

DARE to be a

Successful Project Manager



Presented by Lou Russell, author of
Rocket: The Project Management Game

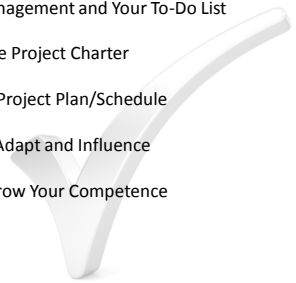


DARE to Properly Manage Resources



Today's Agenda

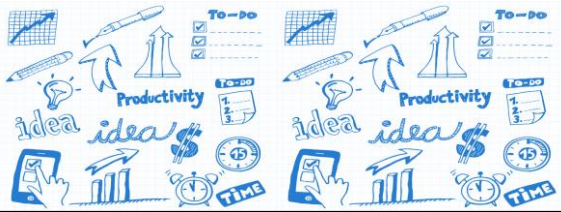
- Project Management and Your To-Do List
- DEFINE: The Project Charter
- PLAN: The Project Plan/Schedule
- MANAGE: Adapt and Influence
- REVIEW: Grow Your Competence



The Real World of Project Management

Think to yourself:

What are 10 things on your current to-do list that you aren't doing right now:



Your To-Do List

Answer the following questions:

1. Can you complete the activity in one sitting (less than four hours)?
2. Can you do the activity without help from anyone else?
3. Has the activity been on your to-do list for less than a month?
4. Can you clearly define how you will measure that the task is done?

Your Secret Decoder Ring

TERM	DEFINITION
Task	A unit of work that has a beginning and an end.
Project	A collection of tasks that has a beginning and an end.
Process	A collection of never-ending tasks that repeat again and again.



Your Reality

- Given the next 24 hours, what on your To-Do list can you complete?
- Realistically, how many hours will it take you to get done what you've checked off?
- How many hours in an average work day can you focus on 'thinking work'?



What's Different: Project Management



Key Project Roles

Project Sponsor

- Keeps an eye on the business case that triggered the project
- Owns the *Business Objective (return on investment)*

Project Manager

- Keeps the Project Sponsor up to date
- Delivers the strategy to meet the business case
- Owns the *Project Objectives (deliverables/ metrics)*



Project Roles

	Project Sponsor	Project Manager
○ Provides status reports to stakeholders	___	___
○ Assigns tasks to people	___	___
○ Determines the business objectives	___	___
○ Determines the project objectives	___	___
○ Recommends what to do when money, time, or quality are threatened	___	___
○ Decides what to do when money, time, or quality are threatened	___	___

PMI: Best Practices

DARE to Properly Manage Resources

- Based on Project Management Body of Knowledge (PMBOK) www.pmi.org
- Simplified, lean, and adaptable



Phase 1: Define

DARE to Properly Manage Resources



DEFINE: The Project Charter



The Greek Goddess of Business

Business Objectives

I.R.A.C.I.S.

- Increase Revenue
- Avoid Cost
- Improve Service



Chat with Us!

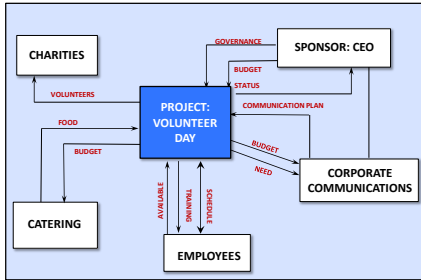
Complete this sentence for YOUR project:

My project (either) **avoids cost** or **increases revenue** by...

Participate live using your chat box.



