PROJECT MANAGMENT TOOLS & TECHNIQUES

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HOW TO BE A SUCCESSFUL PROJE MANAGER?

Have you ever wondered what makes a successful project manager? The truth is that success in this field depends not only on technical expertise but also on a set of integrated skills.

- Good Planning: The first step is to set clear and specific project goals, using the SMART framework (specific, measurable, achievable, objective, and time-bound). Digital tools like Trello or Microsoft Project can help you organize tasks and easily track progress.

- Effective communication is the real secret. As a project manager, you must serve as the link between the team, management, and clients. Therefore, your ability to communicate ideas clearly and build strong relationships makes a huge difference.

- Personal skills play a major role. Emotional intelligence, problem-solving skills, time management, and self-motivation are all skills that enhance a manager's ability to lead a team and overcome challenges.
- Finally, continuous learning is essential. Updating your skills and knowledge with the latest trends and tools in project management ensures you stay ahead of the curve. Being a successful and outstanding project manager is not an impossible task, but it requires passion, flexibility, and a genuine desire to develop.

(Forbes, 2024)

AGILE TOOL

Are your projects suffering from delays, changing requirements, or poor communication? Here is the perfect solution.

Is it time to rethink how you manage your projects? Perhaps Agile is the project management tool you need.

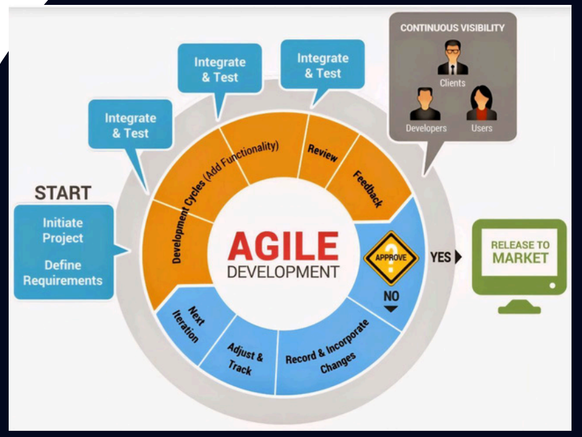
●Agile

It is a unique project management tool that makes change an opportunity for development. Agile is a flexible project management methodology that allows the client to be an important party in the project, in addition to encouraging continuous interaction between team members.

The Agile approach relies on dividing a project into parts called sprints. This division makes it easier to adapt to changes, obtain feedback, adjust plans when needed, and achieve results early rather than waiting until the end.

What makes Agile a unique project management tool is that it promotes flexibility, collaboration, and transparency, making it a great choice for technology companies such as Google, Apple, and Amazon, as well as in the fields of marketing, manufacturing, and media.

In short, Agile differs from traditional project management in its emphasis on flexibility, continuous feedback, and iterative progress,but it depends heavily on the team, so the success of Agile requires an organized team. In addition, it is difficult to develop a fixed plan from the beginning due to the constant change in requirements (Garcia, 2023)(Özkan and Mishra, 2019).



KANBAN TOOL

HavHave you tried Kanban? Because you really should!

Imagine if you could see all your ideas, tasks, and projects as if they were canvases before your eyes. You could track your progress in real time.

Kanban is a project management tool used to plan, organize, and track project implementation in a visual that is represented by different stages of the process . It is widely used in teams, especially in agile project management, and is characterized by its simplicity and effectiveness.

●Kanban board components:

Tasks have not yet started. Tasks currently being worked on. Completed tasks.

●To Do》》 ●In progress 》》 ●Done

●How is Kanban used?

Each task is written on a card and added to the appropriate column.

The card is moved between the columns according to the work's progress stage, i.e., from "To Do" to "In Progress" to "Done."

There are digital tools that support Kanban and provide digital Kanban boards , for example:Trello ,ClickUp, and Monday.com.

Thus, we find that Kanban is a really useful tool in project management, but it has some negatives as the time frame is not showing .In addition, Kanban requires discipline. This means the teams must update the board regularly to ensure its accuracy (Sonya Siderova, 2018)(Martins, 2025).

