

## RITA's 79 Processes

### And PMBOK 42 Processes in 15 Minutes

\*note when I say [...] I mean [...]:

- PG: Process Group.
- KA: Knowledge Area.
- MGMT: Management.

#### 1<sup>st</sup>: RITA EXAM PREP BOOK 6<sup>th</sup> Edition

Wouldn't be easier if everything flows in a sequence? Yes, but unfortunately that's not how project management works. Iterations and progressive elaboration is a key characteristic for most of the processes in Project Management. But there is a way!

This way will at least let you know where & When to do things and memorizing the following will push you into understanding everything about EACH PROCESS by APPLYING the following 5 questions: WHAT, HOW, WHY, WHEN, WHO?

In RITA's 79 processes based on the 4<sup>th</sup> edition is a bit too long and it's hard to memorize them, so what you do is divide them into categories of numbers and Process Groups by adapting this great technique.

I got this technique from a guy that wrote a review on RITA's 4th edition.[Referenced below]. It will stick in your head forever. AND THIS IS IT:

**Initiation: 55**

**planning: 5856**

**execution: 5573**

**M&C: 4652**

**close: 332**

Can you memorize these Numbers?

I am sure they are easier than memorizing the 79 processes. Combine them into a phone number or a ZIP code and you are done.

NOW! What does this mean???? I will Explain & This will help you with most of the questions, especially the ones like:

"what happens next?" & "when do you perform ...?".

Initiation	
55	
Big Picture	Make commitment
5	5
select PM	Uncover Initial Requirements & Risk
(EEF) Determine Company culture & existing system	create Measurable objectives
(OPA) Collect processes, procedures and historical data	develop project charter
Divide large projects into phases	Identify Stakeholders
Understanding the Business case	Develop Stakeholder Management Strategy

You will Have to look at the "BIG PICTURE" and then start "MAKING A COMMITMENT" with the customer & the Sponsor will be supporting you. So:

- **5** processes called the **BIG PICTURE** where you will be assigned and:
  - a- Assign PM.      b-EEF.      c- OPA      d- Understand Business Case.
  - e- Divide the project into Phases
  
- **5** Processes called **MAKING A COMMITMENT** and developing the PC:
  - a- Identify Initial Risks and Requirements.    b- Develop Measurable Objectives.
  - c- Create the Project Charter.      d- Identify Stakeholder
  - e- Develop Stakeholder Management Strategy

# Planning

**5865**

<b>Plan</b>	<b>WBS</b>	<b>Other plans</b>	<b>Finalize</b>
5	8	5	6
Determine How to do Planning	Create WBS & WBS dict.	Determine Quality Standards, Processes & metrics	Go Back - Iterations
Finalize Requirements	Create Activity list	Create Process Improvement plan	prepare Procurement Doc.
Create Project scope Statement	Create Network diagram	Determine All roles	Finalize "how to control & execute" part of all management plans
Determine What to Purchase	Estimate Resource Requirements	Plan Communications	develop final PM plan and real performance measurement baseline
Determine Team	Estimate Time & Cost	Perform Risk Identification, Qualitative and Quantitative risk analysis and risk response	gain formal approval of the plan
	Determine Critical Path		Hold kick off meeting
	Develop schedule		
	Develop Budget		

In Planning PG you will do the Following and look at the chart above:

**PLAN (5):**

- Determine How are you going to Plan and manage all the KA's and integrate them together
- Finalize Requirements (part of Scope Mgmt).
- Create Project scope Statement (part of scope mgmt).
- Determine What to Purchase (part of planning Procurement).
- Determine Team (combination of HR and Procurement).

**CreateWBS (8):**

- Create WBS & WBS dict. Part of (Scope Mgmt).
- Create Activity list (Time Mgmt).
- Create Network diagram (Time Mgmt).
- Estimate Resource Requirements (Time Mgmt).
- Estimate Time & Cost (Time & Cost Mgmt).
- Determine Critical Path (Time Mgmt).
- Develop schedule. (time Mgmt).
- Develop Budget (cost Mgmt).

**Other Plans(5):**

- Determine Quality Standards, Processes & metrics
- Create Process Improvement plan (Quality Mgmt).
- Determine All roles (HR Mgmt).
- Plan Communications (Comm. Mgmt).
- Perform Risk Identification, Qualitative and Quantitative risk analysis and risk response (RISK Mgmt).

**Finalize(6):**

- Go Back – Iterations (*after your finished with all the above you will eventually find new risks or a change request will surface, or the company may introduces a new Quality standard that will make you go back update and continue working based on the updated plan*).
- Prepare and plan Procurement Documents.
- Finalize "how to control & execute" all management plans.
- Develop the final PM plan and real performance measurement baseline.
- gain formal approval of the plan.
- Hold kick off meeting.