The Scope Diagram: Tell the Story



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Project Charter:

Business Objectives (Increase Revenue, Avoid Cost)

Primary

Secondary

Project Objectives

Quick N' Dirty Risk:

Size (1-10 Big)

Structure (1-10 no reqmnts)

Technology (1-10 new)

Average

Constraints:	Can't move	Moves little	Negotiate
Time			
Cost			
Quality/Scope			

RISK FACTOR	LIKELIHOOD (L, M, H)	IMPACT (L, M, H)	PREVENT BY	REACT BY

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Phase 2: Plan

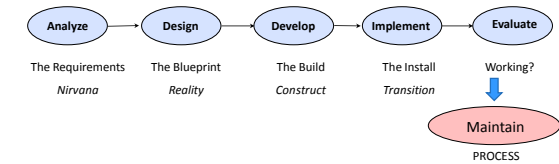
Dare to PROPERLY Manage Resources



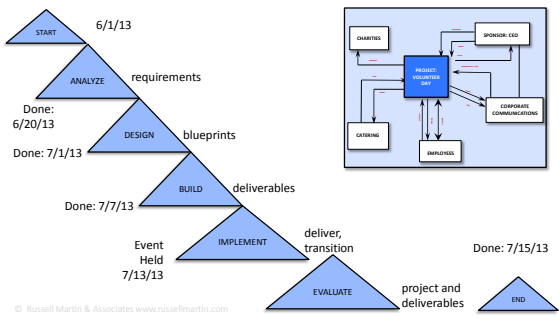
Plan: The Project Plan/Schedule



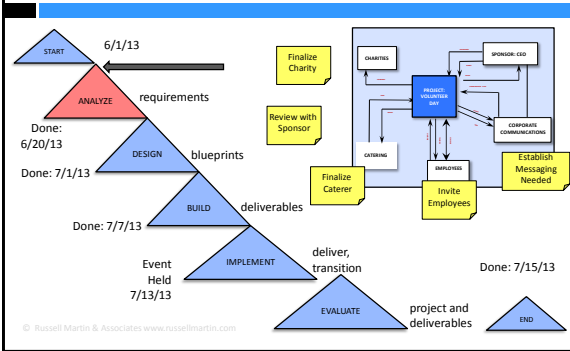
Plan: Choosing the Tasks to DO



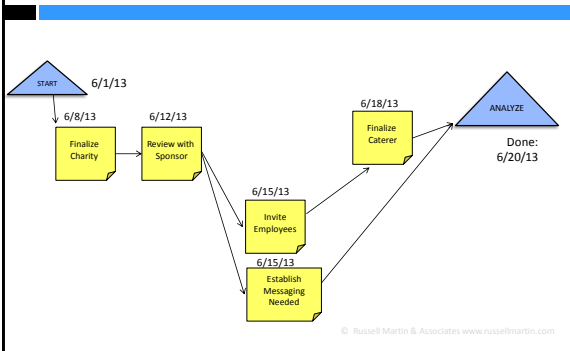
Plan: Work Back from the Date



Plan: Work Back from the Date



Plan: Work Back from the Date



Simple Status Reports

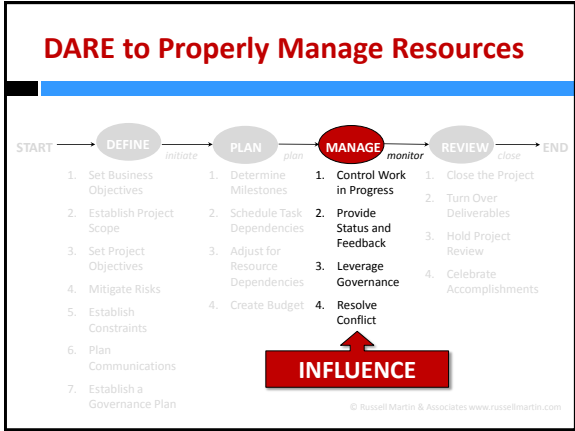
PROJECT	TASK	TASK OWNER	DUJE	COMMENTS	COMPLETE
VoIDay	Finalize charity	Lou	6/8/13	Email results	
VoIDay	Review with Sponsor	Lou	6/12/13	Needs approvals	
VoIDay	Establish messaging needed	Jo	6/15/13		
VoIDay	Contact United Way	Maria	6/15/13		
VoIDay	Invite employees	Maria	6/15/13		
VoIDay	Finalize Caterer	Brittney	6/18/13		