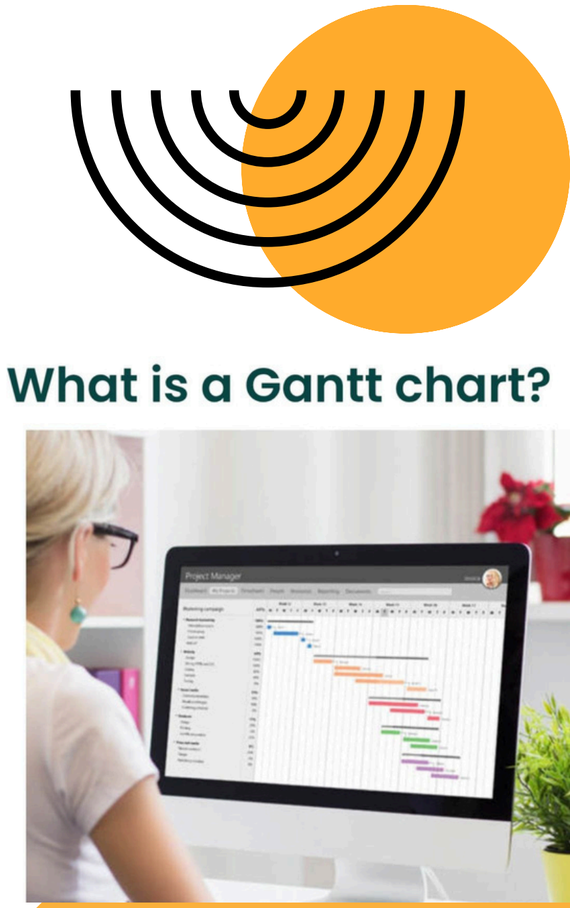
GANTT CHART

why you should know about Gantt Chart -Apowerfull time tool!

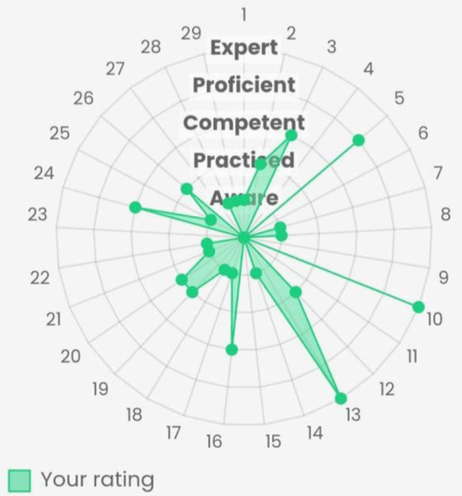
A Gantt chart is a graphical representation of a project schedule from start to finish. It shows you when each task begins and ends and how it relates to other tasks. It includes a data table on the left and a horizontal bar chart on the right. A Gantt chart captures the tasks, resources, and dependencies of your project plan and is used in project management.

The Gantt chart was developed by Henry Gantt, a mechanical engineer interested in scientific management. It was invented in the 1910s as a way to visualize a project schedule and accurately and effectively manage and monitor project tasks and resources.

There are great advantages to Gantt charts that encourage you to adopt it. It displays the project schedule, identifies task dependencies, and displays the completion stages. The chart divides projects into smaller tasks, sets deadlines for tasks, and monitors progress. Thus, it provides a comprehensive overview of the project. On the other hand, The Gantt Chart is not perfect because It is time-consuming to edit, requires expertise in interpreting data, and is difficult to identify dynamic changes(Grant, 2024).



SELF-EVALUATION AND DEVELOPMENT PLAN



Smile Creators Project

"Helping Others, Learning Myself: A Project That Changed Me"

As I worked on our charity project “Help Us Help Them” with my innovative team,which is Smile Creators, was a meaningful experience that really helped me learn more about managing real-life projects. Our goal was to collect clothes ,toys and books.... etc for people in need in an organised and efficient way. We used a variety of tools like Gantt Chart for planning , Kanban for tracking progress, and followed Agile principles to stay adaptable.

I discovered my own advantages and disadvantages as a result of this experience. In addition to enjoying my colleagues' encouraging words, I discovered that I could dedicate myself to the project. Using visual tools like Kanban, which kept me organised, was a lot of fun. But I had a number of difficulties. First of all, I struggled with time estimation; some tasks took a lot longer than I expected. Second, I occasionally considered other people's viewpoints when making decisions. In addition, I generally shy away from leadership positions, particularly when pressure

To improve, I plan to develop my leadership and planning skills by learning more about Agile and practicing better task management. This project taught me that good intentions need to be supported by structure, flexibility, and self-awareness to truly make a difference(Nilsson,2024).

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THANK YOU

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