

Welcome

**Project Management to
get things done.**

8 key habits (like Covey)

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I. Know your OBJECTIVES

(as well as TASKS and DELIVERABLES..)

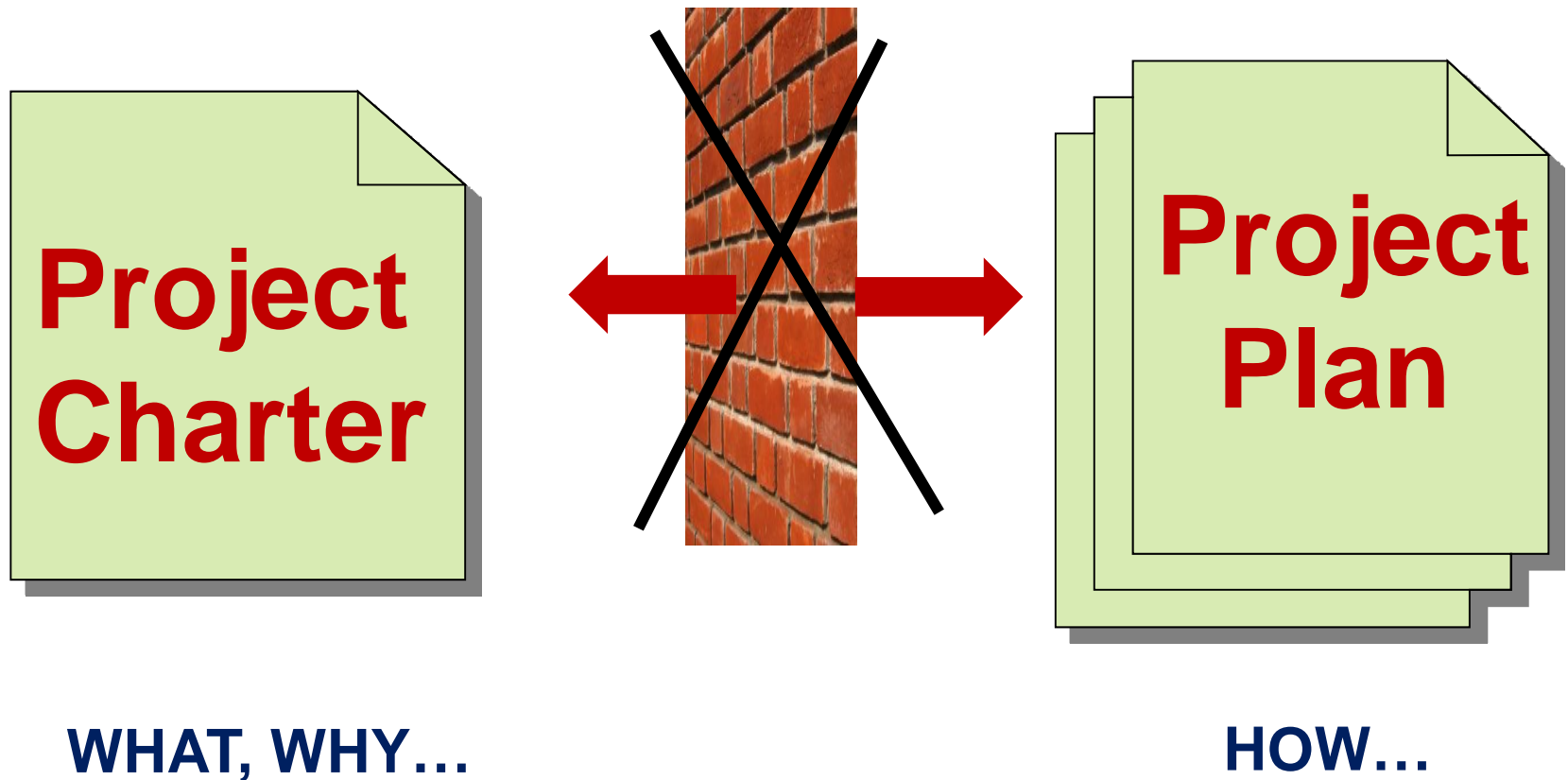


OBJECTIVES?
(what to **ACHIEVE**)

TASKS
(what to **DO**)

DELIVERABLES?
(what to **HAND OVER**)

(by using key documents...)



Example of clear objectives?

You are asked to organize a conference including four breakout presentations, two panel discussions, one keynote speaker and a luncheon for 80 people. Invitations should be sent to a 350-person distribution list.

NO!

What ARE the objectives?

