

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?

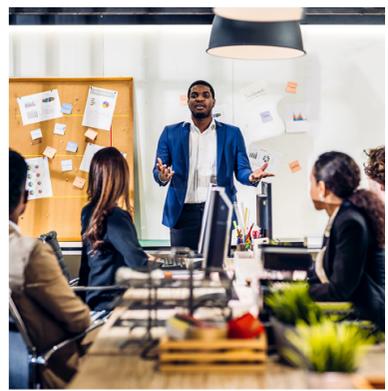
Project management uses processes, skills, tools, and knowledge to complete a planned project and achieve its goals. It differs from general management because of the limited scope of a project, concrete deadlines, and specific deliverables.

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 simultaneous 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 Second Avenue Subway, Phase 2—Tunneling and Structural Shell Project
MTA Construction and Development Contract No. C-26202
Bid Date: June 23, 2025

Description of project:
This contract is the second contract of Phase 2 of the Second Avenue Subway Program. Phase 1 of the program extended the Q Line subway service from 63rd Street and Lexington Avenue to 96th Street and 2nd Avenue and has been open to the public since 2017.

Phase 2 of the program will extend the Q Line subway service from the 96th Street Station to 125th Street and Lexington Avenue. This contract will be for the rehabilitation of an existing MTA tunnel constructed in the 1970s, the construction of two bored running tunnels and associated cross passages, and for the construction of the structural shells for the 116th Street and 125th Stations and associated construction of shafts and adits at the future ancillary and entrance sites, and for the construction of the shaft and adits at the end of tail-track tunnels.

Many bidding opportunities are available: geotechnical instrumentation, haul and dispose soil, rodent control, photography, rebar fabrication, electrical sub, soil and water sampling, office trailers, fencing, curbs and sidewalks, site work, security guard service, utility work, QA/QC inspections, CPM, MPT, road paving, striping, survey, landscaping, building demo, SOE/ground improvements, lead and asbestos abatement.

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

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Design-Build Services for LIRR West Side Yard Flood Mitigation Measures
MTA Construction and Development Contract No. 6401
Bid Date: June 27, 2025

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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NORTHEAST EVENTS FOR YOUR BUSINESS 2025

Federal Contracting: Woman-Owned Small Business (WOSB) Certification Program Webinar
Tuesday, June 17, 2025, 2:00 pm–4:00 pm Online
Main Sponsor(s): US Small Business Administration
Contact: Patrice Dozier, patrice.dozier@sba.gov
Fee: Free; registration required
SBA is creating a space for Woman-Owned Small Businesses, via WOSB certification! 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 include an overview of the self-certification process, and a discussion of the NAICS codes that qualify as WOSB or EDWOSB. Register at https://www.eventbrite.com/e/woman-owned-small-business-wosb-certification-program-tickets-1123663631169

8(a) Orientation and SAM Registration Webinar
Wednesday, June 18, 2025, 10:30 am–12:30 pm 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. For this and other events, one goal is to better address the needs of attending current and soon-to-be business owners. To register for this free webinar, visit https://www.sba.gov/event/651168

Selling to the Federal Government Webinar
Thursday, June 26, 2025, 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 online 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 Information. All training sessions are held via Microsoft Teams Meeting.