SA/L04 30/11

Responsibility matrix

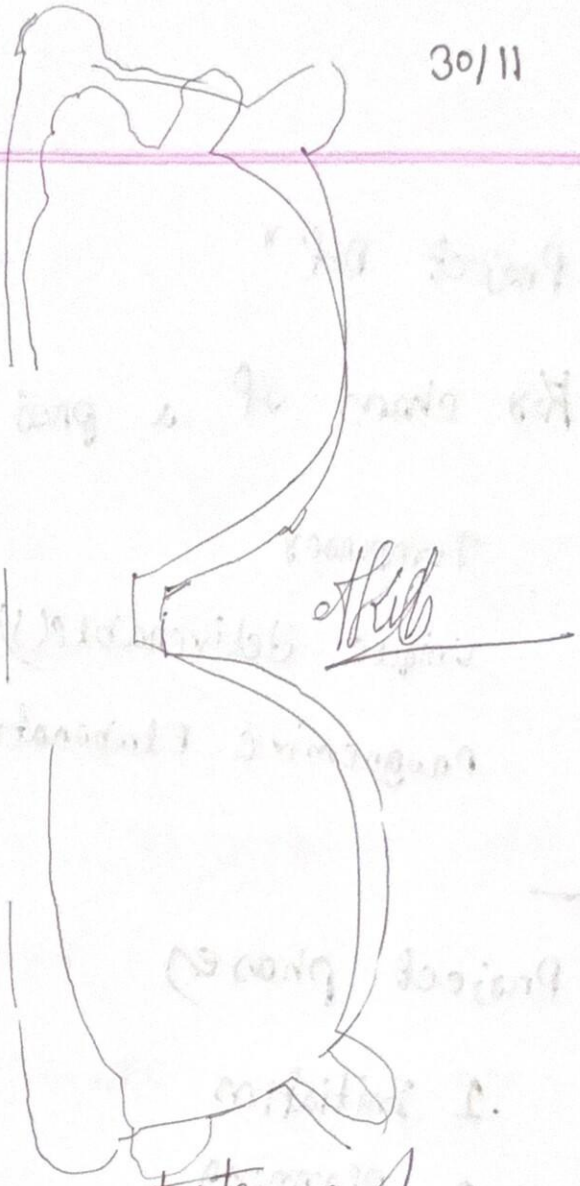
1. RAM

A —
B —
C —

2. RACI matrix

Tips
Efficient

heading starts w/



Reqs of project

Basic things required to complete a project

1. Materials
2. Manpower
3. Technical know-how

ways project can impact country's dev

Perspective - Bangladesh

Rules of proj. management in BD [shortques]

Key aspect of proj. management

---

why eff. proj. management is impo

Proj. Defn:

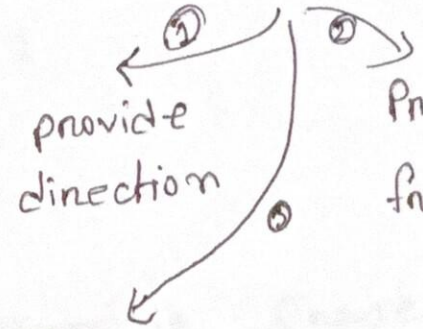
A temporary endeavor undertaken to create a unique product, service, or result under preset conditions.

Project Planning Philosophy

Project phases:

1. Initiation
2. Planning & scheduling
3. Execution — plan into action
4. Monitoring & control
5. closure

What is project plan ~~[PPT]~~



Helps to reveal opportunities & (the opposite)

bpi

1. Bridge btwn experience of past & proposed project.
2. Precaution — can reduce undesirable effect.
3. Involve prior to detect specified factor

Project planning philosophy

done thoroughly & honestly

Clients Stakeholders

Internal threat delaying factor

SA/L06 02/12

Types of proj planning

1. Strategic
2. operational

Proj. construction team

1. Clients / users
2. Consultants
3. Architect / Engrs.
4. Contractor
5. Subcontractor

} incl functions

Proj operations planning - summary

Fast track scheduling

CT 1 10/12/25 (wed)

Lec 4-6

Project Planning Phase

1. Plan is made
2. Strategies are made
3. considering policies, procedures & rules

w/ example

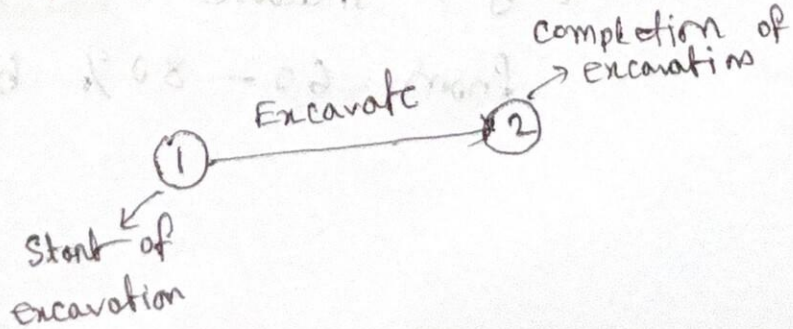
all

Plan is made

Plan: Statement of intent

List of targets & means to achieve

Targets / Events: Important steps



1, 2 → evts

Activity: Actual performance

Different aspects of project planning phase

1. Strategic theme: satisfaction

2. Goal(s): Broad statement

To be considered a trusted partner by our clients

3. Objective: Identifiable & measurable target, time bare

S.M.A.R.T → to be fulfilled

Strategic measurable Achievable

R Time based

e.g., increase client's satisfaction from 60 — 80% by Dec 2026

4. Strategies — means to achieve objective

implementation of annual client's conference

5. Tactics / Evts —

1.1.1 Identify date, time, venue

1.2.3 Develop agenda

1.2.3 Identify speakers

6. Activity

Policies: broad guidelines from an organization

Procedures: Specify how to deal with ~~parties~~ particular situation

~~Rules~~ : Sales man- inspect carefully

manage - get approval



Rules: Even more specific

bring defective item with 3

days w/ voucher