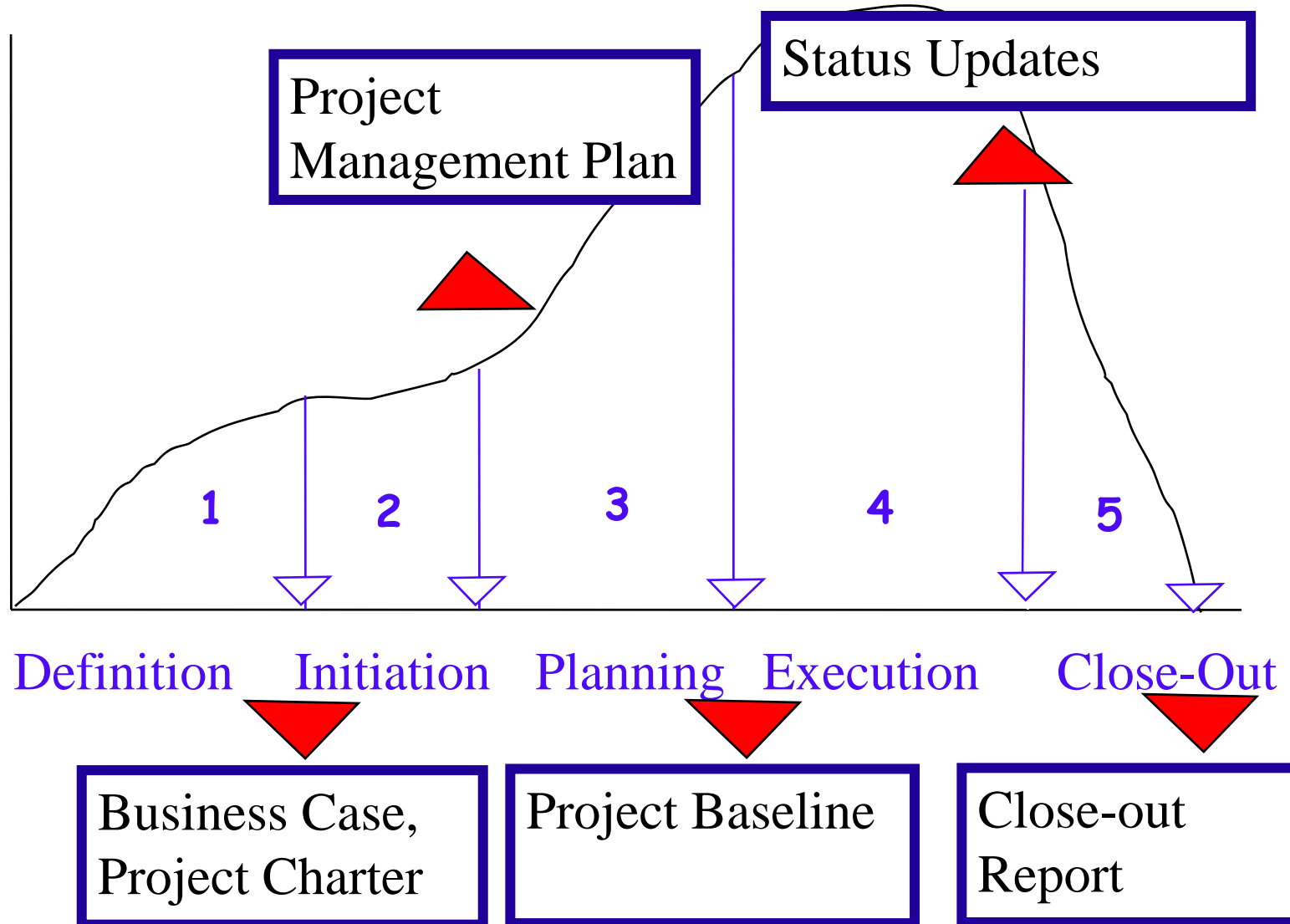
- **Establish a forum of leadership in a particular area?**
- **Increase public awareness on a key issue?**
- **Increase potential contributors to a cause?**
- **Gain feedback and insight from a specialist community?**
- **...**

Depending on the answer, tasks may include...

- **Conducting of surveys and polls**
- **Launching of electronic forums**
- **Broadcast of presentations**
- **Set up of booths to promotion of further events or actions**
- **Creation of a database of contacts and contributors**
- .

2. Create a high level project roadmap (by breaking it into phases)

Resources



3. Establish clear Roles and Responsibilities of your team

<u>NAME</u>	<u>ROLE / RESPONSIBILITY</u>
John Doe	Project Sponsor. Responsible for delivery acceptance and sign-off. Key 'project champion' and upper management point of contact.
Jane Dear	Project Manager. Responsible for managing project activities and delivery of committed results within project constraints.
Jake Fawn	Design Point of Contact. Responsible for (1) performing design work and coordinating outside parties involved in design, and (2) communications to and from the Design Department on all aspects of project design.

