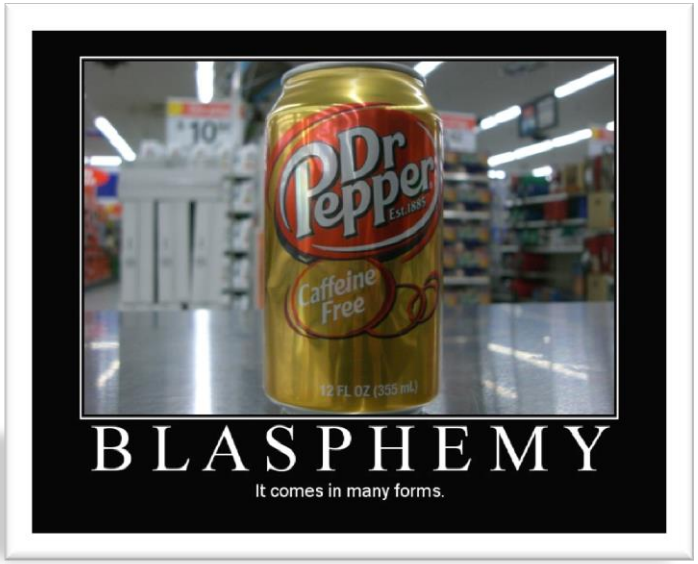

Project Management Blasphemy

PRESENTED BY
LOU RUSSELL OF RUSSELL MARTIN & ASSOCIATES
(317) 475-9311
INFO@RUSSELLMARTIN.COM
WWW.RUSSELLMARTIN.COM
@NOLECTURE

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Bad News Early is Good News

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  Insanity is Just a Project Constraint

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Projects are Flashmobs

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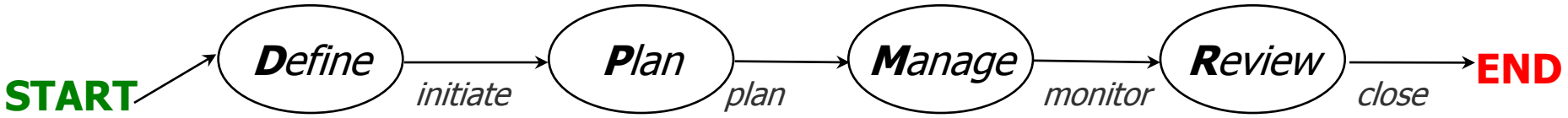
Steps to Great Projects

***D**are to*
***P**roperly*
***M**anage*
***R**esources!*



1. Set business objectives
2. Establish project scope
3. Set project objectives
4. Mitigate risks
5. Establish constraints
6. Plan communications
7. Establish governance plan

