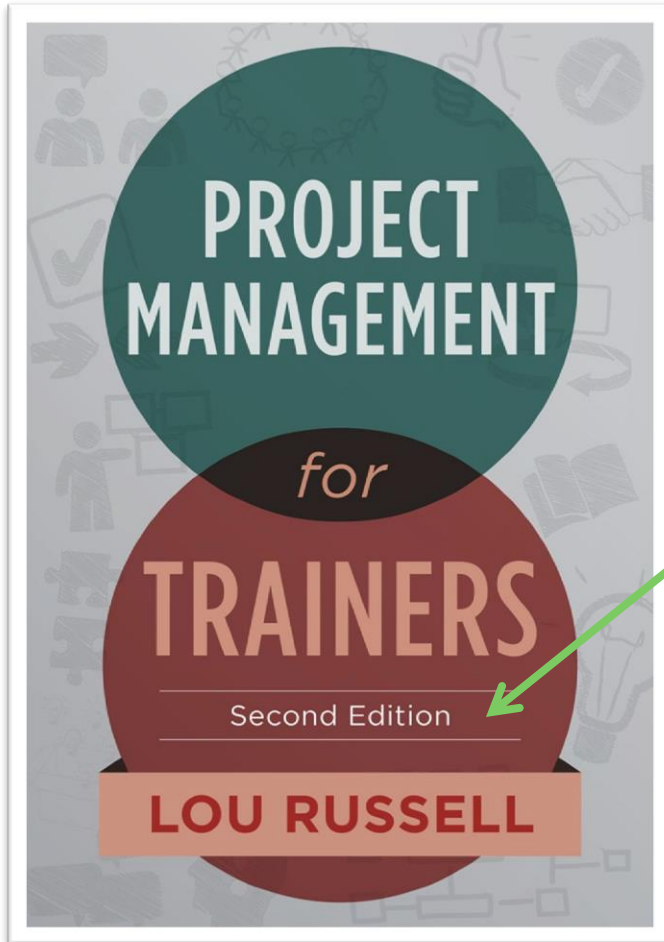


Project Management for Trainers



presented by
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Let's discuss...

- Secret Decoder Ring
- Define = **WHY**
- Plan = **HOW**
- Manage = **ADAPT**
- Review = **LEARN**



Dare to Properly Manage Resources



Bad News Early is Good News

The Secret Decoder Ring

TERM	DEFINITION
TASK (sometimes called ACTIVITY)	A unit of work, has a beginning and end
PROJECT	A collection of tasks, has a beginning and end
PROCESS	A collection of tasks that repeat over and over (never end) with a dedicated staff



What is a Project Manager?

Project
Manager



Plans,
Organizes and
Manages
the Project

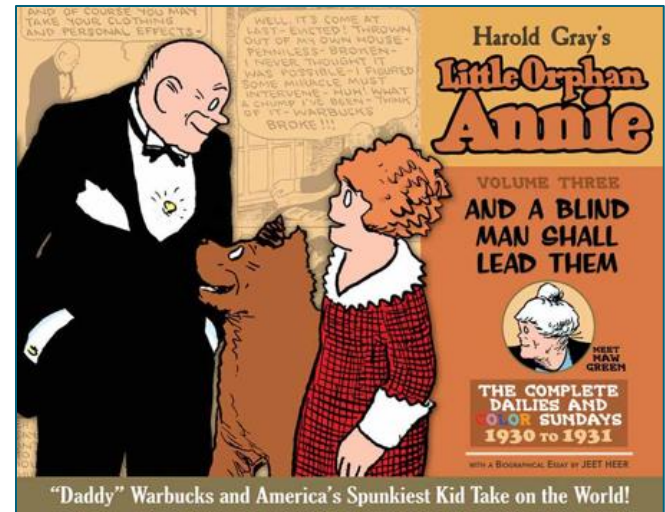
Project Team Members



Perform project
activities and
produce project
deliverables

What is a Project Sponsor?

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



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	_____	_____

How do you work on projects?

Ten Years Ago...

Hours per day you work on work:

Number of projects you manage:

Number of Roles per project needed to complete your project (who are *not* dedicated to your project):

Present...

