SUMMARY

The role of the Project Manager has developed in the building industry since World War II. Though not unknown, the Project Manager was not an established role until 1966 in the United Kingdom. However, to date, the concept of project management in small projects has not been fully understood by the management. So little had been written and compiled on this subject in the local context.

This dissertation covers the general matters relating to project management and small projects. A mail survey was conducted in an attempt to determine how well the companies using project management in small projects met their objectives. The survey results proved that a company using the project management approach can be reasonably certain of having better
control of the project, creating better customer relations and hence enabling the project to be completed in the shortest time and at lowest cost. In this dissertation, the writer recommends the principle of combining all small projects into a large project and considers the small projects as separate activities of a large project. By grouping all small projects together, we can well afford to employ the service of a Project Manager.

Today, Project Managers have a large array of software using micro-computer to help in the difficult task of project management. Havard Total Project Manager is recommended to assist manager in the handling of many small projects. It allows the production of many management reports in managing small projects. A case study was also carried out using the software to manage three small projects. The three small projects were combined to form a large project for management.
After inputting the necessary data, management reports such as PERT chart with critical path, cost graph, task and milestone list, resource levelling, etc, were generated to assist the Project Manager in managing all the three small projects. Hence, the writer strongly advocate the use of project management in managing small projects.