

# LebNet – Cyrille Habis

## Project Management / Microsoft Project Workshop

---

### **Objective:**

The purpose of this workshop is to give a basic Microsoft project tutorial as well as introduce basic project management concepts such as: resources, workload estimation, load balancing, time estimation, risk assessment, risk management, deliverables, human factors and people management.

The workshop will introduce a simple project management problem and require the audience to use Microsoft Project to build a schedule, set deliverables and dates and plan good execution using milestones, intermediate checkpoints and adequate metrics. There is no right answer or perfect project plan, the idea is to make the audience aware of key factors that need to be considered in order to successfully plan and run a project. Open questions will be asked during the workshop, and active participation and discussion will be strongly encouraged.

### **Project planning problem statement:**

You are the president of the Lebanese club of a University (shall not be named) and you are asked to organize an event to promote a fellowship that sends 10 non-Lebanese students to Lebanon for the summer to work on an educational program for children in need. This fellowship program was put in place by the Lebanese Non-Profit Organization (shall not be named) in order to raise test scores for elementary school students in the country, as well as promote Lebanese heritage in American universities. The official of the Lebanese Non-Profit Organization has given you the following constraints:

1. Promote the program as widely as possible - expecting over 100 applicants
2. Create an application format consisting of three 250-word limit essays & a resume
3. Include the names and contact of the 5 people to select the 10 winners
4. Develop a timeline for critical decisions and submit your plan by October 10th (today is October 1st)
5. His strong desire to have a ceremony to announce the winners on the Lebanese Independence Day (November 22nd... but you knew that)

## LebNet – Cyrille Habis

### Project Management / Microsoft Project Workshop

---

Organize the logistics and program of the awards ceremony. Include:

- Lebanese food, a presentation portion of the fellowship program, a cultural awareness presentation on Lebanon and the announcement of the winners.
- List resources and existing organizations and how they can assist in your planning.

As President of the Lebanese club (Ali Shaghil), you have the following resources at your disposal:

- **Farid Kislen**, Vice President, not your best recruit as he has not been very dedicated to the Lebanese club and its mission. You have moderate confidence on his ability to get things done right and on time.
- **Nadine Hamshariye**, Secretary, always willing to help, but is swamped with projects and finals the entire month of October.
- **Rami Masari**, Treasurer, new to the board, his dedication and capabilities are still unknown.
- **George Sari3**, active new member, not part of your board but always willing to help and seems to be a prospective board member.
- **A budget of \$1,000**

Develop a project plan using the template prepared for you on Microsoft Project taking into account the constraints above, make any assumption that you feel is necessary. During the first half of the workshop, you should focus on timeframe, deliverables and managing some of the risks of the project. The second half of the workshop will initiate discussions on various developments in the project execution, the goal being to evaluate how good your plan is and to identify best prevention measures and courses of action.

## About LebNet

LebNet is a "loosely-structured" network of US professionals of Lebanese descent working in the technology sector, mostly in the Bay Area. This network which includes more than 100 people started in 1999 and is built on relationships and volunteerism.

The agenda of LebNet is focused solely on professional and social issues. LebNet does NOT promote or allow any discussions around politics, religion, or ethnicity.

LebNet is open to all Lebanese professionals, mostly by referrals and currently includes people from Fortune 500, Venture Capitals, Start-ups, Entrepreneurs, Academia and small business owners.

All discussions are currently conducted in a group format hosted on Google Groups. The discussions are not open to the public, and are only shared with LebNet members.

## LebNet Goals

- Connect, expand, support, recruit, mentor, and learn
- Raise visibility of the Lebanese technology community in the Bay Area
- Support technology (IT) projects in Lebanon and in the Middle-East

## Join LebNet

To join LebNet, please request to be added to the LebNet LinkedIn group or contact Cyrille Habis: [cyrille.habis@gmail.com](mailto:cyrille.habis@gmail.com)