Hours per day you work on work:

Number of projects you manage:

Number of Roles per project needed to complete your project (who are *not* dedicated to your project):

Projects Are Flash Mobs



What Project Management DELIVERS

- Less (not 'no') rework
- Better quality
- Less cost to the business
- Less chaos
- Less heroics

**Pay Now or
Pay More
Later**

***Increased upfront thought =
increased project success***

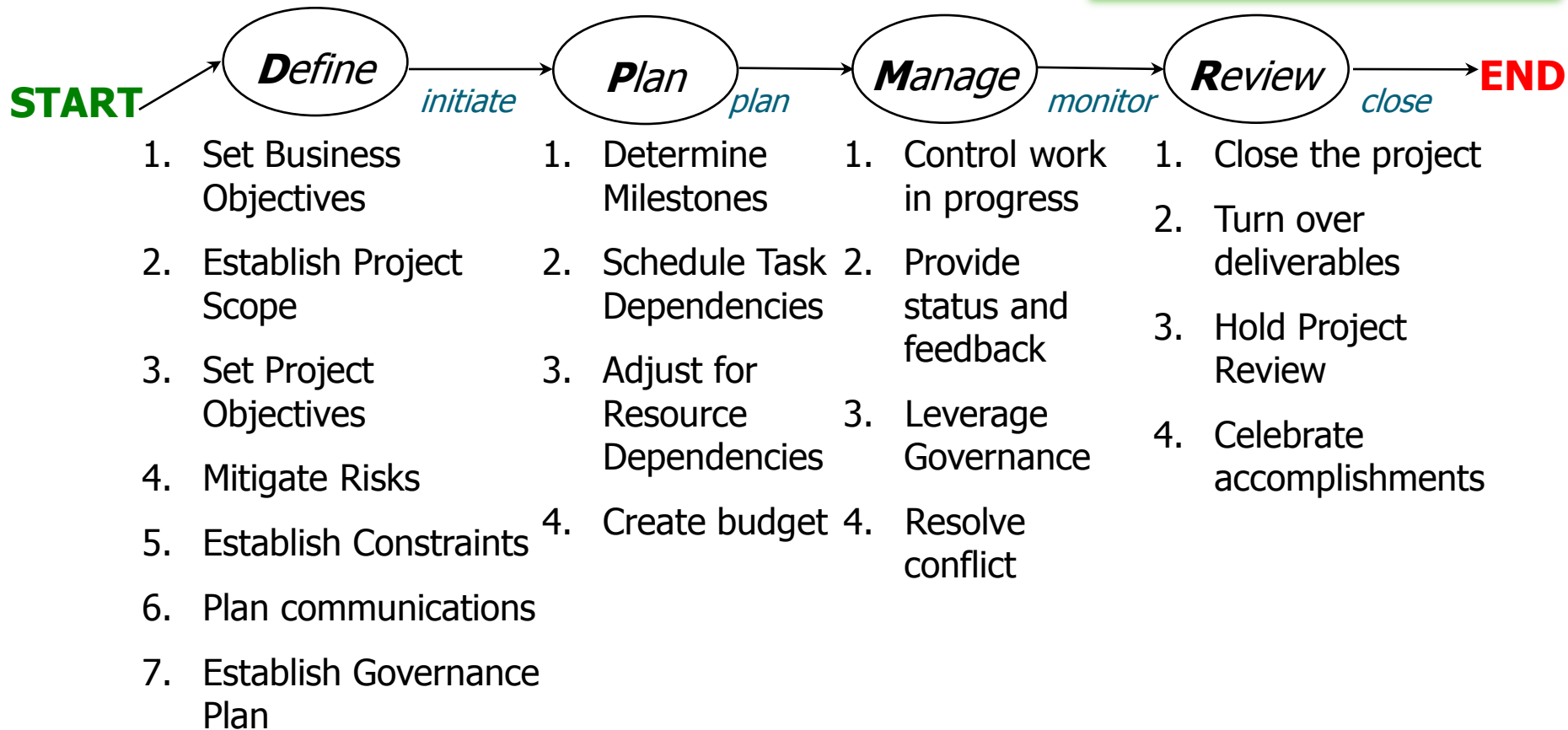
What Project Management is NOT

- Filling out forms
- An excuse to ignore the organization's perspective
- Late, poor quality or over budget project delivery
- A substitute for a brain

