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Chapter 1: Topic I Chose (The Need for Projects)

Projects are the foundation which upholds our ideas. They provide the necessary stability that affords us the opportunity of sharing our conceived ideas with the world. Projects are indispensable to our existence; in fact, they tell a unique story about who we are. For example, the process of tilling and cultivating the land is something that our ancestors engaged in to acquire the essential amenities needed for their survival. Tilling is a detailed process requiring knowledge of the land, skill, foresight, and labor. These are the rudiments which make up a project. Projects are in no way a recent phenomenon. They have been around for time immemorial. Today, we see projects popping up all around us. From the construction of the state-of-the-art sports arena to the creation of the new iPhone, down to the cleaning of clogged urban sewage system, all are projects. Thus, projects are an integral part of our existence that help us in innumerable ways.

Chapter 4: Topic (Communication)

Communication is the most important weapon in a project manager's arsenal. When wielded correctly, it can open doors, and lead to a successful outcome. Conversely, however, if not wielded correctly, it can have the opposite effect. Thus, project managers are faced with the delicate task of determining how to utilize this invaluable weapon to their teams' benefit. This can occur by assigning tasks to specific team members, or when explaining to partners why a project has not been completed in time. In these instances (and others), communication is vital to the success of any project. Without it, the likelihood of there being an implementation of any realistic project plan is slim to none. It is incumbent upon project managers who lack effective communication skills to acquire it to ensure they empower themselves and their respective teams.

Chapter 6: Topic (What is project risk?)

The vital significance and importance of project risk cannot be overstated. Project risks are uncertain, that is no one knows the impact they will pose. Project managers understand that project risks are an expected part of the process, therefore, they prepare for their positive or negative arrival. Project risks vary in size from small to large. They have the potential to impact a project in an effective way, or in a bad way. However, sometimes a risk may appear to be good and could be bad, and vice versa. For example, Thomas Edison made thousands of what appeared to be bad risks that later proved to bring him success. So, sometimes bad risks can be good for a project manager. They can inform them of the changes that need to be made to help correct missteps in an overly complicated process. Project managers must be adept at recognizing these risks and not make the mistake of mischaracterizing them. To do so could spell disaster for the project.

Chapter 8: Topic (Creating a Project Budget)

Creating a project budget help align resources with the goals and objectives of an organization. The purpose of a project budget is to plan how these resources will be allocated towards specific tasks. Project management is a complicated process that comes with a lot of moving parts. There are a sizable number of factors involved that make up the process. Resources help to pay for workers on the site, contractors, sub-contractors, and the like. They also cover expenses for supplies and equipment that are needed to complete a project. A project budget lays all this information out as well as other anything else that a project manager believes is needed for a project. Sometimes project estimates are undervalued, meaning the expected costs are not accurately depicted. This can cause problems for a project manager because a lack of resources can translate into a delayed project. So, project managers should, ideally, be meticulous in how they compartmentalize the allocation of resources to ensure that all parties connected to the project are compensated for their services. Nothing is worse than creating a budget that fails to meet its mark.

Chapter 10: Topic (Gantt Charts)

Gantt charts are extremely important to project management. As the text describes, Gantt charts can be “used as a project tracking tool to assess the difference between planned and actual

performance” (355). This means that project managers plan for when they believe projects will be completed; however, mere planning is not enough because projects come with uncertainties. On a project site, team members get injured, call out sick, go on vacation, and have unexpected deaths in their families. They also make terrible mistakes on these sites as well. All these aggravating factors contribute to planned projects not being completed in time. Thus, Gantt charts are designed to track how teams are performing in furtherance of their tasks. They will determine whether a team is on track to complete a project in a timely fashion. They also can help project managers point out what barriers are preventing teams from meeting the dates their projects are scheduled to be completed. Gantt charts are critical, they provide real-time information to project managers that help with the success of projects.