



Project Management Steps, Tools, Answers

By Forbes Advisor

The goal of project management is to help a team achieve a goal or solve a problem with a set deadline. The project manager owns responsibility for the team hitting its deadline and meeting the goal. But what is project management exactly, and how does it work? Here's a primer on everything you need to know to get your projects on track.

What Is Project Management?

Project management uses processes, skills, tools, and knowledge to complete a planned project and achieve its goals. It differs from general management because of the limited scope of a project, concrete deadlines, and specific deliverables.

A project exists temporarily and must balance the involved team members' time and usually the organization's limited financial resources—a daunting task but one that can be accomplished in a few deliberate steps that utilize special methods and tools.

Steps of Project Management

Project management begins when a manager or team initiates a project. The five steps of project management include:

The initiation phase. The project manager will assign—or ask for team members to volunteer—to complete specific tasks.

The planning phase. The team agrees on a schedule with the client or among themselves for the project. The team may also create a communication schedule with key stakeholders, determine the project's standards and set a budget during this phase.

The execution phase. This phase is where the work gets done. Employees may work independently or as a team on tasks that were determined during the previous phases.

The monitoring phase. The project manager monitors each person or team's progress along the way to ensure the project is on track to meet the overall deadline and achieve its goals. This phase often happens simultaneously to the execution phase.

The closing phase. Finally, the project manager ensures the team completed the project to the



agreed-upon standards and communicates that the team completed the project.

Project Management Tools and Techniques

Even though every project has its own goals

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IS SOLICITING COST PROPOSALS FROM NEW YORK STATE DBE SUBCONTRACTORS AND VENDORS
Design-Build Services for LIRR West Side Yard Flood Mitigation Measures
 MTA Construction and Development Contract No. 6401
Bid Date: July 26, 2024

Description of project:
 Design, furnish, construct, and install concrete perimeter flood walls, seepage cut-off barriers below the concrete flood walls, flood gates, deployable flood barriers, sump pumps, a tide gate chamber, drainage system improvements, workable aisles and a diesel generator, an automatic transfer switch, ancillary electrical equipment, and required communications.

This project will develop flood protection solutions for the West Side Yard in order to prevent and mitigate flooding of the LIRR Tunnels. The flood protection along the WSY perimeter will be accomplished via a combination of permanent flood walls and deployable flood barriers.

Many bidding opportunities are available: deep foundations, minipiles, jetgrout, sheeting, rebar installation, concrete supply, site work, electrical work, painting, paving, curb and sidewalk, site utilities.

If you are interested in bidding on this project, please contact Skanska's Diversity and Outreach Coordinator: Aislinn.Speranza@skanska.com • EOE/M/F/Vet/Disabled

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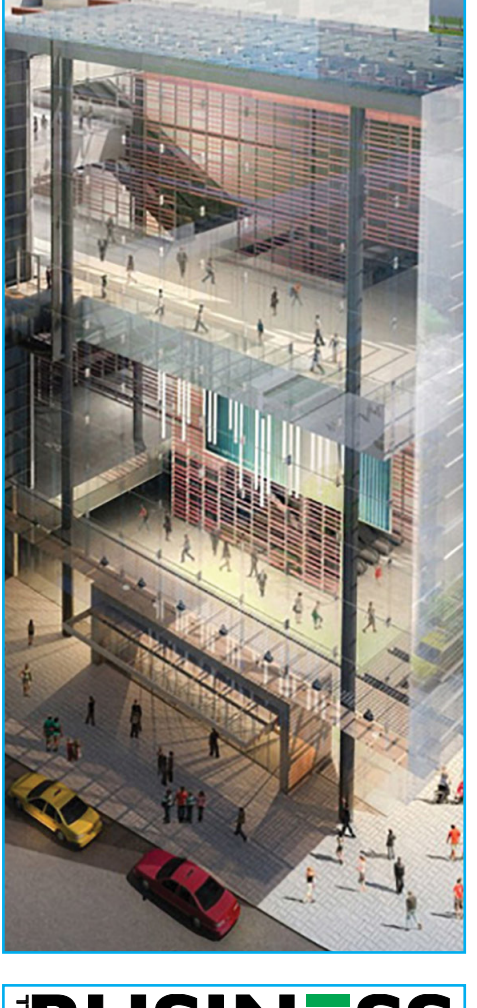
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IS CURRENTLY SOLICITING COST PROPOSALS FROM QUALIFIED AND CERTIFIED DBE SUBCONTRACTORS, VENDORS, SERVICE PROVIDERS
NJ TRANSIT—Delco Lead, County Yard Improvements, Storage and Inspection Facility GC.02 Superstorm Sandy Recovery Program Project
 NJ TRANSIT IFB No. 0000004
Bid Date: August 8, 2024

