

Project Management Structure

My father always said, “the only place where success comes before work is in the dictionary”. As a PM, if you want to be successful, you need to start with the basics, like the project management structure and the process groups. Here is a summary you may find useful for effective project management.

Each of these process groups covers specific tasks you should perform for the successful planning and execution of your project. They also outline the set of competencies you will need to make the most out of your available project resources.

The 5 Project Management Process Groups

Project Initiating

1. Project Initiating

The initiating process involves all of the activities and processes and skills needed to envision your project. It includes the formal authorization of the project by its sponsors, the definition of its initial scope, the identification of stakeholders, etc.

After clearly defining all of the project phases and work to be performed, before commencement, it is vital to set up a team and have a budget in place, so as to make sure your project is in line with the strategic objectives set forth by your organization.

Project Planning

2. Project Planning

Defining the overall scope of your Project Management Structure is a vital element of the planning process. It is during this stage that the project-related documents are developed. This iterative planning process is referred to as progressive elaboration.

A key concept in planning is the team’s ability to thoroughly plan the whole project in advance, by creating various plan alternatives, taking into account all potential risks

and how they can be properly managed. First, you need to create a project management plan. This plan will become a master document for the whole project.

Other documents to be created during this stage are:

- Documents delimiting the project scope, benchmark objectives and expectations;
- Documents listing detailed requirements;
- Documents providing cost estimates, time limits, and budgetary constraints;
- Documents with quality plans, communications, associated risks and procurement conditions;
- Documents with roles and responsibilities.

At the end of this process step, you should have a clear idea of what is required to complete your project on time and on budget.

Project Execution

3. Project Execution

At this stage, your project team starts creating deliverables. You need to coordinate the available resources, manage the team, and ensure fluid communication between its members. In parallel, you need to manage stakeholder engagement and ensure product and project quality.

Project Monitoring and Controlling

4. Project Monitoring and Controlling

To ensure your project is on track, you need to monitor progress, identify any delays, or design faults and initiate the corresponding changes. During this stage, you compare your plans with the reality of your project, measure the differences, and take measures to compensate them.



Project Completion

5. The Final Process in the Project Management Structure – Project Completion

This is the formal closure stage, when the project is signed off and accepted by the customer. During this phase you assess the results of your work, archive existing records, make, and receive the final payments, submit your completion reports and make the final arrangements related to warranty. That wraps up the 5 Project Management Process Groups.

While the project management structure itself is easy to understand, the reality of each process may be a little more difficult to cope with. Remember that you are not alone in this. Whenever you feel overwhelmed, unsure or in need of advice or a second opinion, I will be happy to lend a hand. Just send me an email and I will gladly share my experience.