

## Chapter 4:

### \*Good project integration management and its 6 processes.

**Project managers:** focus on the big picture, coordinate the knowledge area, and distribute the resources much faster.

#### The 6 processes are:

1. **Develop the project charter:** working with stakeholders to create the document that formally authorizes a project (made a part of the initiation process)
2. **Develop the project management plan:** coordinating all planning efforts to create a consistent, coherent document
3. **Direct and manage project execution:** carrying out the project management plan by performing the activities included in it
4. **Monitor and control the project work:** overseeing project work to meet the performance objectives of the project
5. **Perform integrated change control:** coordinating changes that affect the project's deliverables and organizational process assets
6. **Close the project or phase:** finalizing all project activities to formally close the project or phase

### \* SWOT analysis

### \* Information technology planning process.

#### The 5 methods for selecting a projects?

خمس طرق اساسيه تساعد في اختيار المشاريع

1. Focusing on broad organizational needs
2. Categorizing information technology
3. Performing net present value
4. Using a weighted scoring model
5. Implementing a balanced scorecard

#### Organizational need: focuses on 3 criterial

**Need** >> الى اي مدى احتاجه

**Found** >> الى اي مدى بدعمه

**Will** >> الى اي مدى راح يوصل

٨٨ الفكره بشكل عام عنهم.

### How to categorize the IT project:

A problem

An opportunity

A directive (Mandatory)

٨ الفكرة منه هل البروجكت اللي راح أطوره بيحل مشكله  
او بيفتح لي فرصه أفضل  
او مافيه خيار لغيره يعني مجبر عليه.

### Financial analysis has 3 primary method:

NPV

ROI

Payback analysis

٨ نعرف الثلاثة برايمري ميثودز ونعرف كل وحده منهم وش تعني.

### **\*\*\* Weighted scoring model, figure 4-7 expected in the midterm**

**The weight and the criterial will be given and the project scores as well,**

يعني الويت والكريتيريال راح تكون محدده، بتتضاف سكور لكل وحده من البروجكتس عشان تتحسب  
الكريتيريال

\*\* الارقام الي تحت البروجكت والويت كلها استميذ فالبيوز

٨ اما المعادله هذي راح تجي او مثل اللي جت في الديسكشن

### **Balanced scorecard: (without detail)**

Just consider the vision, mission, and goals on the balanced scorecard

### **\*Project charters**

ايش الاشياء اللي ممكن تكون موجودة فيه، محتوياته واهميته وايش الفايده منه.

**Project management plan** includes all the plan in the knowledge area.

Contains planning documents ... and so on.

اي خطه راح تتسوى بتتجمع في البروجكت مانجمنت بلان

### **\*Project execution... what it used for, and what are the benefits of it?**

#### **Coordinate planning and execution.**

The idea of coordinate planning is about how to coordinate the plan that you've been set from the previous stage, and make sure to apply it in a clear way.

#### **\*Leadership and supportive culture.**

## **Project execution tool and techniques**

**Expert judgment:** depends on the previous experiences

## **Monitoring and controlling project work**

**Baseline:** is the approved project management plan plus approved changes.. helps to clarify the project status and to know what has been done or not yet.

## **Integrated change control, has 3 main objectives:**

Identifying the changes, when they acquire, and how to deal with those changes.

### **\*Change control board:**

عن مين اللي راح يكون في اللجنة ومن اللي بيكون في السبورت نفسه ومن اللي بيسوي الابروفل للتغيرات والمشاكل في اعتماد التغيرات في فتره وجيزه.

### **\*Configuration management:**

Is about ensuring that the project is moving correctly with its requirement to ensure the acceptance at the end.

### **\*Closing projects and phases.**

نتأكد بانهاء كل شي له علاقة بالمشروع الريورت، الديكيومنتيشن ... الخ، بعد كذا نسلم المشروع.

## Chapter 5

### \*Scope definition:

#### Main process for scope management:

1. Collecting requirements
2. Defining scope
3. Creating the WBS
4. Verifying scope
5. Controlling scope

#### How to collect the requirement?

1. Interviewing
2. Focus groups and facilitated workshops
3. Using group creativity and decision-making techniques
4. Questionnaires and surveys
5. Observation
6. Prototyping
7. Software tools

#### How to document the requirement?

Using the requirements management plan and requirements traceability matrix (RTM)

And the format for each ^^

#### Work Breakdown Structure WBS

##### 3 ways to create and organize the WBS

By product

By phase

By project management process group.

^^ على حسب البرودكتس او على حسب البروسيسيز قروب او على حسب الفيزيز

#### 5 ways help to develop WBS: and the different between them.

1. Using guidelines
2. Analogy approach
3. Top-down approach
4. Bottom-up approach
5. Mind-mapping

#### WBS dictionary definition:

File contains additional information about each item in the WBS. Can help to know the plan with more details.

#### Baseline for creating WBS:

### **Verifying scope:**

٨ كيف نسوي فيرفاينق للسكوب بعد ما نسوي كريبيت للمشروع نفسه بس عشان نتأكد ان هذا المشروع هو بالضبط المشروع المتوقع منا انجازه.

### **Controlling scope:**

controlling changes to the project scope and ensure that there's no variance. (what you doing is exactly what you plan to do) and avoid the **scope creep**.

**variance:** is the difference between planned and actual performance

### **how to avoid scope problems?**

### **Suggestion for reducing incomplete and changing requirement:**

### **Software used to assist in scope management:**

1. Word-processing
2. Spreadsheets
3. Communication software
4. Project management software
5. Specialized software