Project Management: Making it Work for You

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Today’s Learning:

- Walk away with a basic vocabulary and understanding of project management processes.
- Go home with one idea for adding project management practices to your library.
- Add one professional development goal in 2017 to sustain or develop your project management skills.

Who’s here?
What is a Project?

- A beginning
- An end
- Happens one-time only
- Produces a unique product
- Goal-driven
- Collaborative
What is the key vocabulary?
What is Project Management?

• Initiating
• Planning
• Executing
• Monitoring & Controlling
• Closing
Stakeholders & Communications
The Stakeholders
Gather the right people.
## RACI Chart

**R** = Responsible  
**A** = Accountable  
**C** = Consult  
**I** = Inform  
**S** = Sign off

<table>
<thead>
<tr>
<th></th>
<th>Aten</th>
<th>Customer Testers</th>
<th>Staff Testers</th>
<th>Web Team</th>
<th>InterCEPT Team</th>
<th>SME Team</th>
<th>Project Manager</th>
<th>Project Champion</th>
<th>ELT</th>
<th>ED</th>
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<tbody>
<tr>
<td>Design</td>
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<td>Functionality</td>
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Communication
Stakeholder Communication Register Sample
Break Time
This isn't what I wanted.  I know.

Your communication skills are so poor that I gave up trying to understand what you wanted and instead put some random numbers on a spreadsheet.

Why didn't you just ask me to clarify?! Apparently your listening skills need work too.

How's your project going? Do you mean the one that has...

... no management support, ambiguous goals, no budget, and an angry team of overworked people who want it to die?

No, the other one. Sometimes there isn't an "other one."
Initiation & Planning
Project Charter

- Lays out a high-level description of and plan for the project
- Gets everyone on the same page regarding scope, budget, & schedule
- Is a resource for questions that arise down the road
- Authorizes the work to take place and gives the PM the mandate to do the work
Risk Management
Work Breakdown Structure (WBS)

http://www.systemation.com/veryPmpWedding/images/wbs-4.png
Execution
Monitoring & Controlling
Gantt Chart
Managing Change
## Status Reporting

### Overall Project Status

<table>
<thead>
<tr>
<th>Status Levels</th>
<th>Enter Status Level Below</th>
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</thead>
<tbody>
<tr>
<td><strong>Green</strong>: On track to complete project as planned</td>
<td><strong>Yellow</strong></td>
</tr>
<tr>
<td><strong>Yellow</strong>: Some risks and issues present</td>
<td><strong>Green</strong></td>
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<tr>
<td><strong>Red</strong>: Will not achieve desired project results</td>
<td><strong>Green</strong></td>
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<tr>
<td><strong>Scope</strong></td>
<td><strong>Green</strong></td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td><strong>Green</strong></td>
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</table>
Say no
ONLY YOU CAN PREVENT SCOPE CREEP
## Change Request Log

<table>
<thead>
<tr>
<th>Change Requested</th>
<th>Description</th>
<th>Requestor</th>
<th>Impact</th>
<th>Champion approval</th>
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Address the problem.
Closing
LESSONS
LEARNED
What will you do?
Q & A

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