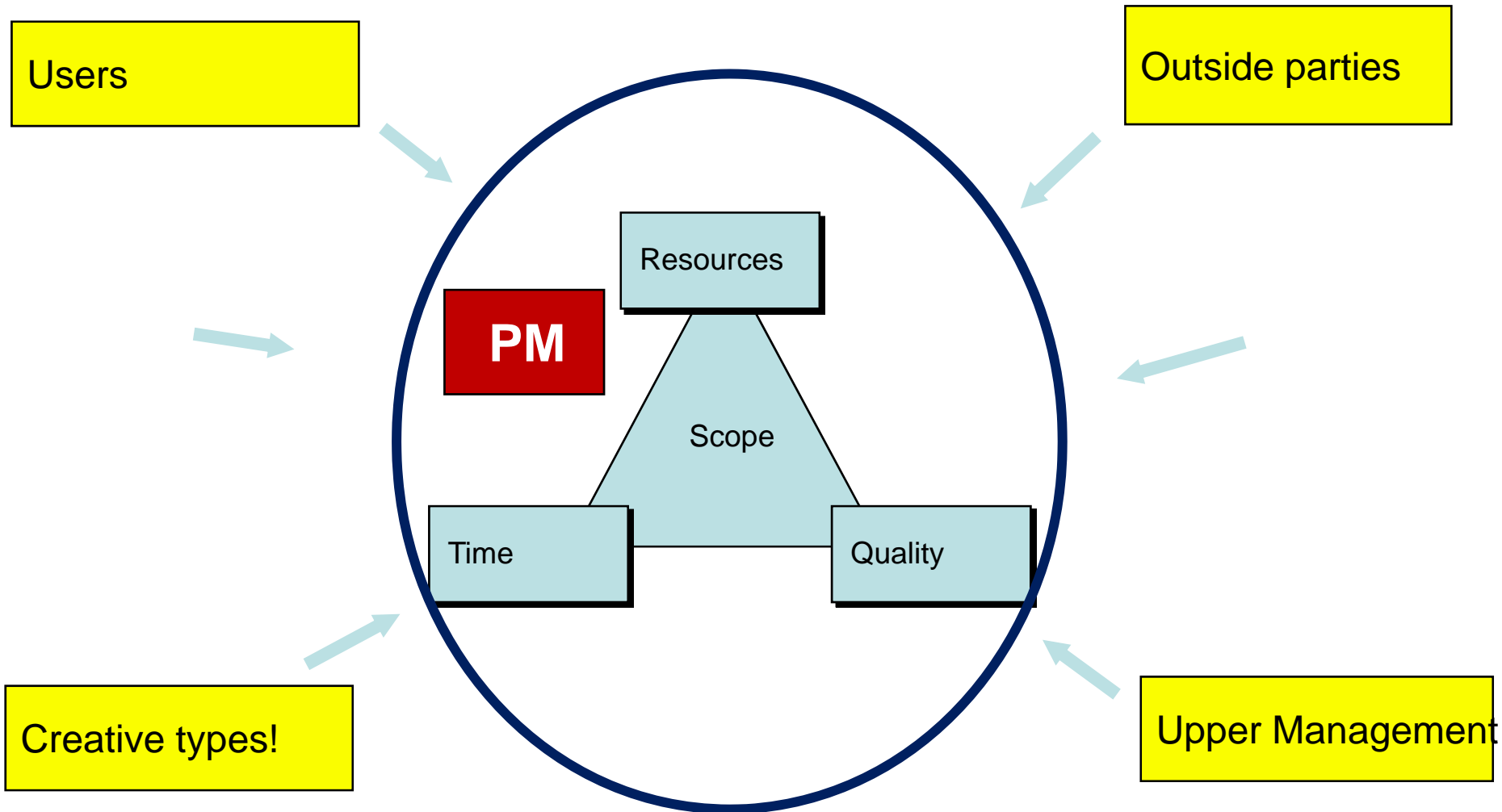
4. And your extended team of Stakeholders!

