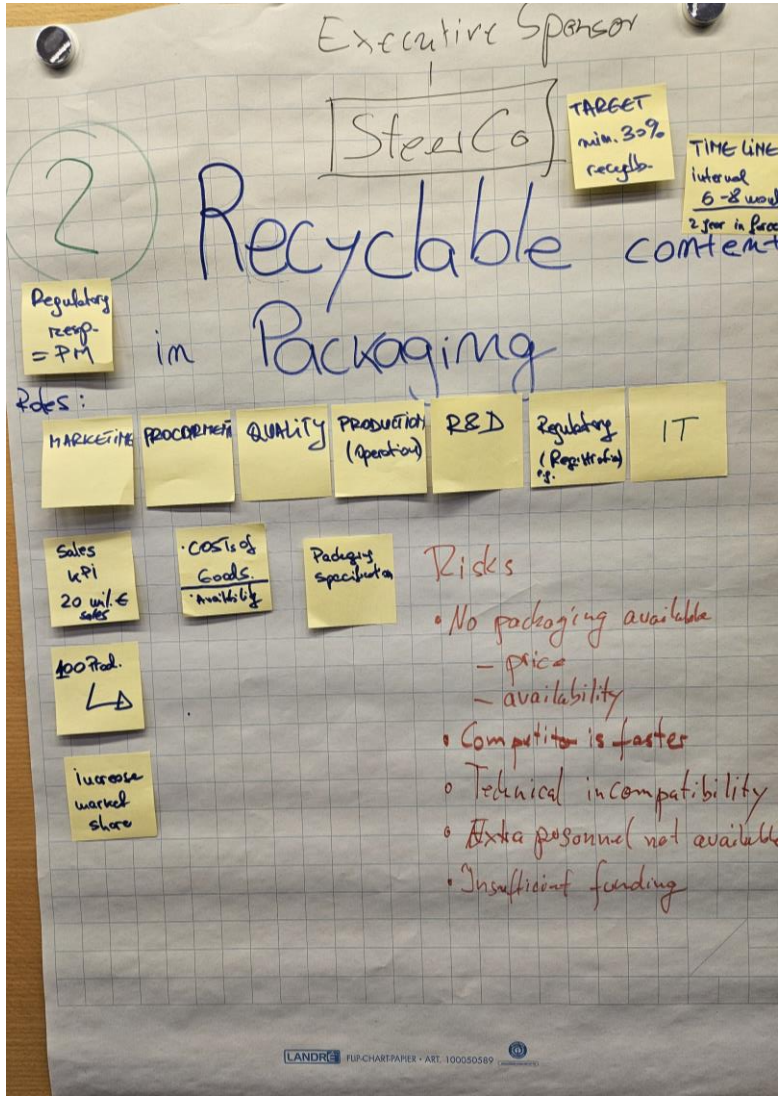

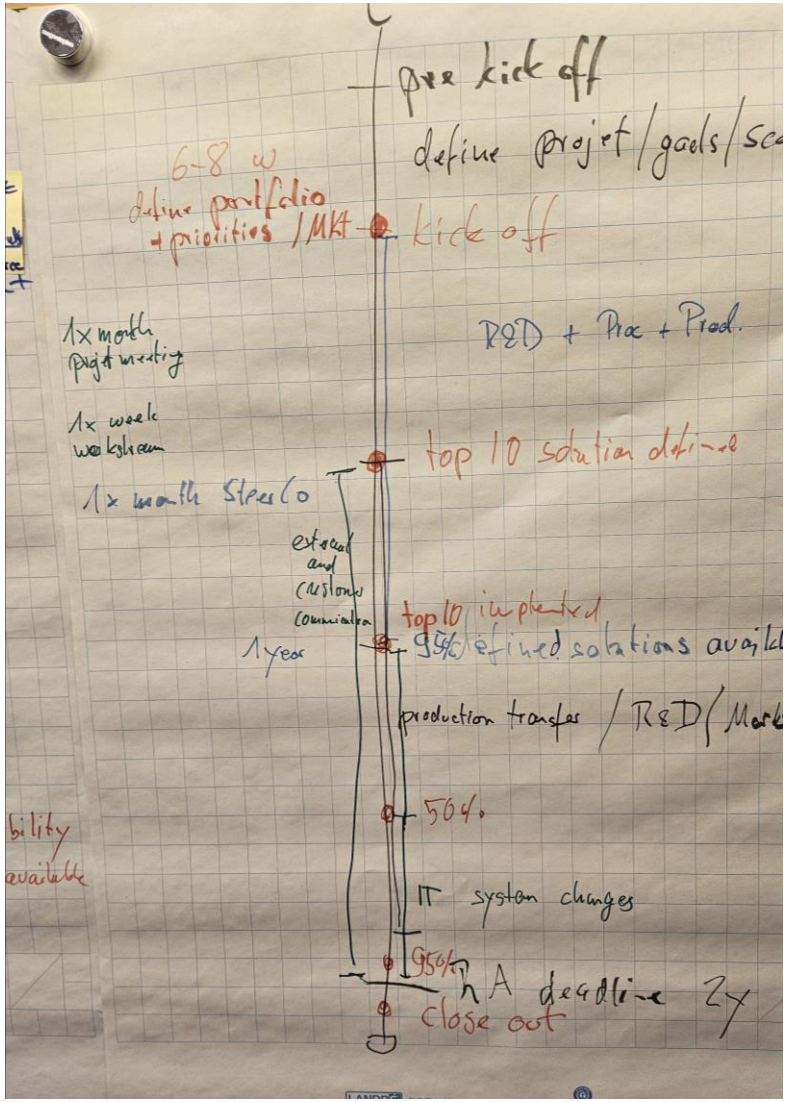

