



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.....



The art of organizing, leading, reporting and completing a project through people.

What is Project Management?

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
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Is...

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

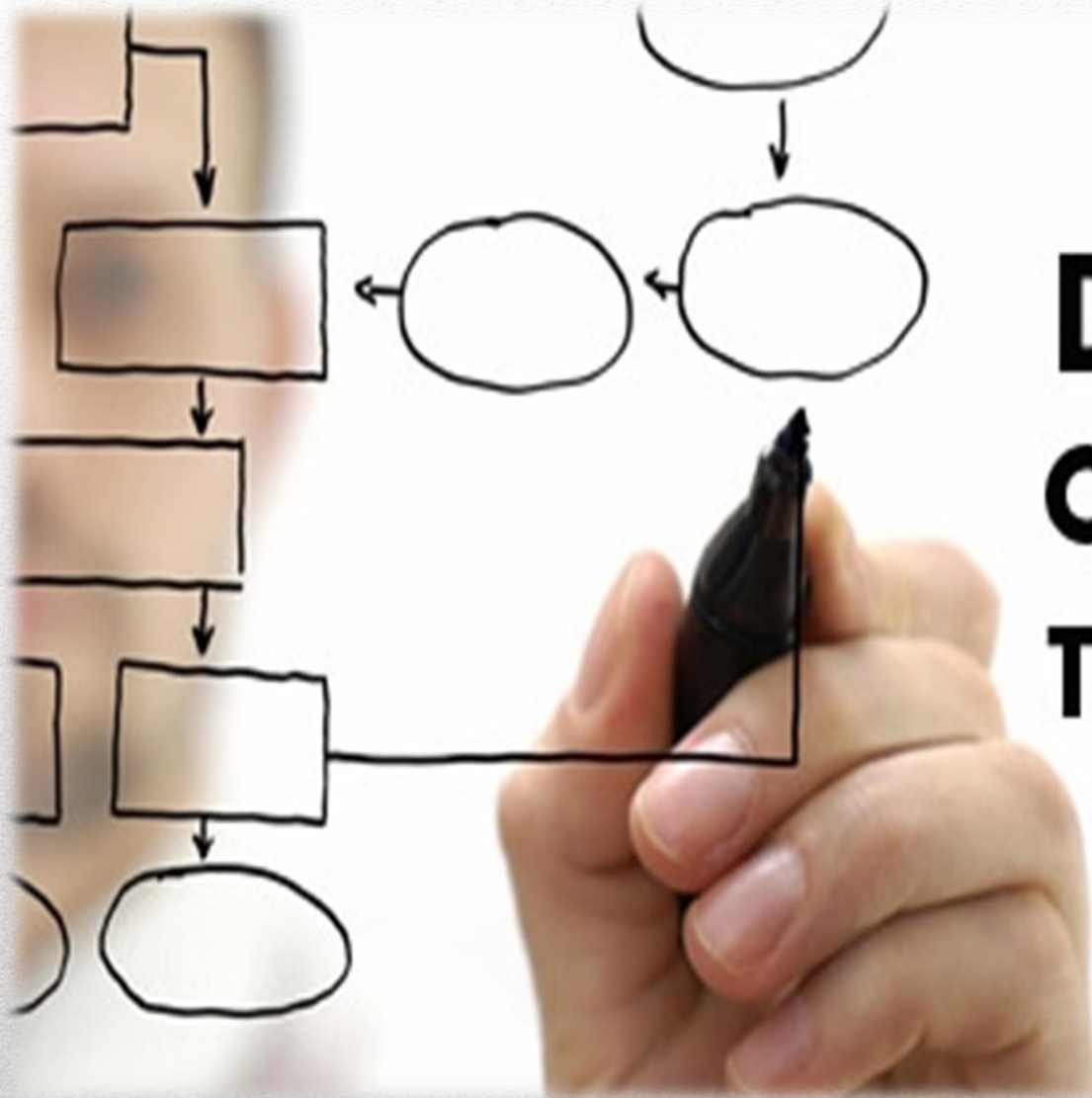
A project is a planned set of activities

Scope of Work

Time, cost, goals, quality & resource constraints

What is a Project?

How do you connect the dots?



**DO YOU
CONNECT
THE DOTS?**

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 set up definition

- 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

What is the goal?

- 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?

