PROJECT GROUP MEMBER'S USING OF TIME: HOW THE TIME IS USED?

Tasks // Activities *per* week.

5 working days, 8 h/day, 40 h/w

- Programming   20 h/w
- Stack overflow   5 h/w
- Scrum
  - → Daily scrum   2,5 h/w
  - → Retro   1 h/w
- Testing → 15 % of prog.   3 h/w
- Debugging→ 10 % of prog.   2 h/w
- Department me.   2 h/w
- Lunch / pause   5,5 h/w
- Overtime   5 h/w

PROJECT MANAGER'S USING OF TIME: HOW THE TIME IS USED?

– Planning for & preparing for meetings	2 h
– Meetings	2 h
– Communication (e-mail, phone, etc.)	10 h
– Make plan & manage budget	1 h
– Client visitations / other stakeholders	5 h
– Problem solving	3 h
– Modifying plans	1 h
– Evaluating plans	2 h
– „Paper work"	4 h
– „Facebook", Reddit, etc.	3 h
– „Coffee breaks"	3 h
– Managing team	1 h
– Unforeseeable events	3 h
	week

PROJECT MANAGER'S USING OF TIME: HOW THE TIME IS USED?

– Phone calls	10 %
– E-mails	10 %
– Coffee breaks	5 %
– Meetings	10 %
– Personal things	6 %
– Group's problem solving	5 %
– Hiring new people	4 %
– Client relations	20 %
– Consulting / management	10 %
– Timetables	10 %
– Gathering info & resources	10 %

PROJECT MONITORING AND MANAGEMENT PROBLEMS?

1. Deceit
2. Constantly changing requirements
3. No proper / faulty tracking mechanism
4. Miscommunication
5. Delays in communication / response
6. Very large projects
7. Inadequate information
8. Incompetent managers / supervisors
9. Subjectivity / different opinions
10. Changes in managerial board
11. Lack of funds
12. Partiality / self interest / favoratism
13. External dependencies

PROJECT MONITORING
AND MANAGEMENT PROBLEMS?

- Undefined milestones
- Too many tasks // too large project
- No communication channel
- No reporting / reviewing
- Insufficient management
- Frequent changes / unstable environment
- No measuring tools
- No backup plan
- No proper time management
- Incompetency
- Too much feedback
- Lack of face 2 face alignment
- Too many 3rd parties involved
- Too complex project
- Bureaucracy
- Lack of motivation
- Lack of resources
- Corruption

PROJECT MONITORING AND MANAGEMENT PROBLEMS?

- People are different
- Lack of time
- Lack of money
- Bad delegation
- Lack of tools
- Lack of expertise
- Team size
- Bad organization
- Lack of motivation
- Lack of communication
- Lack of incentives
- Environment
- Wrong method