1. Determine milestones
2. Schedule task dependencies
3. Adjust for resource dependencies
4. Create budget

1. Control work in progress
2. Provide status and feedback
3. Leverage governance
4. Resolve conflict

1. Close the project
2. Turn over deliverables
3. Hold project review
4. Celebrate accomplishments

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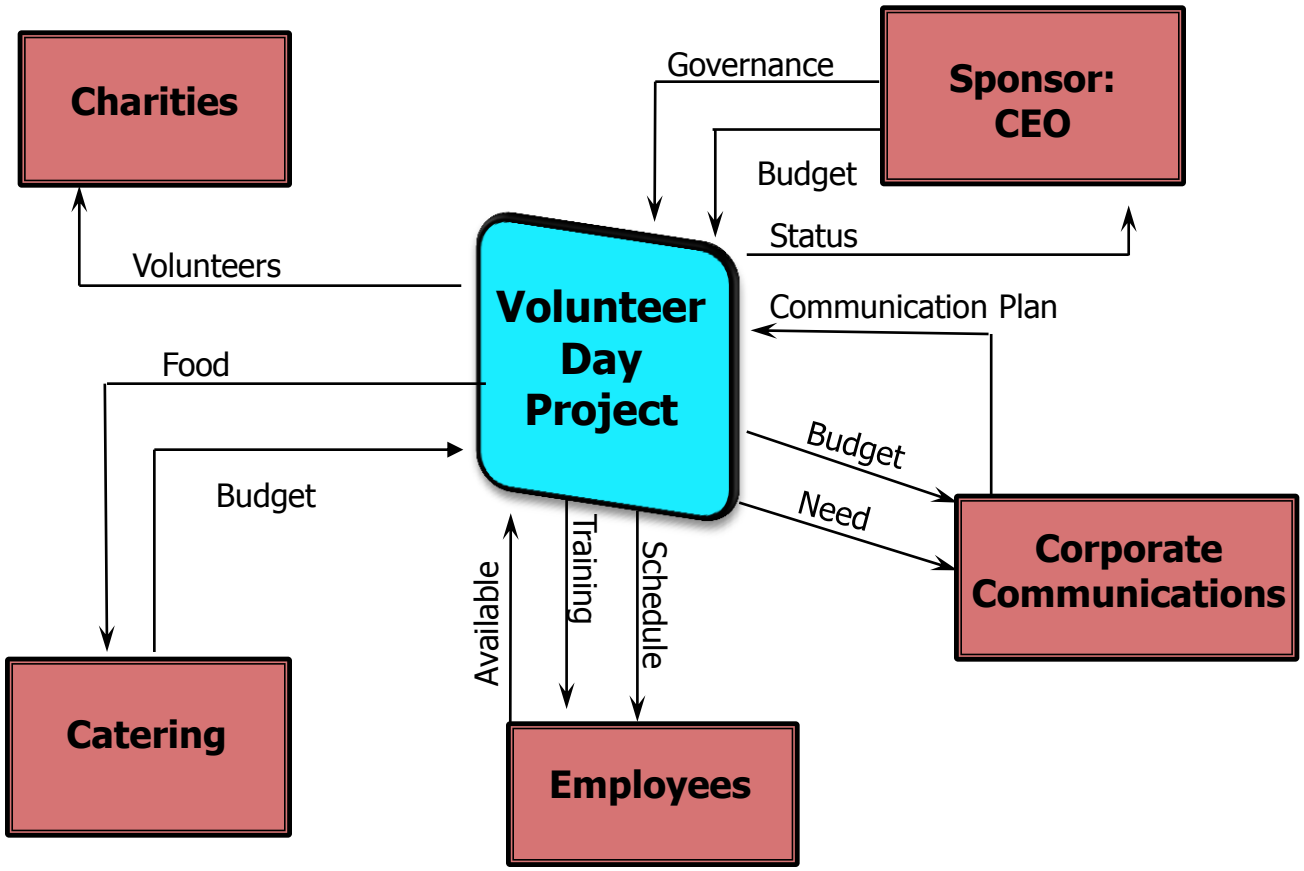
Define the Scope Diagram



