

Project management cheatsheet



Themes for iterative project management

Agile

Best for a changing environment with a need to adapt



Key Principles

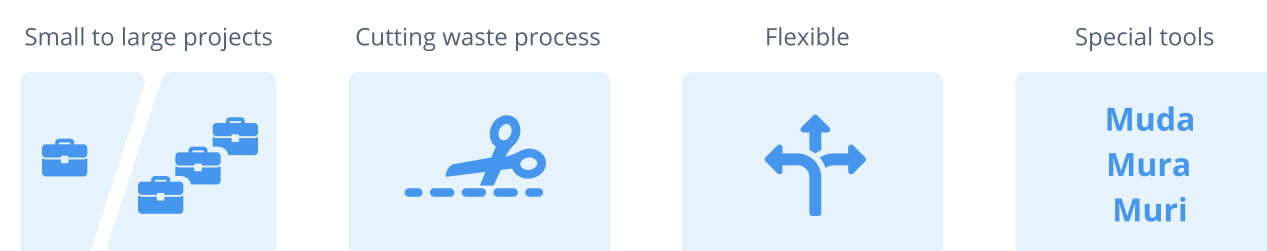
- Individuals & interactions over processes and tools.
- Working software over comprehensive documentation.
- Customer collaboration over contract negotiation.
- Responding to change over following a plan.

Benefits

- Adaptability to the changing environment.
- Communication between team members.
- Client involvement.

Lean

Best for a transforming your processes



Principles

- Muda** - Eliminate waste
- Mura** - Standardize the process
- Muri** - Remove overload

Benefits

- Optimizing the process
- Only working on things that add value

Crystal

Best for improving team communication and involvement



Principles

- Frequent delivery.
- Reflective improvement.
- Osmotic communication.
- Personal safety.
- Focus.
- Easy access to expert users.
- A technical environment with frequent integration.

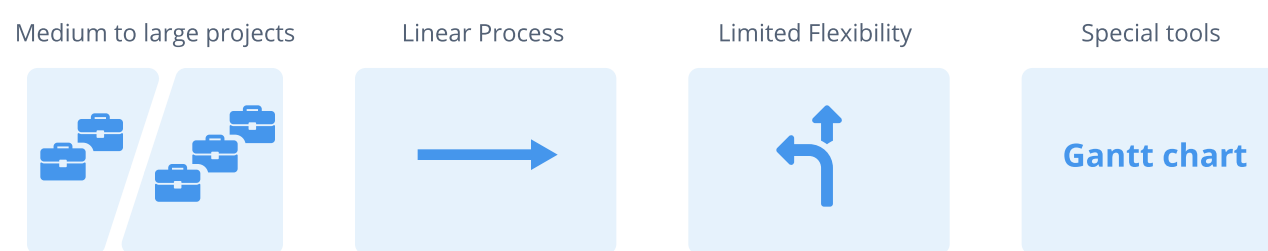
Benefits

- A team led process
- Direct communication & transparency
- Quick response to change.

Linear project management

Waterfall

Best for large projects with few variables



Principles

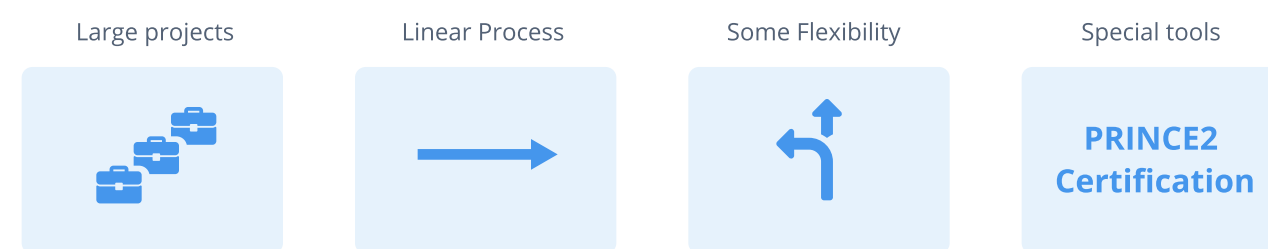
- The project is carried out in several phases
- New phase can only begin after the previous one has finished
- The project is documented to ensure no loss of information.

Benefits

- Predictable outcome
- Easy to control budget, timeline, and scope.

PRINCE2

Best for large projects with fixed requirements



Principles

- Continued business justification
- Learning from experience
- Defined roles and responsibilities
- Manage by stages
- Manage by Exception
- Focus on products
- Tailor to suit the project environment.