(RACI CHART)

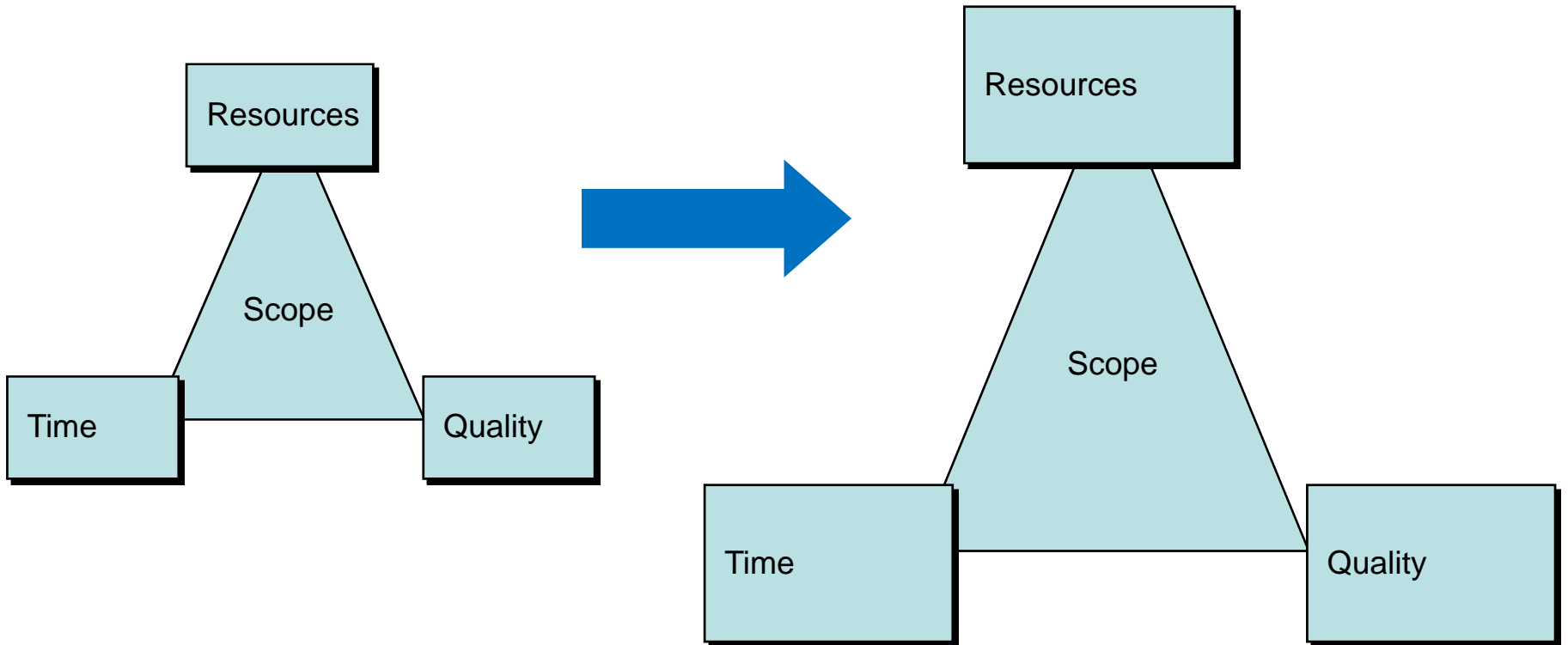
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Activity/ Function	Project Managers	PMO Office	Functional Managers	Project Team
Planning	R & A	C	I	I
Staffing - Pooling Resources	R	I & C	A - Line of business	-
Methodology and Processes	R & A	I & C	C	-
Communication Plan	R & A	C	I	-
Task Delegation and Execution	R & A	C	C	I
Vision Definition/Presentation	R	I	A	
Project Requirements	R	I	A	-
Template Creation	C	R & A	C	-
Status Reporting	R & A	C & I	C	I
Quality Management	R & A	C	C	-
Close Out	R & A	C	C	-

5. Protect your project scope



to avoid unnecessary scope creep....



6. Work with your team to develop a RISK PLAN

to avoid worries and ... surprises



Risk Plan Sheet...

Risk Element	Impact	Probability	Exposure	Trigger	Action	Owner

7. Document your Lessons Learned

- **Share your experiences (good and bad) and your RECOMMENDATIONS**
- **Help your organisation to:**
 - **not repeat the same mistakes,**
 - **gain expertise, and**
 - **retain the knowledge**
- **Take this on as a standard process and TEAM activity!**



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8. Learn from Lessons Learned!

(ex. 'Risk Breakdown Structure')

Process step	Risk Types	Defective Function or Process	Return of Experience
D-Engineering	Delay	Recurrent Problems	Past Examples
		Scheduling	Past Examples
		Other	Past Examples
	Contract Conformance	Local Rules & Regulations	Past Examples
		Contractual Obligations	Past Examples
		Standard Product Adequacy	Past Examples
		Technical Deviations	Past Examples
		Other	Past Examples
	Design	Design	Past Examples
		Interfaces	Past Examples
		Other	Past Examples
		Prototypes	Past Examples
		Other	Past Examples
	Other	Other	Past Examples

Courtesy General Electric



9. Don't EVER, EVER, EVER

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Keep people from their lunch!



Questions?