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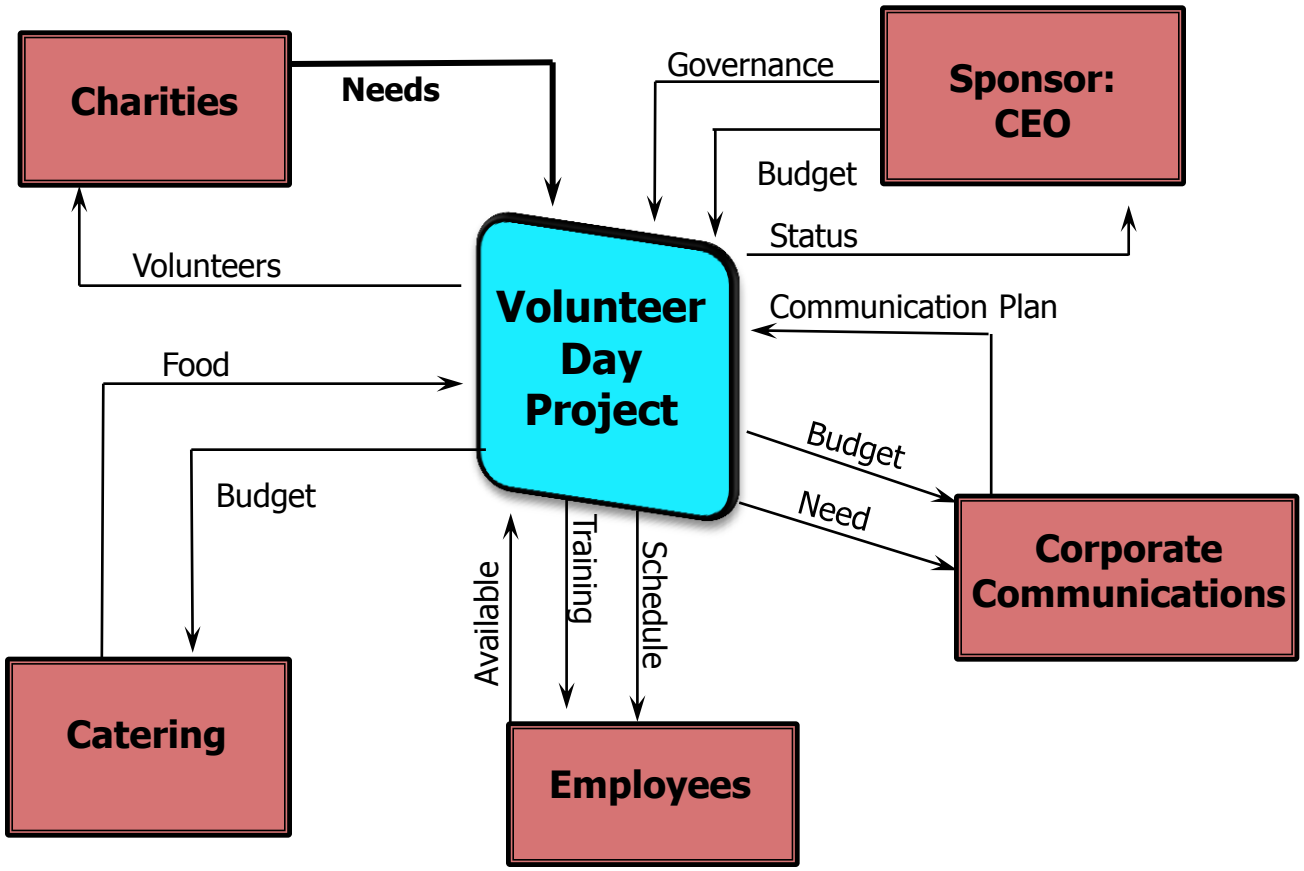

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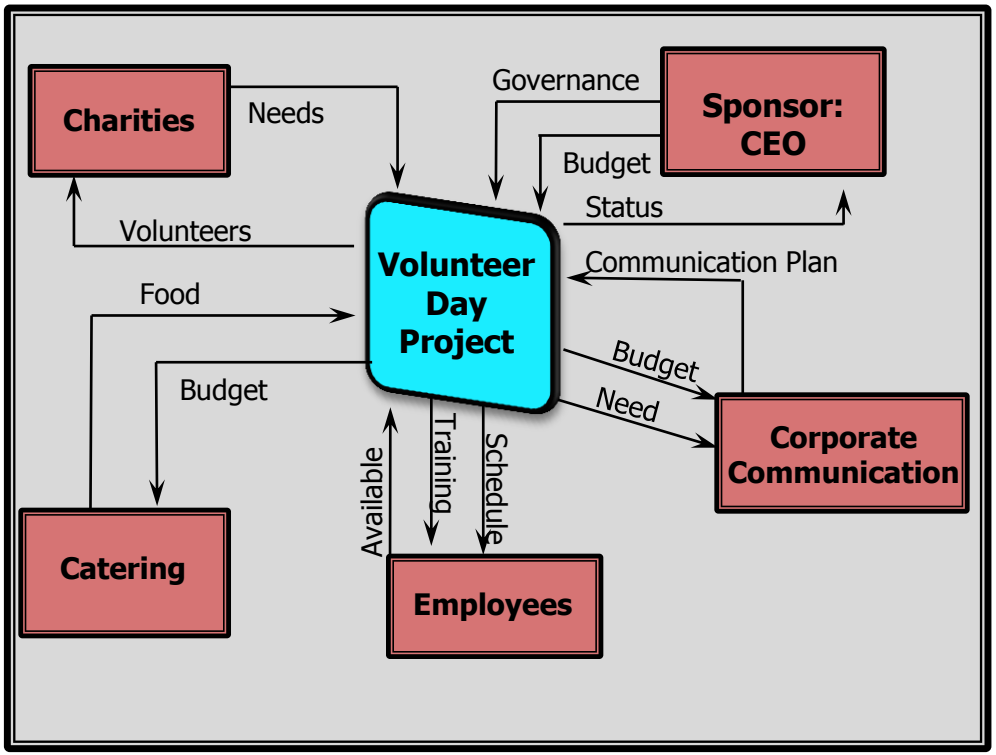
Establish Communications Plan



