

# Developing a Project

Project phases, outcomes, organization and staffing



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Project Management

# Content

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## 1. PART (25 min.)

- Feedback from the tutor on individual activities from previous seminar - tomorrow's project goals and project topic (10 - 20mins according to the size of the class)
- Working together with the tutor - Project phases and the product of each phase (15mins)

## 2. PART (55 min.)

- Working in project teams - Section 1.1 to 1.5 of the seminar template paper (roughly 65mins altogether, the allocated time will depend on the size of the class)
- Section 1.1 - Project name and 1.2. Default conditions (10 mins)
- Section 1.3 Project goals and 1.4 Outputs, results, and benefits of the project (15mins)
- Section 1.5 Organizational structure (10mins)
- Section 1.5.1 RACI matrix (20 mins)

## 3. PART (5 min.)

- Vevox quiz (5mins)
  - There will be feedback as needed during the time of the groups working on each section of their project and according to the needs of each group/students)
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# Seminar Outline

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- The seminar will be delivered through MS Team - sharing all tutor's material for the seminar
  - Main communication with remote students will be through MS Teams
  - Using whiteboard for working as a class together
  - Using MS Teams breakout rooms and whiteboard for team work on projects. The tutor will visit each breakout room for check up and for feedback during the group work
  - Using Vevox for recap
  - Any questions and discussions will also be carried out through MS Teams
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## Learning and practice objectives

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On the end of this seminar, you should be able to:

- set the project name and conditions (1.1 and 1.2)
  - define primary and secondary goals of your project (1.3)
  - define output, result, and benefits of your project (1.4)
  - define the organizational structure of your project and create a diagram (1.5.1), and
  - create a RACI matrix for your project.
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## Feedback, answering any questions, and discussion

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- individual activities from previous seminar - tomorrow's project goals and project topic

# Working together - Project phases and the product of each phase

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- We will develop each phase of a project and identify its product on example of building a house for a family.
  - We will use a white board shared through MS Teams
  - We will go through each phase together – sharing ideas and filling them in the whiteboard.
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# Group work – Project name and conditions Point 1.1 – 1.2 of the seminar work template

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## **1. Project definition**

1.1. Project name - enter the name of the project

1.2. Default conditions

- They clarify the given problem that needs to be solved, the current situation / state that needs to be solved is defined and described
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- The activities to be carried out in this phase, if project is going to proceed:
  - An investigation into the current state of affairs,
  - A rough estimation of the extent of the problem,
  - A determination of the aims or the desired results of the project,
  - A determination of the feasibility of the project.
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## Group work – Project goals (objectives) Point 1.3 of the seminar work template

### 1.3. Project goals

- Primary goal of the project - the main goal of the project, the SMART criterion
  - Secondary objective (s) of the project - sub-objectives of the project, SMART criterion
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- the desired objectives must now be established.
  - It is important to make a distinction between the project's formal objectives and
    - the wishes of those involved.
  - You can use following questions for setting objective:
    1. What is our desired outcome?
      - This helps keep you focused on the result you are trying to achieve.
    2. How will we know when we achieve it?
      - useful for establishing exit criteria for objective that cannot be quantified.





## Group work – Output, result, benefits of the project Point 1.4 of the template

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### 1.4. Output, result, benefits of the project

- **Project output** - this is the final "product" of the project (the solution, it can be, for example, a new product, a new service, etc.)
- **Result** - the result of the change resulting from the outputs
- **Benefits** - measurable improvement resulting from results

### Example:

- I may want to finish this chapter by 10 o'clock this morning. That is my desired outcome or result - my objective.
  - The way in which I achieve that objective is to perform several tasks. These might include typing text into my computer, reviewing some other literature on the topic about which I am writing, calling a colleague to ask a question for clarification, and printing out the chapter, proofing it, and entering some revisions into my computer.
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## Group work – Organizational structure of the project Point 1.5 of the template

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1.5 Organizational structure of the project – a short description of the organizational structure

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## Group work – Point 1.5.1 of the seminar work template

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- Create a diagram of the organizational structure of the project

For example, use an approach of the Prince2 methodology – project hierarchy:

