

A 1-Page Guide to Project Management
Excerpted from the “Project Management Body of Knowledge (PMBOK)”
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[updated: Sunday, April 15, 2007]

“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.