*A fool with a tool
is still a fool*

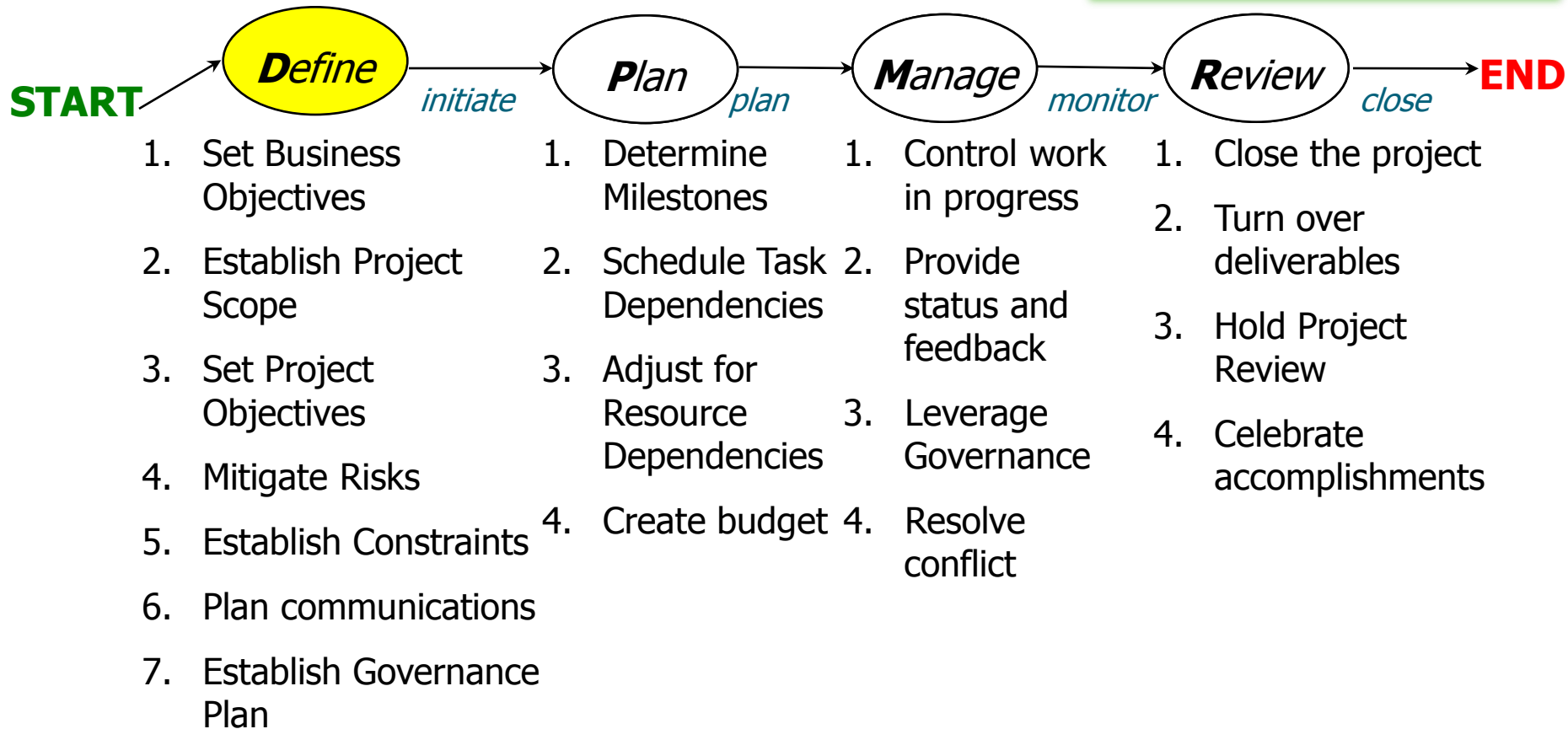
Steps to Great Projects

Dare to Properly Manage Resources!



Define = WHY

*Dare to
Properly
Manage
Resources!*



Develop Business Objectives:

The Greek Goddess of Business



My
project
will...

IRACIS

Increase Revenue by...

Avoid Cost

~~Improve Service~~

Also...

- ~~• Reaction to government regulation~~
- ~~• Reaction to competitive pressures~~

Who are my Stakeholders?

