



# PROJECT MANAGEMENT

# CHEAT SHEET

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## Essential Skills

Time Management  
Communication  
Decision-Making  
Problem-Solving  
Team Management

## Essential PM Qualities

Leadership  
Strategic Planning  
Problem Solving  
Time Management  
Communication  
Risk Management  
Adaptability  
Budgeting + Cost Control  
Process Improvement  
Technical Expertise

## PM Certifications

- PMP
- PRINCE2
- CAPM
- ACP
- CSM
- ITIL
- PgMP
- MSP
- PMI-RMP
- PMI-SP

## Essential PM Tools

Gantt Chart  
Network Diagram  
Risk Register  
Issues Log  
RACI Matrix

## Cash Flow Principles

Time Value of Money (TVM)  
Net Present Value (NPV)  
Internal Rate of Return (IRR)  
Return on Investment (ROI)  
Payback Period  
Working Capital  
Capital Budgeting  
Financial Leverage  
Breakeven Analysis  
Financial Ratios

## Project Management Terms

**PROJECT** temporary endeavor with a unique goal, to create a product, service, or result

**PROJECT MANAGEMENT** planning, organizing, executing, and controlling projects to achieve specific goals and objectives within a defined time frame and budget

**SCOPE** project boundaries; what is included and excluded from project deliverables

**STAKEHOLDER** anyone with a vested interest in the project

**SCHEDULE** timeline of sequence and duration of project tasks and milestones

**BUDGET** project's financial plan, including estimated costs and allocated resources

**RISK** uncertain event or condition that can impact the project's objectives

**QUALITY** degree to which deliverables meet requirements and expectations of stakeholders



## KPIs

- Project completion rate
- Budget variance
- Schedule variance
- Scope variance
- Quality metrics
- Resource Utilization
- Risk management efficiency
- Stakeholder satisfaction
- Change request volume
- Team member turnover
- Time to market
- Project efficiency
- Return on investment (ROI)
- Customer satisfaction
- Project complexity
- Project flexibility
- Project communication effectiveness
- Milestone achievement rate
- Lessons learned
- Project health index

## PM Methodologies

Waterfall / Traditional  
Agile Scrum  
Lean Hybrid

## Management Process



## Project Lifecycle

- 1 INITIATION**
  - Define purpose + objectives
  - Identify stakeholders
  - Develop project charter
  - Conduct feasibility study
- 2 PLANNING**
  - Define project scope
  - Develop WBS
  - Estimate time/cost/resources
  - Create schedule
  - Identify potential risks
- 3 EXECUTION**
  - Assign + track tasks
  - Manage resources + budget
  - Ensure quality control
  - Communicate with stakeholders
  - Provide progress updates
- 4 MONITOR + CONTROL**
  - Track progress
  - Identify + address deviations
  - Manage changes
  - Risk assessments + mitigation
- 5 CLOSURE**
  - Deliver final product/service/result to customer
  - Conduct post-project review
  - Document + archive records
  - Celebrate successes!

## Project Planning + Scheduling

- Work Breakdown Structure (WBS)
- Estimate Time + Resources
  - Expert judgment
  - Analogous estimating
  - Parametric estimating
- Create Project Schedule
  - Precedence Diagramming Method (PDM)
  - Critical Path Method (CPM)
  - Gantt Charts
- Scheduling Tools: Gantt Charts, Network Diagrams, Resource Leveling, Schedule Compression

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