# Execution

**5573**

Execute	work + Quality Standards	Manage The Team	Trade Information
5	5	7	3
Execute according to PM Plan	Use Work authorization Standards	Acquire Final Team	Send/receive Info.
Produce Product Scope	Continuously Improve	Manage People	Hold Meetings
Request Changes	Follow Processes	Evaluate Team & Project Performance	Select Sellers
Implement only Approved CR's	Perform Quality Assurance	Hold team Building activities	
Ensure Common Understanding	Perform Quality Audits	Give recognition & Rewards	
		Use issue Logs	
		Facilitate Conflict resolution	

In Execution you will **Execute** according to the PM plan and **WORK** based on work authorization system and **Quality** standards and metrics and **manage the team** and **trade information**.

# M&C

4652

Measure	Request Change	Forecast & reports	manage Reserves & Admin Procurement
4	6	5	2
Control Project	Influence the Factors that cause Change	Create Forecasts	Manage Reserves
Measure Performance against performance measurement Baseline	Request Changes	Get acceptance of Deliverables from the Customer	Administrate Procurement
Measure Performance against other metrics determined by Project manager	perform Integrated Change Control	Perform Quality control	
Determine Variances and if they warrant a CR	Approve or Reject CR's	Report Project Performance	
	Inform Stakeholders of Approved Change	Perform Risk audits	
	Manage Configuration		

In M&C you will continue **Measuring** the performance of the execution against the Project Performance measurement Baseline ( scope-cost-time Baselines). And **request changes**, and **forecast** future risks and report performance and also manage reserves and **administer procurement**

Close		
332		
External Closure	Internal closure	Legal Closure
3	3	2
Confirm Work is done to requirements	complete Final performance Reporting	Hand Off Completed Product
complete Procurement Closure	Index and archive Records	Release Resources
Gain Formal Acceptance of the project	Update LL and KA's	

In Closing you will perform **External, Internal and Legal closures** but keep in mind the last thing is Gain formal acceptance of the project.

**If You follow the Sequence and read what is inside each number you will know that it is very easy. Now that you know WHEN and WHAT each process is.**

**Keep in mind that you have to know WHY & HOW EACH process is performed.**

**((( THIS DONE BY STUDYING )))**

**Read each Chapter from RITA and make your own notes and solve the questions in the End.**

**2<sup>nd</sup>: PMBOK GUIDE 4<sup>th</sup> edition Processes explanation:**

Imagine this Question “Is TCQ her creep?”

Does it make sense? NO! .... Than say it with me 7 times to make it stick in your head:

Is TCQ her creep?”

Is TCQ her creep?”

.....

**IS TCQ HR CRP**

IS TCQ HR CRP ..... 7 times!

NOW! Take the first letter of the previous question:

Integration, **S**cope, **T**ime, **C**ost, **Q**uality, **H**R, **C**ommunication, **R**isk, **P**rourement.

**The 9 KA's 😊**

Know let's move on to how many processes are there in each Knowledge Area.

Can you memorize this telephone number:

**(656) 334 – 564**

**Match the letter above with the number respectively and you got the number of processes in each KA!**

**WOW 😊**

That's it continue using this method of mapping things to your daily life to increase the absorption of more knowledge each day. Sometimes I would do this:

My Living room has a TV – SOFA – COFFEE TABLE :

- TV plans Quality (develop Quality Mgmt Plan).
- SOFA Assures Quality (Perform Quality Assurance).
- And the Coffee table Controls the Quality by holding my Cup of Coffee. (Quality Control).



### **3rd : Mapping KA's with PG**

Based on Page 43 in PMBOK Guide 4<sup>th</sup> edition check out the second sheet on the Excel file attached. The first sheet has the RITA processes

<http://www.al3adi.com/wp-content/uploads/2011/08/ProcessesRITAandPMBOK.xls>

### **NOTES ON INPUTS (T&T) and (OUTPUTS):**

INPUT: is what do I need to do .....? It can never be:

- Expert Judgment or Negotiations or communication Methods (these are T&T's)
- Project mgmt plan Update or work performance reports (these are outputs).

OUTPUT: is what do I get out of performing this process or that

T&T: for example how do I perform Risk Qualitative Analysis? The answer would be Through a tool or technique.

**From each KA focus on what are the important tools used and what are the outputs that we are looking for.**

### **Things that are not so important to memorize because they are a part of every PM's life are:**

- *Document update*
- *PM plan Update*
- *Change request is a common output for all Monitor & Control processes.*
- *OPA and EEF are inputs to every planning process even if it is not mentioned you will have to use EEF and OPA in all of your daily routine work.*
- *Expert Judgment is always welcomed as a tool.*

**YOURS TRULY:**

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