

Project Management 101 Guide For Beginners



BY WE LOVE PMO

WELCOME To Project Management 101

Embarking on the journey of project management can feel like stepping into a dynamic and intricate world, filled with terms like aims, objectives, outputs, outcomes, risks, and benefits. Whether you're a budding project manager or someone curious about the fundamentals, you've come to the right place. In this comprehensive guide, we'll navigate the terrain of project management together, breaking down complex concepts into digestible bits, and providing you with the essential tools to kickstart your journey.

From understanding the difference between aims and objectives to mastering the art of risk management, we're here to demystify the realm of project management. No matter your background or experience level, this guide is crafted with simplicity in mind. Let's turn the complexities of project management into stepping stones for your success.

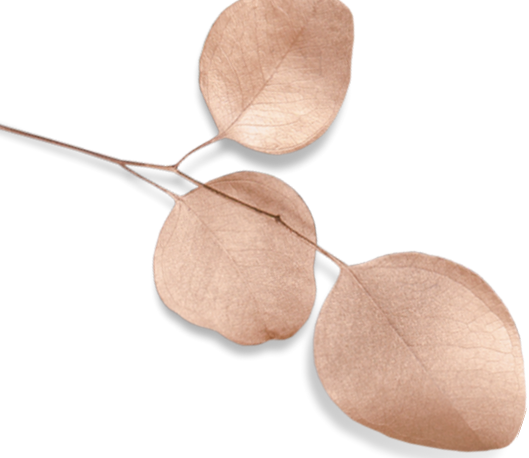


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About We Love PMO

Hi! My name is Sarah and I am the owner of We Love PMO. What does 'PMO' stand for I hear you ask. Well the 'P' can be interchangeable depending on the environment you are working in, it can stand for either Portfolio, Programme or Project. The M stands for Management and O stands for Office.

My approach to PMO, project, programme and risk management is underpinned by a wealth of expertise and a commitment to industry-leading best practices. With certifications in PRINCE2, MSP, P3O, Management of Risk (MoR), and Change Management and over 10 years experience.

My passion lies in transforming the world of project management from a perceived labyrinth of complexities to an exhilarating journey of empowerment. I believe that everyone has the potential to not only understand but also embrace the intricacies of project management with enthusiasm and confidence. Through this guide, my goal is to ignite that spark within you.

Sarah





01

WHAT IS A PROJECT?

A project is a temporary and purposeful endeavor undertaken to create a unique product, service, or result. It typically involves a set of planned activities with defined goals, specific start and end dates, and allocated resources. Projects are distinct from routine operations as they have a clear objective, a defined timeline, and often involve cross-functional teams working together to achieve a specific outcome.

A project:

- Is timebound. It has a definite start and end.
- Creates something new such as a product, new process, new service or is making a significant change to an existing process.
- One-off, one-time activity.
- Has constraints such as budget, time and resource.



02

AIMS AND OBJECTIVES

What is an aim?