- Who will you send STATUS to?
- Who do you need to influence proactively to make change less difficult?

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Establish Decision Making Plan

Governance

- Who can say "It's DONE"?
- Who can change the requirements, schedule and/or budget?

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What is a Project Manager?

(Mythical) Project Team Members

Perform project activities and produce project deliverables

Project Manager

STEWARD

Plans,

Organizes and

Manages

the Project

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Project Sponsor

- Represents the best interest of the organization that is funding the project.
- Provides resources
- Makes critical business choices (governance)

"Noah, tell me again who's your project sponsor?"

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You Try It

	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	____	____

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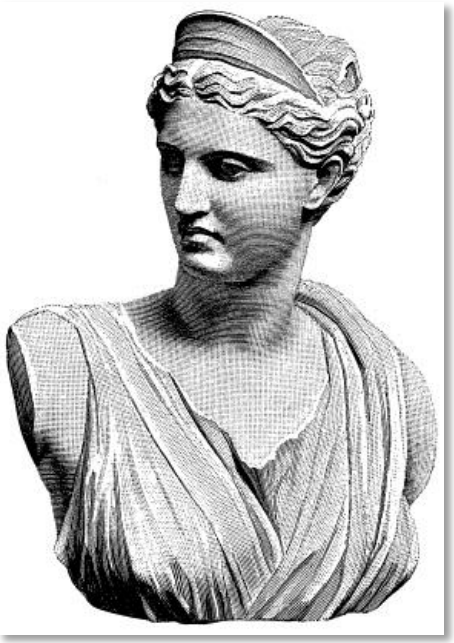
Develop Business Objectives:
The Greek Goddess of Business



