Project Management..... What is that?

What is all the fuss about PM? An introduction to Project Management...

Migdalia Gonzalez
• Objectives:
  - Introduction
  - Brought to you by the letter “P”
  - Clarify
  - Communicate

Let’s talk......
What is Project Management?

The art of organizing, leading, reporting and completing a project through people.
What was the best experience you’ve had on a project?

What is the worst experience you’ve had on a project?
“Failing to plan is planning to fail”

Alan Lakein

Leads to....

- Frustration
- Poor performance
- Conflict
A project is a planned set of activities

Scope of Work

Time, cost, goals, quality & resource constraints

Is...

➢ Unique
➢ Planned tasks
➢ Common Objective
➢ Identified & unknown factors
➢ Stakeholders

What is a Project?
How do you connect the dots?
The Role of a Project Manager

Takes ownership of the whole project

Is proactive not reactive

Plans the project

Is Decisive

Is Authoritative (NOT Authoritarian)

Is a Motivator

Is a Good Communicator

Is a Diplomatic

Leads by Example

Uses sound Judgement

Manages by data and facts not opinions

The Role of a Project Manager
1. Create Project Management Plan (PMP)
2. Be clear of scope and objectives
3. Establish clear statement of what is to be done (WBS)
4. Establish Risks to be Managed
5. Establish Costs and Durations
6. Establish Resources Required

Key points in project setup definition
What is the goal?

• Research
• Create a plan
• What do you need to get there?
• What are you willing to do to get there?
• What are the opportunities? Challenges? Risks?
• Communicate?
• Ask questions
• Create a strategy
• What skills do you need to get there?
• What does “that” look like?

• What does success look like in that area?
• What areas do I need to improve on? BE HONEST!!

HOW AM I GETTING THERE?
How am I going to get there?

- Stakeholders
- Sponsors
- Identify opportunities

- Communicate
- Be proactive
- Repeat
PROACTIVE:
WHAT CAN I DO TO GET THE RESULTS WE NEED?
What is a Project Management Plan?
<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Duration</th>
<th>Start</th>
<th>Finish</th>
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<tr>
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<td>Self-Assessment</td>
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<td>Identify available skills, information and support</td>
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<td>Confirm decision to proceed</td>
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Project Management Plan may include....

Defines the following:-

- Project Objectives, Scope, Deliverables
- Stakeholders (Internal & External)
- Work to be done (WBS)
- Project Organization and Resources (OBS)
- Project Costings (CBS)
- Project Schedule
- Procurement/Contract Strategy
- Risk Management
- Quality management
- Change Management
• Why connect the dots?
• Advantages
• Sharp shooting
• Identify Resources
• Implement

Why connect the DOTS...
No más......

• The importance to:
  ❑ Introduction
  ❑ Identify the PATH
  ❑ Clarify the Vision
  ❑ Communicate
7 Tips

• 1. Create a Calendar Invite
• 2. Select your format
• 3. Write BIG
• 4. Tell the story, vision, reason
• 5. Practice
• 6. Have a back up plan
• 7. Ask for help!
➢ Recognize that adequate project planning is essential
➢ Create, prepare and maintain the necessary plans, reports, charts etc.
➢ Introduce a framework template commonly accessible like a Project Management Plan (PMP) template
➢ Identity and include the appropriate stakeholders (the right people)
➢ Allot sufficient time; speed doesn’t mean better
➢ Be systematic
TAKE HOLD OF YOUR FUTURE OR YOUR FUTURE WILL TAKE HOLD OF YOU!!

Patrick Nixon
Tips

Know the Project

Identify the NEEDS and GOALS

Qualified PM

Define critical milestones

Communication is KEY
Tips

- Identify Team strengths
- Identify the PM tool
- Manage potential risks
- Test, Assess
- Evaluate
QUESTIONS?
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Contact Info...