Benefits

- Clear rules and processes
- Widely used and recognized in the UK

PMBOK

Best for projects that require standardization



Principles

- A collection of the best project management practices

Benefits

- A standardized book of knowledge
- Eases collaboration with other teams and companies.

Six Sigma

Best for large companies looking to eliminate waste



Principles

- Define aims and issues
- Measure current processes of the project
- Analyze the processes to find out faults
- Improve the work
- Control further process development.

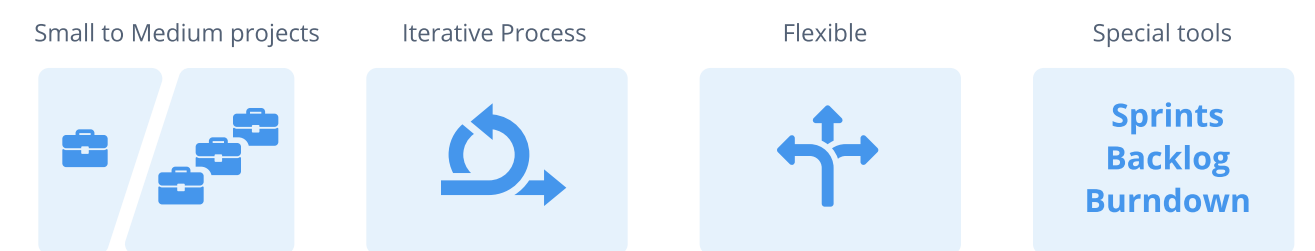
Benefits

- Comprehensive issue solution
- Reduced waste
- Optimized and error-free process.

Processes for iterative project management

Scrum

Best for complex projects with experienced teams



Principles

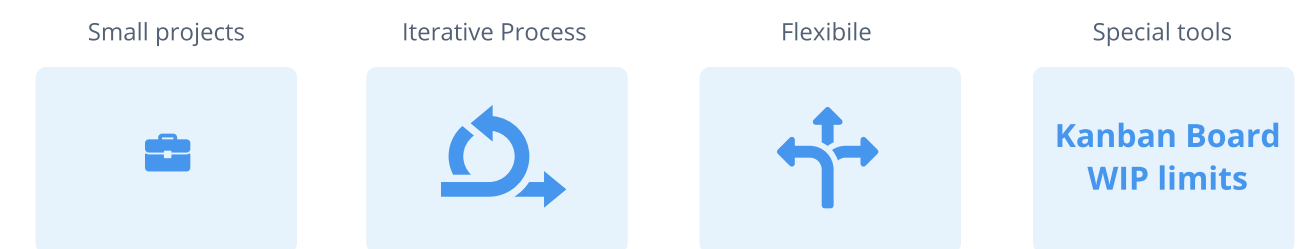
- Work is prioritized and delivered in Sprints
- The team holds regular meetings to improve collaboration
- The work is reviewed by the client regularly to accommodate changes.

Benefits

- Improved communication between project stakeholders
- Team independence
- Continuous improvement

Kanban

Best for environments with changing priorities



Principles

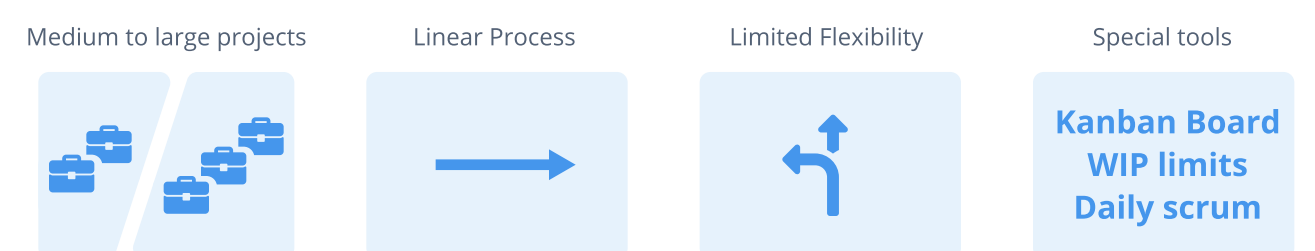
- Visualized workflow
- Limited Work In Progress (WIP)
- Lead and Cycle time tracking

Benefits

- Process visualization and clarity
- Quicker delivery of individual tasks
- Increased overall efficiency.

Scrumban

Best for projects with a lot of unknowns



Principles

- Work is visualized on a Kanban board
- The team pulls tasks from the backlog with limited WIP
- The team meets for daily Scrum and on-demand planning.

Benefits

- Middle ground between Scrum and Kanban
- Focus on delivering value
- Improved team collaboration.

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