

Projectmanagement

Cees van Beek

Why projectmanagement

Garantees:

- Systematic way of working
- Commitment management
- Commitment middle managment
- Good organisation
- No hobby, not only technics
- More chance of succes
- Embedding in the organisation
- Participation of the key-figures

Project proposal

1. Objective
2. Activities
3. Constraints (TCS), competing with each other
 - Time
 - Costs (out of pocket, hours of employees)
 - Scope
4. Organisation
5. Information

Objective

Describe what you want achieve (smart)

Specific

- the goal and methods are clearly defined

Measurable

- the objectives are measured numerically

Achievable

- humanly possible, and the project has all the required resources

Relevant

- avoid the temptation of defining a goal just because it fits nicely to the previous three criteria

Time framed

- set deadlines

An example

Achieve 10 percent energy saving in 2010 with a total investment: less than 10% of the yearly energy cost

Proposal - > Order

The direction **must** give an order based on the proposal

No free time for playing

There are:

- Obligations
- Goals to achieve

You may use resources.

Everybody mentioned must cooperate!!

Activities (example)

1. Perform an inventarisation
2. Energy Consumption Analysis
3. Brainstorm session(s) in search of poss. measures
4. Calculation, analyse and ranking of the found measures
5. Proposal of measures
 - Short term (no cost)
 - Middle term (pay-back time < 3 year)
6. Implementation of measures

Time constraint

- Formulate mile stones (for instance after every major activity)
- Short report for management
 - What achieved
 - Resources used (time, costs)
 - Resource needed for the next step
 - Scope, goals for the next milestone
 - Deviations from proposal
- Go – no go

Cost constraint

- Out of pocket cost (consultant)
- Hours of employees
- Not the cost for measures which need an investment
- Monitoringsystem (if needed)
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Scope

- Requirements specified for the end result
- Quality of the project result
- Narrows down in the development of the project
- More specific after each milestone

Organisation

- Projectteam(s)
- What is the task of every member
- Whose is responsible from the direction
- The organisation (team) can change with the progress of the activities
- What is the task of the consultant

Information

How and when will the organisation be informed

Who is responsible for the information

Where will all the gathered information be stored