Brief description of work:
 The Delco Lead and County Yard Expansion is a multifaceted project that would address the operations, storage, and resiliency needs along the NEC and provide a safe haven for cars in the event of a major storm or flooding event. The project is the reconstruction of the existing Delco Lead track and the construction of adjacent track from County Yard to North Brunswick for the storage of NJ TRANSIT trains in the event of severe weather.

The project consists of 3.20 miles of rail and catenary construction in an area adjacent to the Northeast Corridor called the Delco Lead ("Delco") and another 1.27 miles containing a new electrified rail yard with five 2,200-foot-long storage and inspection tracks along with a 1,250-foot-long Service and Inspection facility building called County Yard ("Yard").

Invitation to Bid for DBE Participation 12%
ALL QUOTATIONS ARE DUE BY CLOSE OF BUSINESS Thursday, July 25, 2024.
 Administrative and proposal bid date August 8, 2024, time 2:00 pm. For further information concerning subcontracting and/or purchasing opportunities, and to register as a subcontractor or vendor, please respond to solicitations@tutorperini.com or contact Arlene McBayne at (914) 739-1908. Come and join our team!



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AirTrain Newark Replacement Program—Guideway and Stations Project
 in the City of Newark, New Jersey
 PANYNJ RFP No. 6000001763
Bid Date: August 9, 2024

Brief description of work:
 The New AirTrain will replace the existing AirTrain, which opened in 1996, has outlived its useful life, and does not currently provide customers with the modern customer service amenities and service reliability expected of a world-class automated people mover (APM) system. The New AirTrain will include three new stations, and connect to the new modern Terminal A, the future Terminal B (currently Terminal B), the Airport's new ConRAC facility, and the Northeast Corridor Rail Link Station, linking AirTrain customers to regional rail and light rail networks, and thereby encouraging customers and Airport employees to use public transit to and from the Airport. The New AirTrain will be designed to maximize customer convenience with seamless connections to other forms of transportation and provide modern amenities in AirTrain stations and in vehicles (e.g., high-speed Wi-Fi, count-down clocks, and real-time flight information) to enhance the customer's end-to-end journey.

Invitation to Bid for M/W/SDVOB/LBE Firms: MBE 20%, WBE 10%, SDVOB 3%, and LBE 10%
ALL QUOTATIONS ARE DUE BY CLOSE OF BUSINESS Friday, August 2, 2024.
 Administrative and technical proposal bid date August 9, 2024. For further information concerning subcontracting and/or purchasing opportunities, and to register as a subcontractor or vendor, please respond to solicitations@tutorperini.com or contact Arlene McBayne at (914) 739-1908. Come and join our team!

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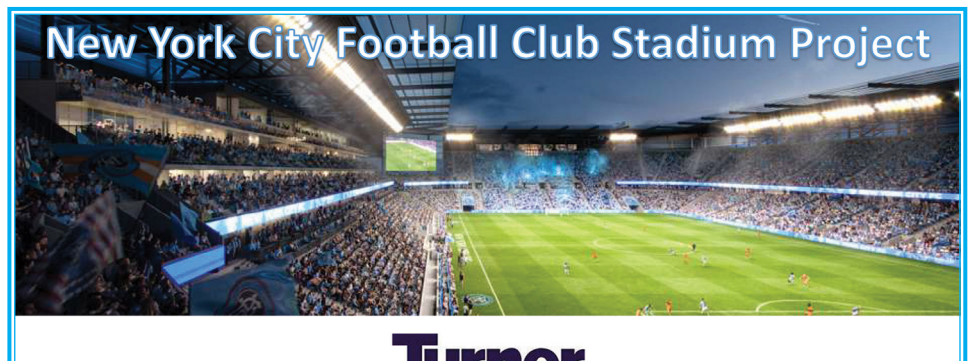
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IS SOLICITING COST PROPOSALS FROM NEW YORK CITY CERTIFIED, MWBE and LOCAL CONTRACTORS AND CONSTRUCTION SUPPLIERS. PLEASE NOTE THIS IS A UNION PROJECT.