- Stakeholders
- Sponsors
- Identify opportunities
- Communicate
- Be proactive
- Repeat

How am I going to get there?



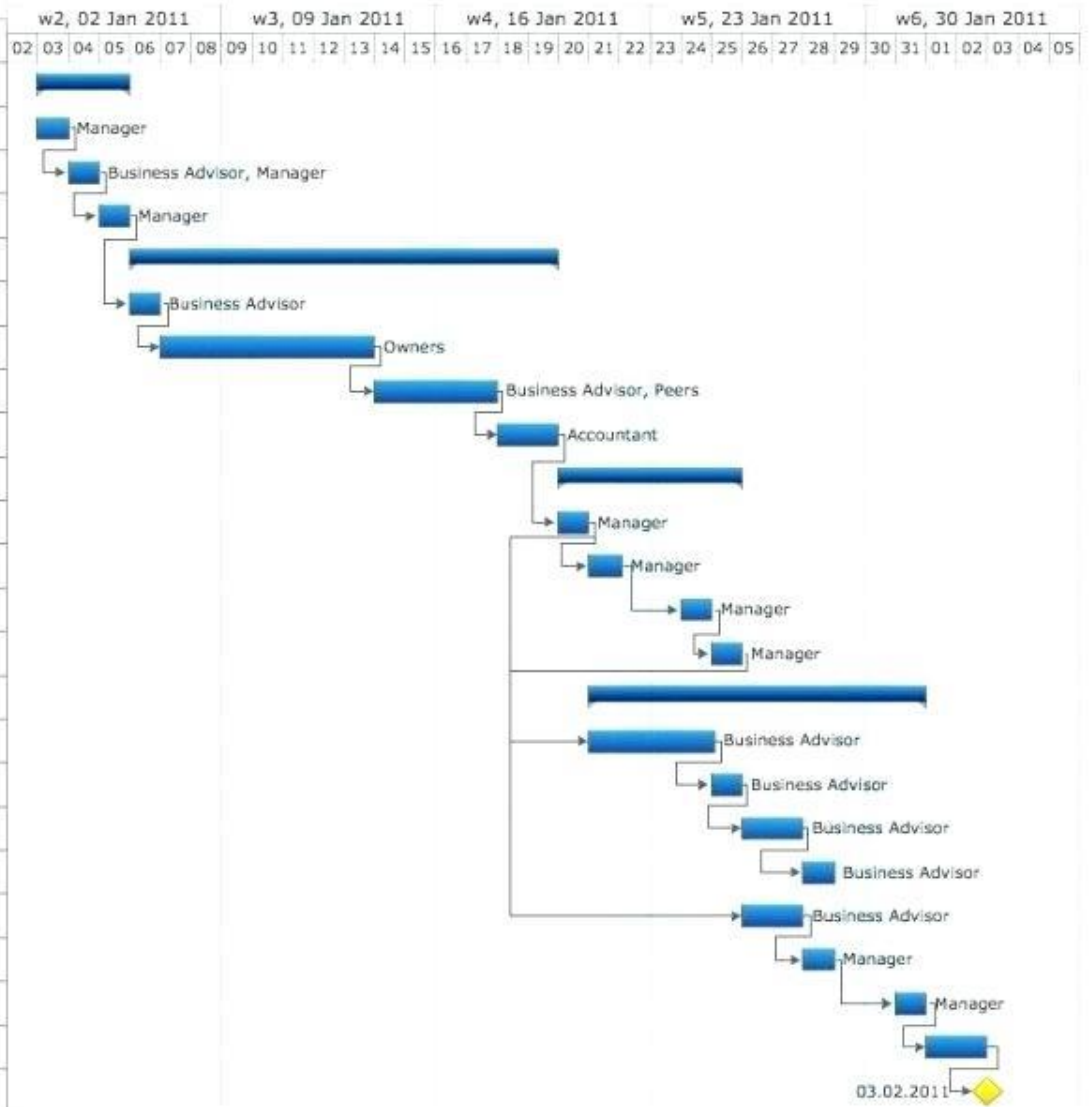
**PROACTIVE:
WHAT CAN I DO TO GET THE
RESULTS WE NEED?**



What is a Project Management Plan?