My project will…

by…

IRACIS

Increase Revenue

Avoid Cost

Improve Service

Also…

- Reaction to government regulation
- Reaction to competitive pressures

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Milestones

Work back from the date

START

6/1/11

ANALYZE

requirements

Done:
6/20/11

DESIGN

blueprints

Done: 7/1/11

BUILD

deliverables

Done: 7/7/11

IMPLEMENT

deliver,
transition

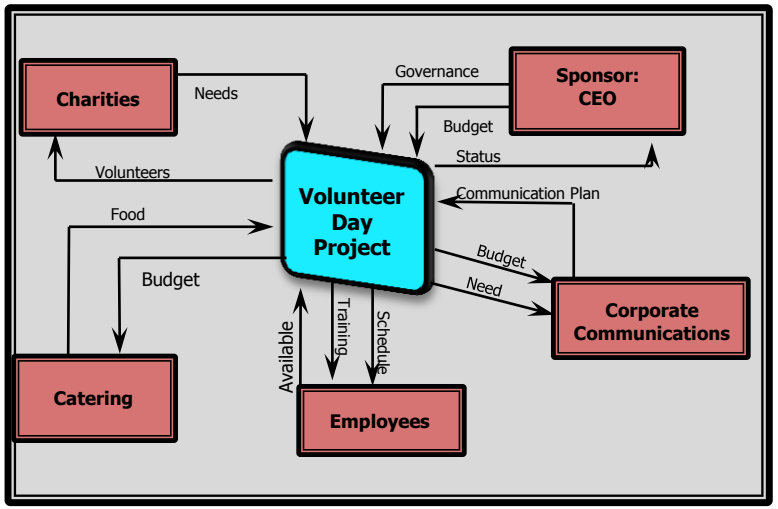
Done:
7/15/11

EVALUATE

project and
deliverables

Event
Held
7/13/11

END



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Tasks

START

6/1/11

ANALYZE

requirements

Done:
6/20/11

DESIGN

blueprints

Done: 7/1/11

BUILD

deliverables

Done: 7/7/11

IMPLEMENT

deliver, transition

Done:
7/15/11

EVALUATE

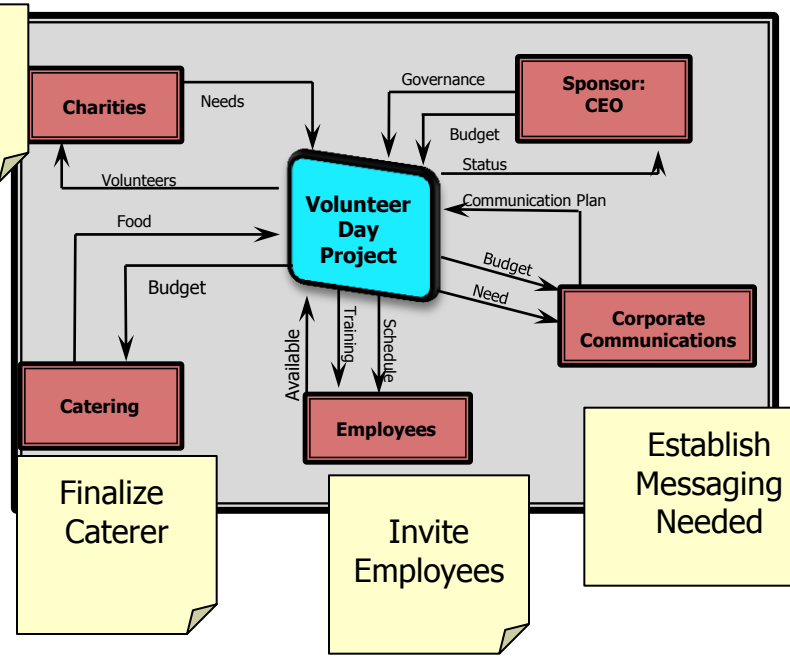