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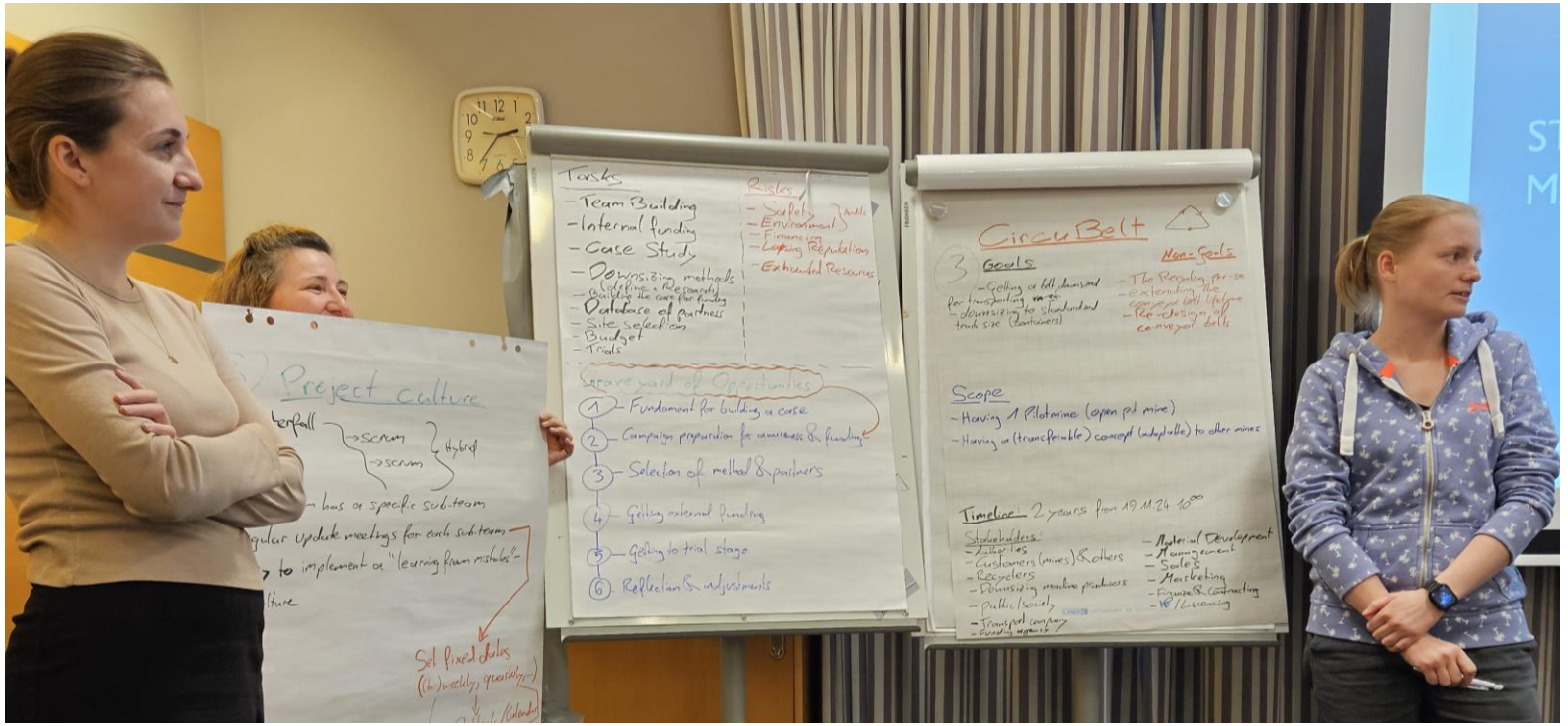