Strategic Plan for New Business

#	Name	Duration	Start	Finish
1	Self-Assessment	23,0 d	03.01.2011	05.01.2011
2	Define business vision	1,0 d	03.01.2011	03.01.2011
3	Identify available skills, information and support	1,0 d	04.01.2011	04.01.2011
4	Decide whether to proceed	1,0 d	05.01.2011	05.01.2011
5	Define the Opportunity	10,0 d	06.01.2011	19.01.2011
6	Research the market & competition	1,0 d	06.01.2011	06.01.2011
7	Interview owners of similar businesses	5,0 d	07.01.2011	13.01.2011
8	Identify needed resources	2,0 d	14.01.2011	17.01.2011
9	Identify operating cost elements	2,0 d	18.01.2011	19.01.2011
10	Evaluate Business Approach	4,0 d	20.01.2011	25.01.2011
11	Define new entity requirements	1,0 d	20.01.2011	20.01.2011
12	Identify on-going business purchase opportunities	1,0 d	21.01.2011	21.01.2011
13	Research franchise possibilities	1,0 d	24.01.2011	24.01.2011
14	Summarize business approach	1,0 d	25.01.2011	25.01.2011
15	Evaluate Potential Risks and Rewards	7,0 d	21.01.2011	31.01.2011
16	Assess market size and stability	2,0 d	21.01.2011	24.01.2011
17	Estimate the competition	1,0 d	25.01.2011	25.01.2011
18	Assess needed resource availability	2,0 d	26.01.2011	27.01.2011
19	Evaluate realistic initial market share	1,0 d	28.01.2011	28.01.2011
20	Determine financial requirements	2,0 d	26.01.2011	27.01.2011
21	Review personal suitability	1,0 d	28.01.2011	28.01.2011
22	Evaluate initial profitability	1,0 d	31.01.2011	31.01.2011
23	Review and modify the strategic plan	2,0 d	01.02.2011	02.02.2011
24	Confirm decision to proceed		03.02.2011	



Project Management Plan may include....

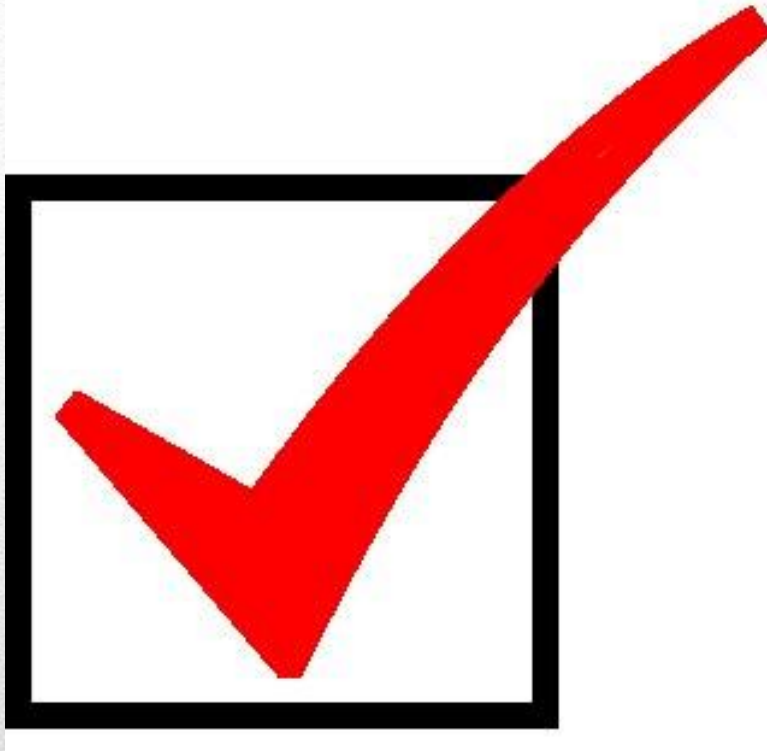


Defines the following:-

- 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.....



- The importance to:
 - Introduction
 - Identify the PATH
 - Clarify the Vision
 - Communicate

No más.....




- 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!

7 Tips

KEY POINTS IN PM

- 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
 - Identify and include the appropriate stakeholders (the right people)
 - Allot sufficient time; speed doesn't mean better
 - Be systematic
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**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

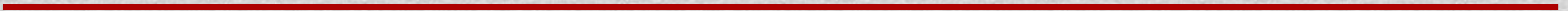
Identify the
PM tool

Manage
potential
risks

Test,
Assess

Evaluate

QUESTIONS?



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