project and deliverables

END

Event Held 7/13/11

Finalize Charity

Review with Sponsor



Finalize Caterer

Invite Employees

Establish Messaging Needed

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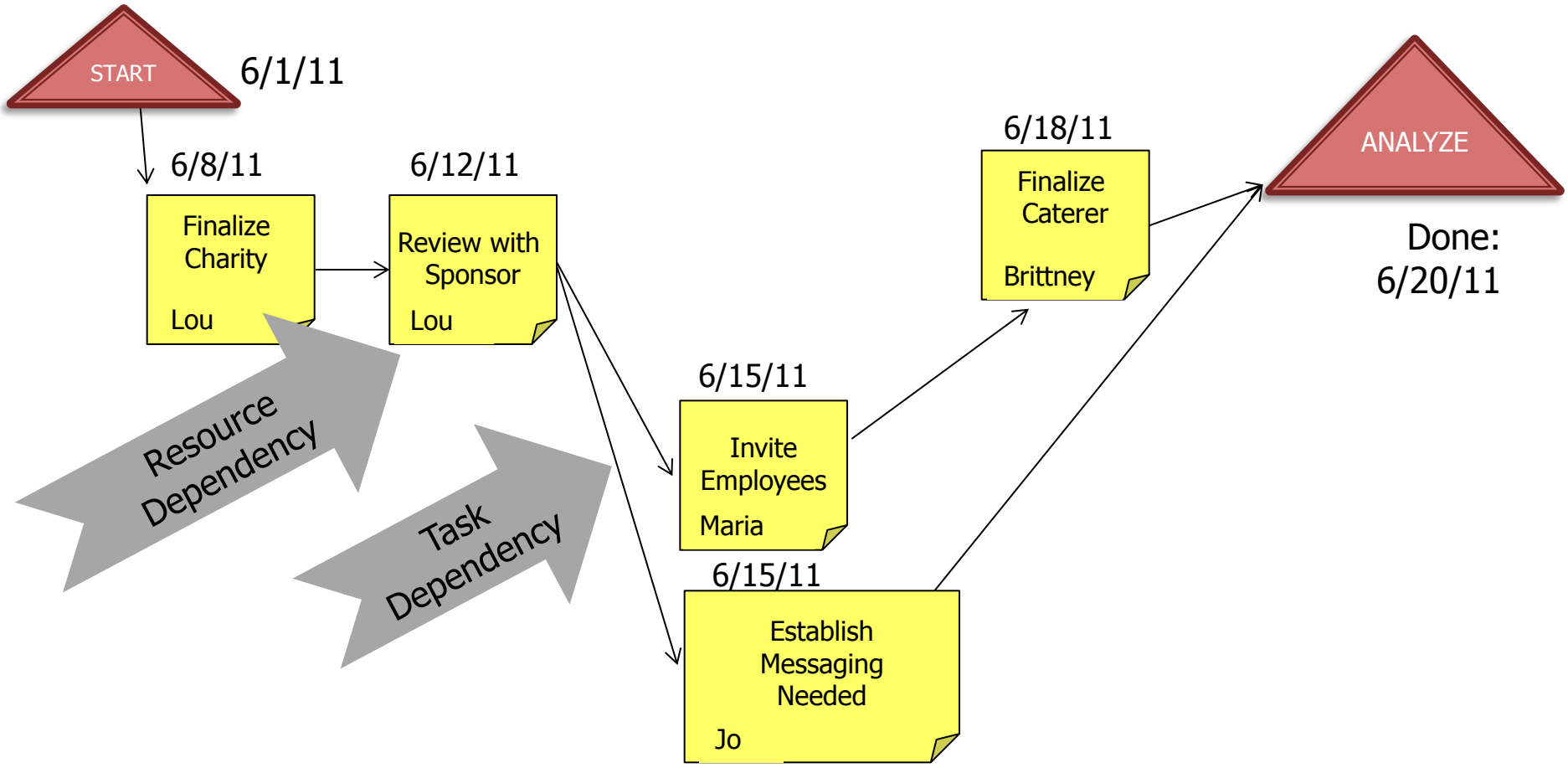
Plan Back From the Milestone Due Date



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Simple Status Reports

Project	Task	Project Manager	Task Owner	Due	Comments	Complete
VolDay	Finalize charity	Tai	Lou	6/8/11	*Email results*	√
VolDay	Review with Sponsor	Tai	Lou	6/12/11	*Needs approvals*	√
VolDay	Establish messaging needed	Tai	Jo	6/15/11		√
VolDay	Contact United Way	TaI	Maria	6/15/11	**Already done by charity**	
VolDay	Invite employees	Tai	Maria	6/15/11		
VolDay	Finalize Caterer	Tai	Brittney	6/18/11		