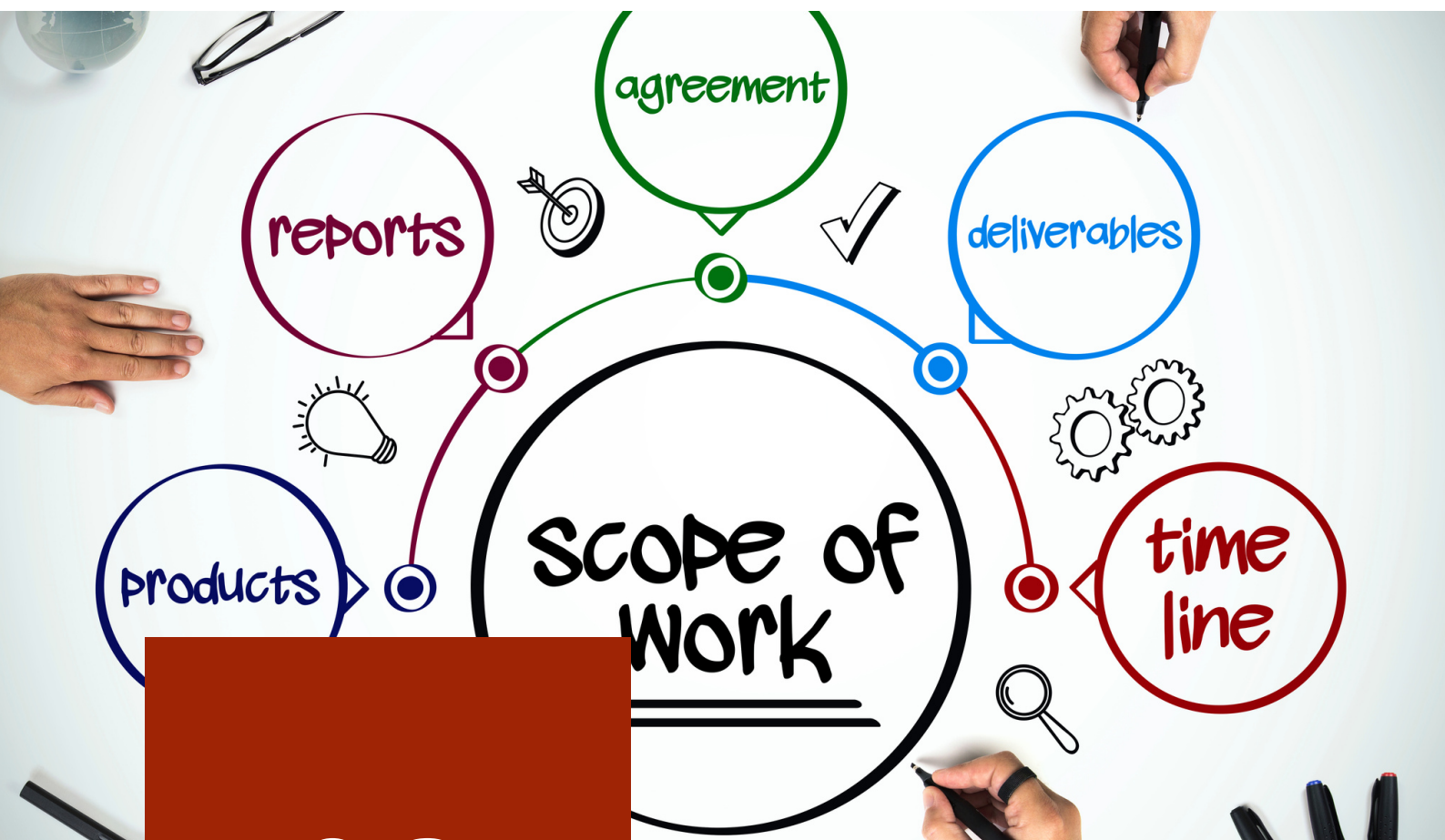
Aims are broad, general statements that outline the overall purpose or direction of a project. They convey the overarching goals and aspirations.

What is an objective?

Objectives are more specific, measurable, and time-bound than aims. They break down the broader aims into concrete, achievable targets that serve as steps toward fulfilling the project's purpose.

REMEMBER

Objectives are very important as they help us to define our benefits.



03

PROJECT SCOPE

The project scope is a crucial element of project management. If the scope has not been captured correctly or understood amongst the stakeholders your project could be a risk.

REMEMBER

Scope Creep = the uncontrolled and unauthorised expansion of project scope, often resulting in additional work, time, and resources beyond the originally defined boundaries.

In PRINCE2, the project scope is formally established during the "Initiating a Project" process. The project scope defines the boundaries of what is included and excluded in the project, ensuring a clear understanding of the work to be done. It encompasses the products (deliverables), their quality criteria, and the constraints and assumptions that may impact the project.



04

RISK VS ISSUES

What is a Risk?

A risk in project management is an uncertain event or condition that, if it occurs, can have either positive or negative effects on the project's objectives. Risks are events that may or may not happen but could impact the project's success. Project managers identify, assess, and plan responses to manage risks throughout the project lifecycle.

What is an issue?

An issue, is a problem or challenge that has already occurred and is affecting the project's progress. Unlike risks, issues are current, tangible obstacles that require immediate attention. Project managers and teams work to resolve issues promptly to minimise their impact on the project's timeline, budget, or overall success.

Join Our Free Project Management Webinar



If I've sparked your interest in project management and you'd like to delve deeper, our free webinars are the perfect opportunity! Sessions run fortnightly on Wednesday evenings at 8 pm UK time.

✉ RSVP by Emailing Me: hello@welovepmo.co.uk

BONUS

📁 Sign up today and receive a complimentary 15-minute initial coaching session for personalised project management insights and guidance! 🍷

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