A 1-Page Guide to Project Management

Excerpted from the "Project Management Body of Knowledge (PMBOK)"
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Course: *MGT 360*
Title: *Management and Organizational Behavior* (3 units)

"At each stage in the process, ask the question 'why' five times."
---Taiichi Ohno (1912-1990)

Integration
 Integration describes the processes required to ensure that the various elements of the project are coordinated.

Scope
 Scope describes the processes required to ensure that the project includes all the work required, and only the work required, to complete the project successfully.

Time
 Time describes the processes required to ensure the timely completion of the project.

Cost
 Cost describes the processes required to ensure that the project is completed within the approved budget.

Quality
 Quality describes the processes required to ensure that the project will satisfy the needs for which it was undertaken.

Human Resources
 Human Resources describes the processes required to make the most effective use of the people involved in the project.

Communications
 Communications describes the processes required to ensure timely and appropriate generation, collection, dissemination, storages, and ultimate disposition of project information.

Risk
 Risk describes the processes concerned with identifying, analyzing, and responding to project risk.

Procurement
 Procurement describes the processes required to acquire goods and services from outside the performing organization.