

The study of Project management steps

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I. PROJECTS:

are specific tasks used to solve specific problems, and depend on the presence of two starting and ending points, and include a set of components such as the required goals, reliance on a financial budget, and the use of a team characterized by technical skills to achieve goals, [1] They are planned and dependent on a set of information that is used to establish something or develop an existing thing. [2].

Project Management: is the knowledge associated with a set of tools, principles, and techniques used in auditing, control, and monitoring and project planning, [3] and project management is defined as the application of planning and organizing all the special resources in the company in order to implement a specific project for one time only, and these resources include both capital and manpower, and it helps project management to define project goals, and their elements. [4] Another definition of project management is a set of tasks and includes the coordination and organization of financial and human resources; In order to complete work on projects. [5]

Project management steps: The success of project management implementation depends on managers' implementation of a set of basic steps, namely: [6]

Project planning: is the first step and stage of project management; Where a case is studied in order to formulate a specific idea for the project, and then define its objectives, and the expected results of it; By implementing a detailed plan that helps to program the work of the project. Planning for the project includes applying the following steps:

Building a special framework in the project; It is a logical framework that consists of a set of steps that must be implemented, and upon reaching their conclusion a complete concept is obtained about the project and the purpose of its establishment. **Preparing the special plan at work;** It is a method that helps link available resources and project results; As this plan contributes to clarifying the perception about the appropriate steps for the progress of the project; So that the facility can reach the goals and achieve the tasks required to carry out its work.

II. PROJECT ORGANIZATION:

is the process of using resources in order to compare them with previously identified activities? Where the need for human resources and used in project management is studied, and procedures for its interim evaluation are then designed; In order to reach a determination of the costs needed to start implementing the project, the following is information on the steps used in organizing the project:

Human resources; Human resources are very important and help to implement the project, and human resources must define the tasks expected of each employee, and these tasks are linked with the activities previously planned, and each seeks to achieve the goals of the project.

Documentation and reporting; Documentation is one of the important activities of project management, as it is considered a way to follow up on all works and developments related to it, while reports are the means that help determine the effectiveness and efficiency of projects by analyzing the existing situation, listing development points, and providing recommendations that help to enhance the workflow.

Establishing systems for evaluation and follow-up, and follow-up is known as recurring processes that seek to obtain information about all projects and activities related to the project; In order to verify its progress according to the action plan, as for evaluation, it is the measurement of performance related to a specific and predetermined activity. In order to contribute to the issuance of final judgments about that activity, and the extent of its ability to reach the objectives expected of it within a specific period of time.

Preparing the project financial budget; It is a financial plan that contains information on the operating costs of the project, helps to ensure all resources used in the implementation of project activities, and contributes to providing monitoring tools to follow up the work by comparing the actual expenditures and the planned expenditures. **Project implementation:** is the actual implementation of the project. As this step depends on the

previous two steps, so the presence of appropriate planning and detailed organizational elements are foundations that help transfer the project to become realistic and objective, and this step includes the application of the following sub-steps: Follow-up of the project; Whereas, it is important when implementing the project to pay attention to its follow-up by following up all available resources, and comparing them with the objectives and expected results. Project marketing; It is the provision of individuals' needs by relying on many foundations, such as analyzing their desires, selecting the appropriate market for the products to reach them, and studying production costs and comparing them with the purchasing power within the community.

Project evaluation: It is the last step of project management. As one of the duties of project managers is to ensure that they are achieving their goals, but that there is little interest in the final evaluation of the project; Therefore, it is necessary to return to the objectives previously specified; In order to ensure that it matches the predefined plans.

III. TYPES OF PROJECT MANAGEMENT PROJECTS

Depend on the use of a group of specialized departments in managing them, and the forms of project management vary according to the nature of each project, and the following information about the most important types of project management: [7]

Basic project management: It is one of the most widespread types of project management, and it depends on The role of the project manager who has the authority to implement the project's administrative functions, including directing, organizing, controlling, and planning, and the project manager can work directly with any level of the facility; In order to reach the achievement of the special objectives in the project.

Program management: It is a management term that is used concurrently with project management. This is as a result of the similarity between projects and programs, according to the following things: Each of them seeks to achieve goals that they must achieve. They are concerned about the time allotted for achieving goals. Each of them depends on having business plans and financial budgets to achieve specific goals.

New risk management: It is a type of project management applied in establishments and concerned with consumers by introducing new products to them, and this term was agreed upon through the role of the enterprise risk management team, which seeks to find new markets commensurate with the sources and capabilities of the facility.

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