



Manage Operations

Handout 6

Project Management Tools

Project Management Tools

The project team can compile and/or use a range of project management tools that will assist in the planning as well as the implementation of a project. The project manager can use these tools to monitor and control the implementation of the various project activities.

Below is a summary of a range of tools available:

Project Process Flow Chart:

This is a chart that indicates the process flow of project activities.

Project life cycle chart:

The chart indicates the various phases of the project, resources required, duration per phase, total duration.

Product life cycle chart:

When the project involves the development of a product, this chart will indicate when the project cycle starts and finishes and when production of the new product starts.

Planning document:

When planning (general and/or detail) are undertaken, this document assists the team to plan thoroughly.

SOW - Statement of Work:

Work that has to be performed is defined and stated in this document.

WBS - Work Breakdown Structure:

The WBS breaks down the specific work into fine detail, indicates who's responsible for it and on which level work will be performed.

Responsibility matrix:

Responsibilities are reflected on a matrix that is manager friendly.

Task list:

This is a list of all the tasks/work that need to be done. It may include duration, individuals involved, resources needed, etc.

Skills requirement worksheet:

This is none other than a skills audit for each job/task that have to be done. It indicates where there are enough skills or an absence of skills for a job.

Skills inventory:

This is a total skills audit of all the members on the project team.

Network diagrams:

It consists of Gantt, CPM- PERT and Precedence network diagrams.

Schedules:

Schedules reflect the duration of activities, starting times/dates and finishing times/dates

Zero-base budget:

This is a way of establishing the priorities and getting down to the bottom line for a changing project based on the cost of getting things done.

Budget tracking chart:

The actual expenses versus the budget for the expenses are reflected and compared on the graph at a given point in time during the project life cycle.

Project priority worksheet:

The worksheet prioritizes work/jobs and offers trade-off options for a given time and indicates precedence.

Risk management / analysis worksheet:

Risks are identified, assessed, solutions developed and controlled via this tool.

Internal report:

Any reporting regarding to the project can be reflected in this form of report. The format, detail and topics on reporting can be customized and included in the report pro forma.

IT software Programmes:

Examples of IT software that are available in the market are: Fast Track, Artemis, Knowledge Plan, Quick Gantt, Turbo project, Mesa Systems, Microsoft Project, Project Home Page Plan, Primavera, Project Scheduler, Project Invision, On Target, Timeline & Web Project.