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Risk

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Issue

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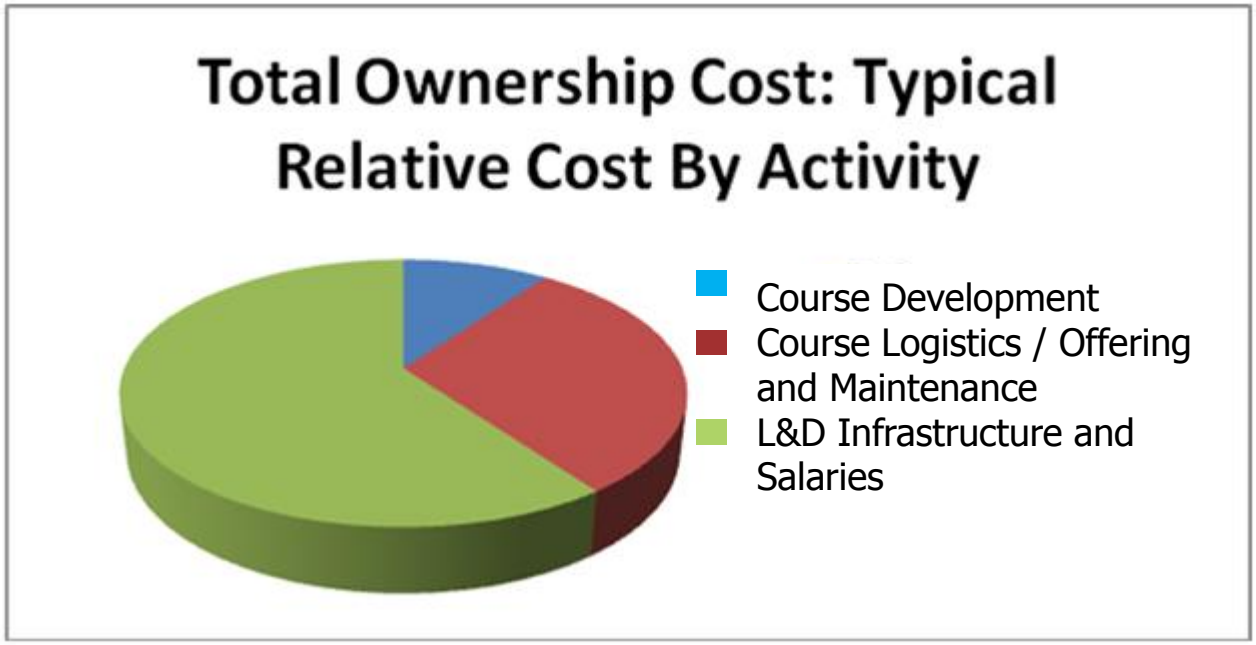
When is a Learning & Development Project DONE?



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Establish Decision Making Plan

Governance

- Who can say "It's DONE"?
- Who can change the requirements, schedule and/or budget?

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Transition to Maintenance

- Owner of Process
- Training
- Documentation
- Testing
- Cut Over

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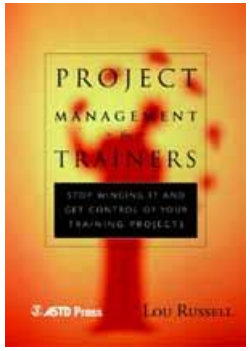
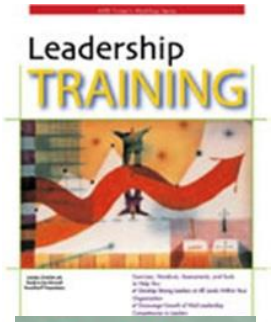
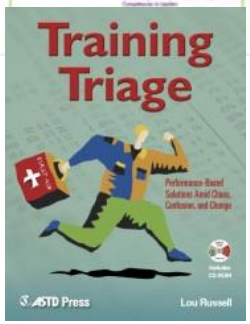
How Can I Get More Help?







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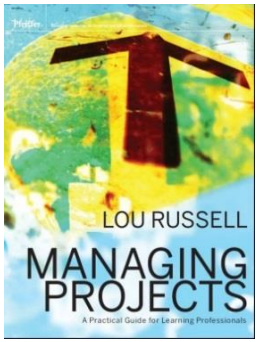

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Project Charter:

Business Objectives (Increase Revenue, Avoid Cost)
Primary

Secondary

Project Objectives

Quick N' Dirty Risk

Size (1-10 big) _____

Structure (1-10 no requirements) _____

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 (on Project Plan**	**REACT BY**

Project Charter:

Communications Strategy

Stakeholder	Goal	Frequency	Medium	Comments

Governance Strategy

Type of Change (requirements, budget, scope, etc.)	Final Decision Makers	Consulted	Comments