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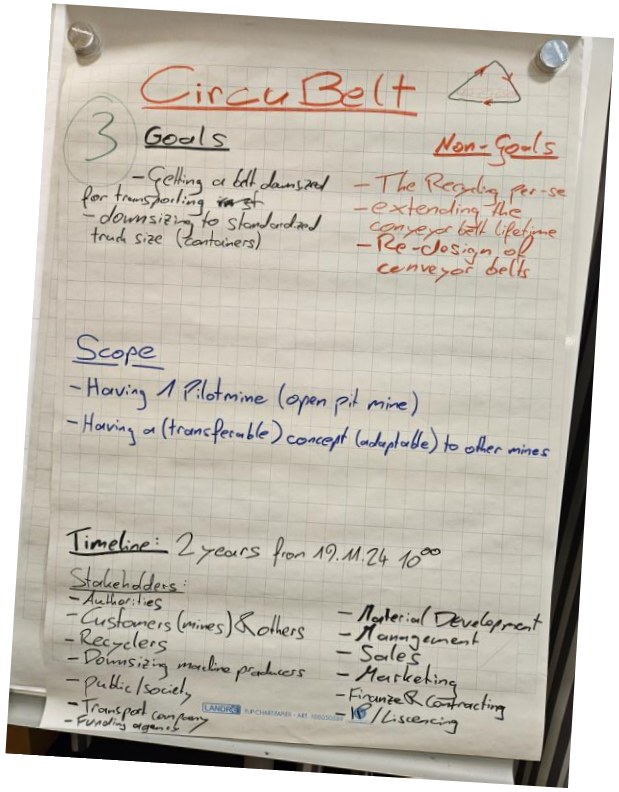