INPUT

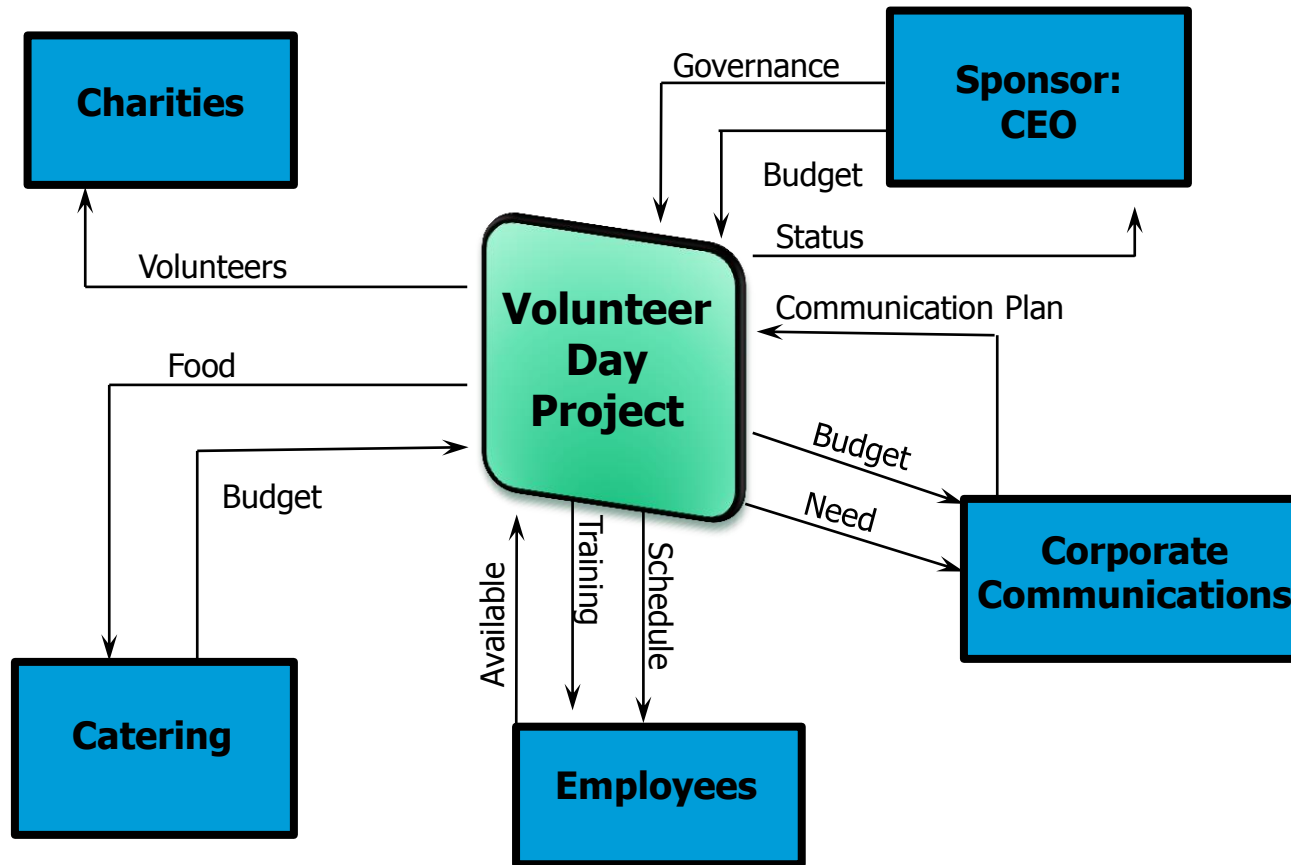


STAKEHOLDER:
A person, role, organization,
company or system who
PROVIDES SOMETHING
to the project
or
RECEIVES SOMETHING
from the project



OUTPUT

DEFINE The Scope Diagram



Project Objectives:

When is a Training Project DONE?

How do you measure DONE?

What will the outcomes be?

How will they be measured?

Who will measure them?

Who do you transition artifacts to?



Document Risks

Risk = Management

Overall Project Risk

Average:

Size - How “big” is this project or how long will it take relative to others you have done?

Rated 1(small) - 10(large)

Structure - How stable are the requirements?

Rated 1(fixed) - 10(undefined)

Technology - How understood is the technology *and* procedures?