- Project sponsor
  - Main users of the project
  - Main suppliers
  - Project supervision for suppliers/users/company
  - Project support
  - Project manager
  - Team manager (s)
  - Stakeholders of the project
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## Group work – RACI matrix Point 1.5.2 of the seminar work template

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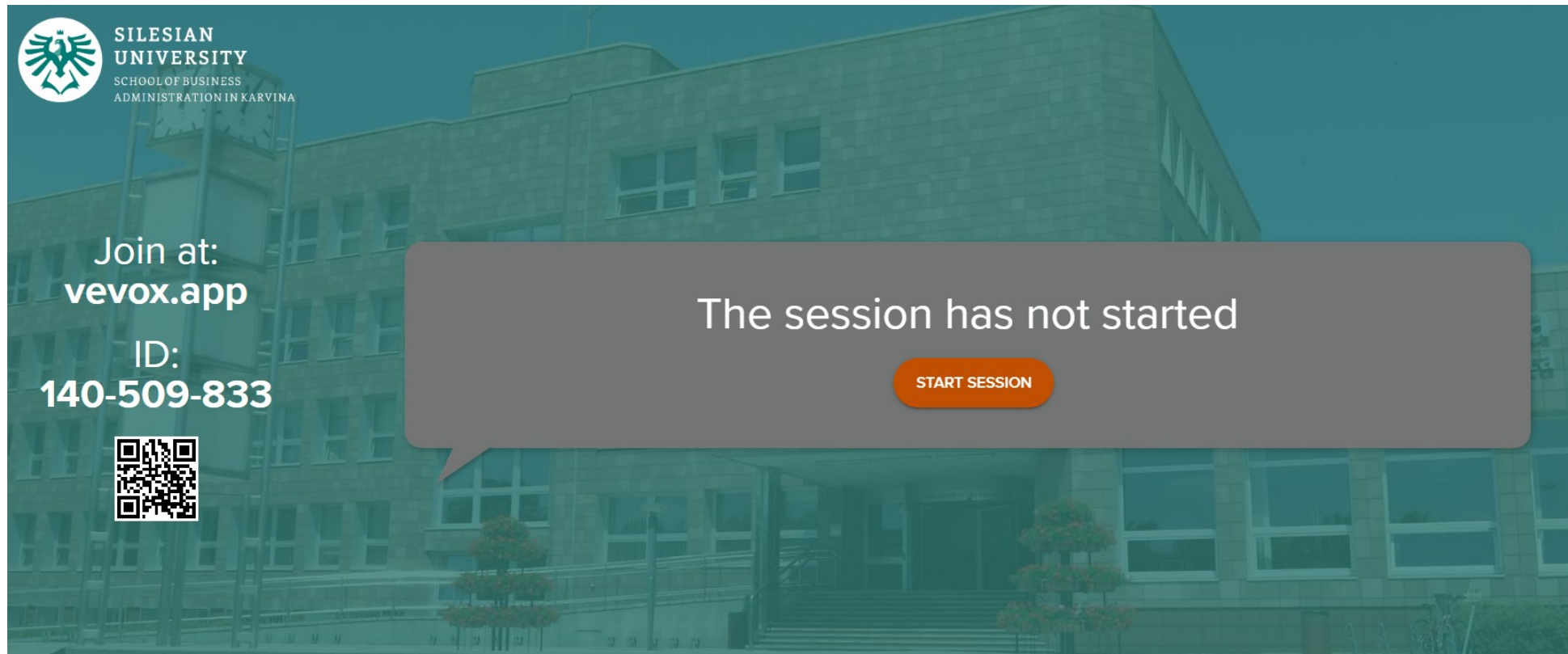


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- RACI matrix
  - In this phase, first identify the main stakeholders, and determine which RACI criteria you will apply. Later, when you have the WBS in the Gantt chart, you will add the main activities and complete the RACI matrix.
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# Vevox questions

A screenshot of a Vevox session interface. The background is a teal-tinted image of a modern university building. In the top left corner, there is a small version of the Silesian University logo and the text 'SILESIAN UNIVERSITY SCHOOL OF BUSINESS ADMINISTRATION IN KARVINA'. Below this, the text 'Join at: vevox.app' is displayed, followed by 'ID: 140-509-833' and a QR code. A large, semi-transparent grey speech bubble in the center contains the text 'The session has not started' and an orange button labeled 'START SESSION'.

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