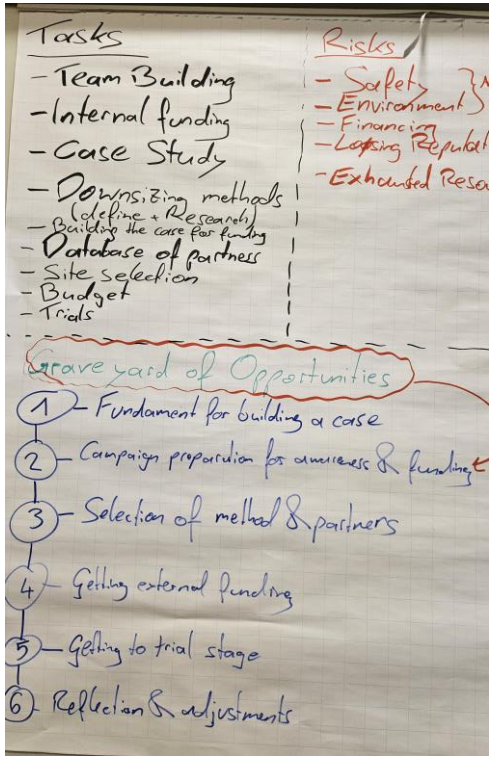

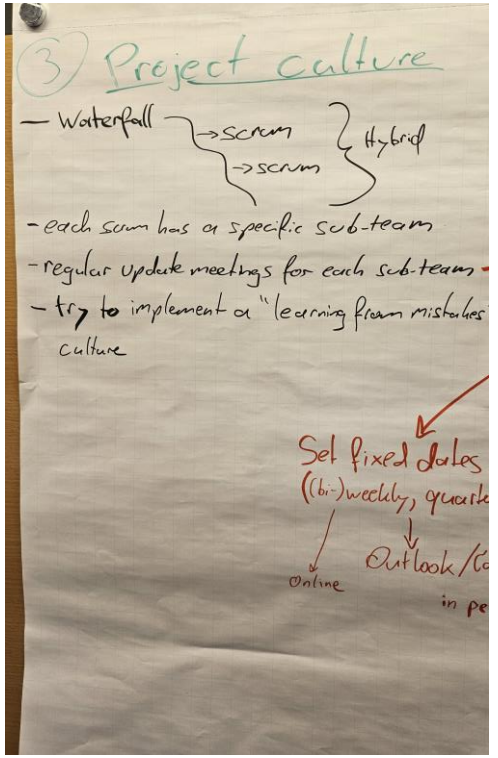

COMPARE USER STORIES – WHAT WERE THE BEST USE CASES

DAY II WORK OUT SPECIFIED BUSINESS EXAMPLE

- Chemical Leasing

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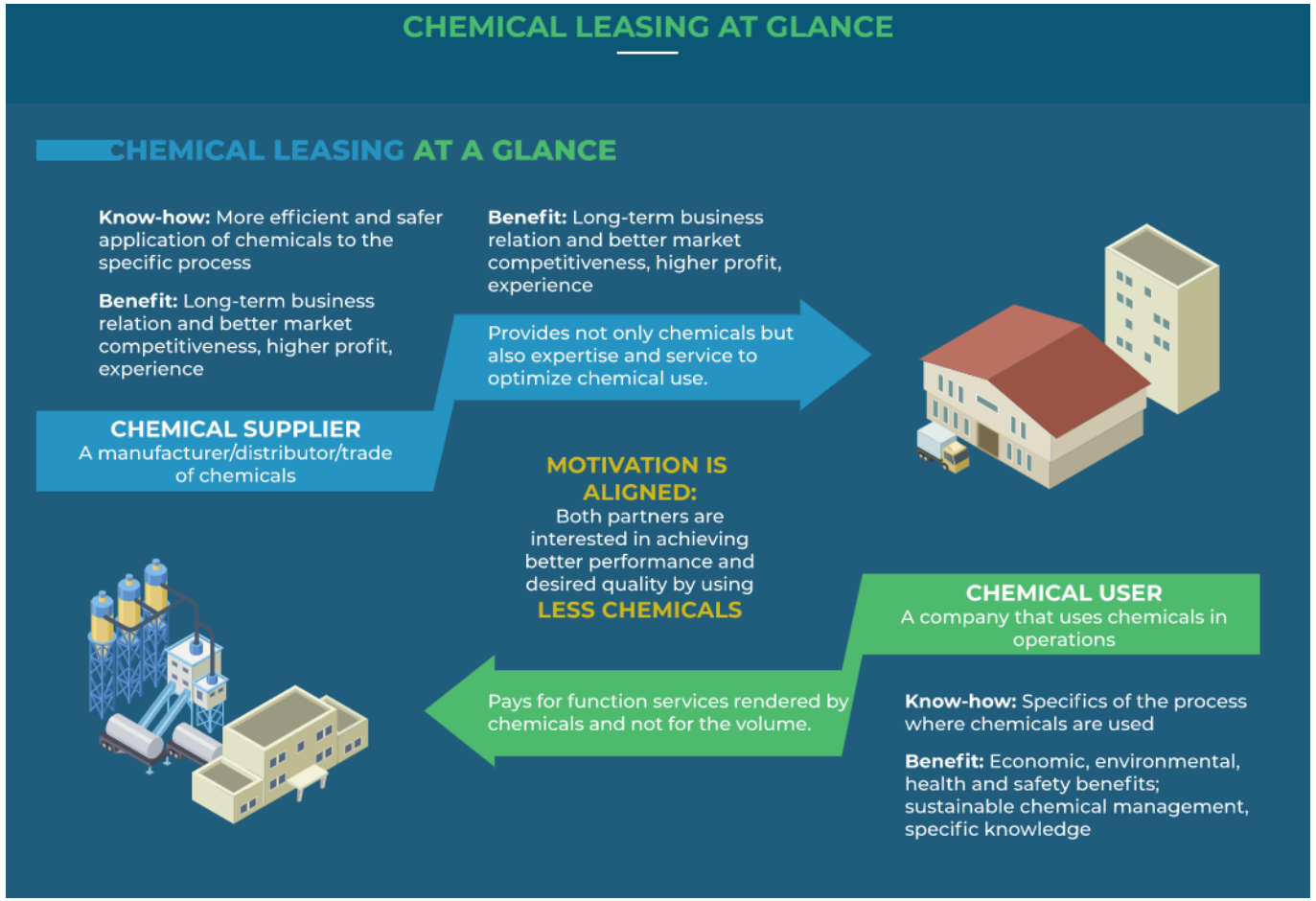
DAY II WORK OUT 3 SPECIFIED BUSINESS EXAMPLES

Chemical Leasing

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



WRAP UP

QUESTIONS?

Thank you!

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