

Project Management Body of Knowledge

- Over the past fifty years, a considerable body of knowledge has built up around project management tools, skills and techniques.
- Because the project manager needs a comprehensive tool kit of project management knowledge to facilitate problem solving and decision making process during projects.
- The purpose of the body of knowledge is to identify and describe the best practices that are applicable to most projects most of the time.
- There is a wide spread consensus about its usefulness.
- They also provide common terminologies within the profession of project management.

Some bodies of knowledge are as under:

- APM's bok---- Association of project managers body of knowledge (UK)
- PMI's BOK----- Project Management Institute Body of Knowledge (USA)
- IPMA's BOK--- International Association of Project Managers body of knowledge

PMI's PMBOK

The PMBOK (developed by PMI, USA) describes project management under the following nine areas of knowledge:

1. Project Integration

- It includes integration in main processes of project management like planning, execution and control. (To understand project in totality)
- It includes integration between different functional teams.
- It consists of putting together inputs from several knowledge areas

2. Project scope management

- It includes the processes to ensure that project includes all the work required and only the work required meeting stake holder's goals and objectives (otherwise, your personal initiatives will neither be appreciated nor compensated).
- It consists of scope planning, scope defining, scope change management and scope verification

3. Project time management

- It includes processes to ensure the timely completion of the project.
- It consists of activities defining, activities sequencing, duration estimating, scheduling and time control

4. Project cost management

- It includes processes required to ensure that project is completed within the approved budget.
- It consists of resource planning, cost estimating, cost budgeting, cash flow and cost control

5. Project Quality management

- It includes processes to ensure that project meets the **planned needs**.
- It consists of quality planning, quality assurance and quality control

6. **Project human resource management**

- It includes processes to make the most effective use of human resource involved in the project.
- It consists of planning, organizing, staffing and team development

7. **Project communication management**

- It includes processes required to ensure **proper collection and dissemination** of project information.
- It consists of communication planning, information distribution, project meetings and progress reporting

8. **Project risk management**

- It includes the processes concerned with identifying, analysing and responding to project risk. (These risks can be context, country and culture specific, e.g, copyright)
- It consists of risk identification, risk quantification, response development and risk control

9. **Project procurement management**

- It includes the processes required to acquire goods and services.
(It is not limited to material procurement, rather services which you acquire also comes in the scope of project procurement)
- It consists of procurement planning, source selection and contract administration.

The above mentioned body of knowledge can be divided into four core areas:

- Scope
- Cost
- Time
- Quality

The other five knowledge areas act as a support to achieve four core areas:

- Integration
- Human resource
- Communication
- Procurement
- Risk