

# Project Management Workshop

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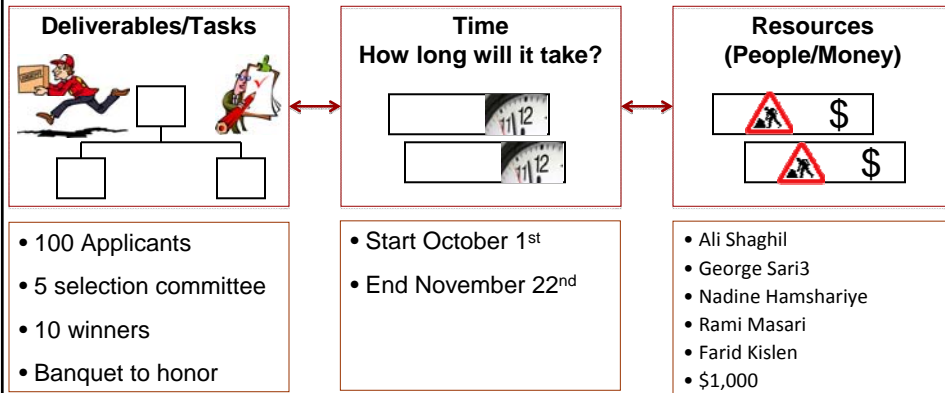
## Problem Statement

**Please take 2 minutes to read the problem statement**

- You are the president of the Lebanese club of a University
- You are asked to promote a fellowship program
  - by sending 10 non-Lebanese students to Lebanon for the summer
  - to work on an educational program for children in need
  - to raise test scores for Lebanese elementary students
  - to promote Lebanese heritage in American universities



# Framework of PM



Poor performance in one area will impact another area



# Microsoft Project



Microsoft Office  
**Project**  
Enterprise Project Management Solution

- A tool to help you manage projects
- A “calendar” for deliverables and people
- Helps to visualize and anticipate
- Like any other tool: helps but will not run the project for you



# Risks

- An event we can imagine that has a probability of happening in the future
- How do you handle it?
  - Mitigate
  - Control
  - Transfer

**ACTIVELY MANAGE RISK AT ALL TIMES DURING PROJECT =  
BE PROACTIVE**

# Risk #1

## EVENT DESCRIPTION:

Farid Kislen: “Maaaan, I’m really sorry, I know this is due today, but I got really sick and couldn’t get it done...”

### THINK:

How could I have **mitigated** the situation?

How can I **control** the situation?

How can I **transfer** the Risk?

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## Risk #2

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EVENT DESCRIPTION:

Two members of the selection committee have not responded to any of your emails and are MIA a week before the list of winners is due

**THINK:**  
 How could I have **mitigated** the situation?  
 How can I **control** the situation?  
 How can I **transfer** the Risk?



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## Risk #3

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EVENT DESCRIPTION

Today is November 15<sup>th</sup>, and you only have 20 applications...

**THINK:**  
 How could I have **mitigated** the situation?  
 How can I **control** the situation?  
 How can I **transfer** the Risk?



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## Resources

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- Contact us:  
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