Construction Services for the New York City Football Club Stadium Project

Description of Project: The project consists of an over 600,000 GSF open-air soccer stadium with an approximate 25,000-seat capacity including State-of-the-art video, scoreboards, & sound system. The stadium will be located adjacent to Citi Field in Flushing Queens, NY. The Stadium will also be the location of the NYCFC and City in the Community Non-Profit Headquarters. This project will include concrete, structural steel, HVAC, Electrical, Fire Protection, and much more.

Available Opportunities and Bidding Dates:
 -Exterior Wall Trades – Package to be released April 2024
 -MEP Trades – Package to be released 3rd Quarter 2024
 -Architectural Trades – Packages to be released 3rd and 4th Quarter 2024

If you are interested in getting involved in the construction portion of this project, please scan the below QR code and fill out the attached form. All questions should be directed to NYCFC@TCCO.COM
Building the Future

Turner PROJECT INTEREST

If you have any interest in working on the New York City Football Club Stadium Project, please scan the QR Code and fill out the form.

Prime Contractor

- Large volume contractor
- Prior experience handling packages of this size and complexity

Sub-Tier

- Lower volume contractor
- Contractor looking to perform work under a prime contractor

Supplier

- Construction supplier that can deliver materials to Queens New York



Small Business Exchange Northeast DEI

- Advertise
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- Agency/Organization Letters
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- Customized Reports Available

For more info contact
 Valerie Voorhies at
vvv@sbeinc.com

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NORTHEAST EVENTS FOR YOUR BUSINESS 2024

8(a) Orientation and SAM Registration Webinar
 Wednesday, July 17, 2024, 10:30 am–11:30 am Online
Main Sponsor(s): US Small Business Administration
 Contact: SBA Illinois District Office, 312-353-4528, illinois.do@sba.gov
Fee: Free; registration required
 Join the Small Business Administration (SBA) Illinois District Office for a virtual workshop providing an overview of the 8(a) Business Development program, eligibility requirements, and program benefits. Also learn how to increase your potential for federal contract opportunities through System for Award Management (SAM) registration, including information that you need for the registration process. SBA presenters will offer additional tips, address FAQs, give directions on where to get further assistance, and answer your other questions. To register for this free webinar, visit <https://www.eventbrite.com/e/8a-orientation-sam-registration-tickets-518989961947>

Federal Contracting: Woman-Owned Small Business (WOSB) Program Webinar
 Thursday, July 18, 2024, 10:00 am–11:00 am Online
Main Sponsor(s): US Small Business Administration
 Contact: <https://www.eventbrite.com/e/welcome-to-wosb-webinar-tickets-482397041537>
Fee: Free; registration required
 Welcome to the WOSB webinar series! Are you a woman owner of a small business? The federal government's goal is to award at least five percent of all federal contracting dollars to woman-owned small businesses each year. Join us for training on how to register for SBA's Woman-Owned Small Business (WOSB) program, which helps eligible small businesses to qualify for federal contracting opportunities. The monthly sessions will include an overview of the self-certification process, as well as a discussion of the NAICS codes that qualify as WOSB or EDWOSB. Register for this free webinar at <https://www.eventbrite.com/e/welcome-to-wosb-webinar-tickets-482397041537>

Selling to the Federal Government Webinar
 Thursday, July 25, 2024, 1:00 pm–4:00 pm Online
Main Sponsor(s): US Small Business Administration
 Contact: George Tapia, 610-382-3086, george.tapia@sba.gov
Fee: Free; registration required
 Did you know that the federal government is the largest purchaser of goods and services in the world? Interested in learning how your business can market your services or goods to the federal government? Register on line at <https://www.eventbrite.com/e/how-to-sell-to-the-federal-government-tickets-21790713611> SBA helps to ensure small businesses get fair opportunities to share federal government prime contracts. Topics will include: How to Register, Small Business Certifications, Finding Opportunities, Marketing Your Firm, Federal Supply Schedules, Getting Paid, Tips to Prepare Your Offer, How to Seek Additional Assistance. All training sessions are held via Microsoft Teams Meeting. Participants must ensure Microsoft Teams is functioning.