Project Plan: _____

Task	Task Owner	Helpers	Due	Comments	Complete

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Simple Status Reports

PROJECT	TASK	PROJECT MANAGER	TASK OWNER	DUÉ	COMMENTS	COMPLETE
VolDay	Finalize charity	Tai	Lou	6/8/13	Email results	
VolDay	Review with Sponsor	Tai	Lou	6/12/13	Needs approvals	<input checked="" type="checkbox"/>
VolDay	Establish messaging needed	Tai	Jo	6/15/13		<input checked="" type="checkbox"/>
VolDay	Contact United Way	Tao	Maria	6/15/13	Already done by charity	<input checked="" type="checkbox"/>
VolDay	Invite employees	Tai	Maria	6/15/13		
VolDay	Finalize Caterer	Tai	Brittney	6/18/13		

Payoff: The Big THREE Plans

- **Communications** (PR / Crisis)
- **Governance** (Approval and Change Requests)
- **Transition** (Build It Won't Make Them Come)



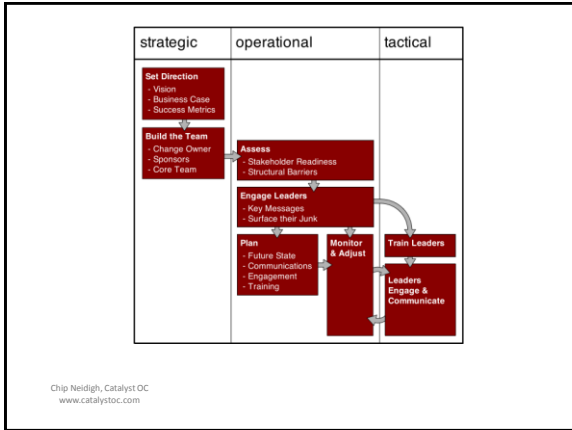
Project Charter

Communications Strategy

Stakeholder	Goal	Frequency	Medium	Comment

Governance Strategy

Type of Change (Requirements, budget, scope, etc.)	Final Decision Makers	Consulted	Comments
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Project Transition Plan (attach original and final Charter)	
Transition Schedule / Key Dates	
Stakeholder / Customer Survey Results	
Outstanding Issues	
Support Facilities / Functional Area	
Support Hardware / Software	
Support Documentation and Training	
Budget for Ongoing Maintenance	
Roles / Responsibilities of Support	
Release Process Ongoing	
Migration of Data	
Performance Measures	
Problem Resolution / Support Process	
Sustainability Metrics	

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Phase 4: Review

Dare to Properly Manage RESOURCES



DARE to Properly Manage Resources



Chat with Us!

Name a **negative** emotion you experienced during a recent project.

Rank that emotion between **1 and 10**, with 10 being the most intense, and 1 being the least intense.

Include one thing that triggered that emotion at that time.

Participate live using your chat box.

Chat with Us!

Name a **positive** emotion you experienced during a recent project.

Rank that emotion between **1 and 10**, with 10 being the most intense, and 1 being the least intense.

Include one thing that triggered that emotion at that time.

Participate live using your chat box.

The 5 Deadly Sins of Project Management

1. Seek first to blame.
2. I'm busy, so I must be making progress.
3. We can do that.
4. That will just take a minute.
5. All projects are the same.

The 5 Heavenly Truths of Project Management

1. Seek first to *collaborate* ~~blame~~.
2. I'm busy doing the things that *are* ~~must be~~ meeting the goals of the organization.
3. We can do that *and the impact is this...*
4. That will just take *some planning* ~~a minute~~.
5. All projects are *unique* ~~the same~~.

Wrap-Up

Where is the pain?

How can project management help?

How do *you* stay focused...



You *Can* Train Project Management

Rocket: The Project Management Game

- Make an initial 'SWAG' estimate
- Fill out Project Charter as a team to build the rocket
- Adjust estimate
- What happened?
- How did the Charter help?
- How did the Plan help?
- How is this like your real projects?
- Create a schedule with all tasks assigned to a person with a minute due date (maximum 30 minutes to complete)
- Final adjustment to estimate