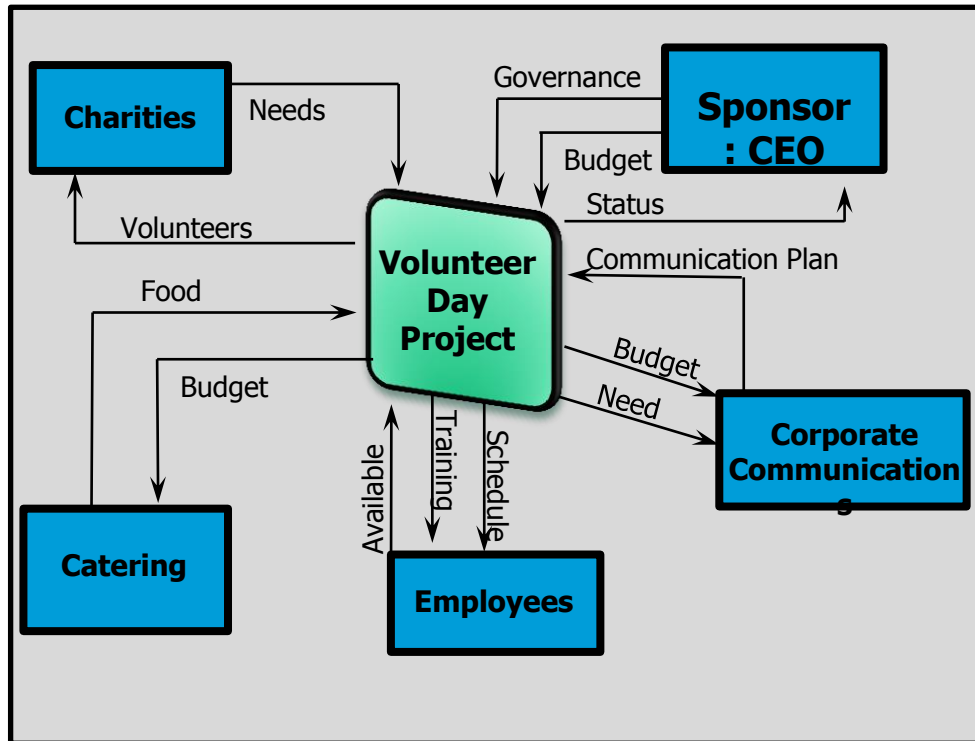
Rated 1(old) - 10(new)

So What?

- 1 – 3 Wing this project
- 4 – 6 Do a quick project charter, high level project plan
- 7 – 8 Block regular project management time
- 9 – 10 Block frequent time, clear your schedule and plan NOW to cut the scope

> 5 Mitigate the Risk

Establish Communications Plan



- Who will you communicate status to?
- What is your PURPOSE?

Establish Decision Making Plan

Governance

- ✓ Who signs off on the project (done)?
communicate status to?
- ✓ Who can change Budget, Due Dates,
Quality or Scope?



It's a DRAFT

As the project progresses and new data emerges then we “must” change the plan ...



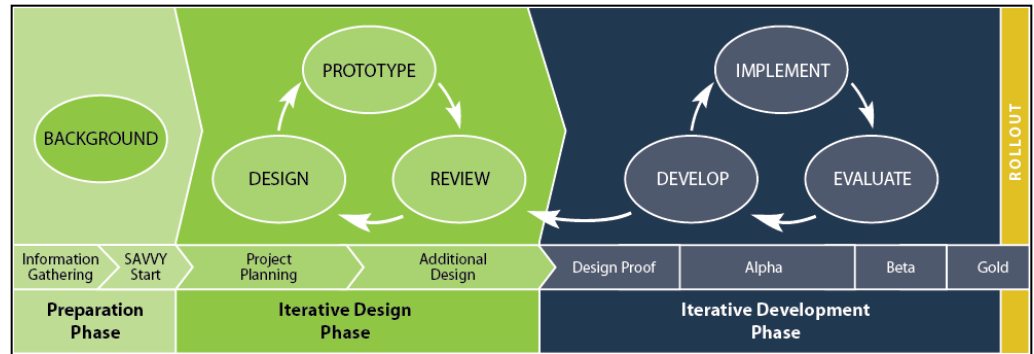
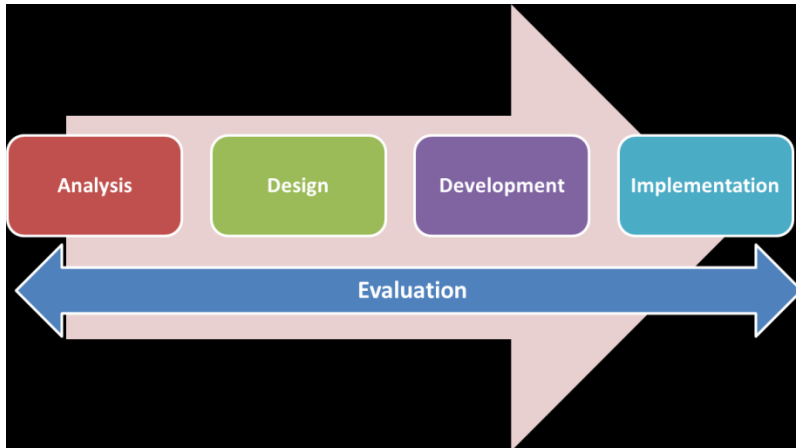
- Changes to the plan are never “failures” in this model, just emerging realities ...
- Those who created the plan did not fail - they created what they could with what they knew ...

- from “Why Systems Fail”

Project Charter
Time to create: < 45 minutes

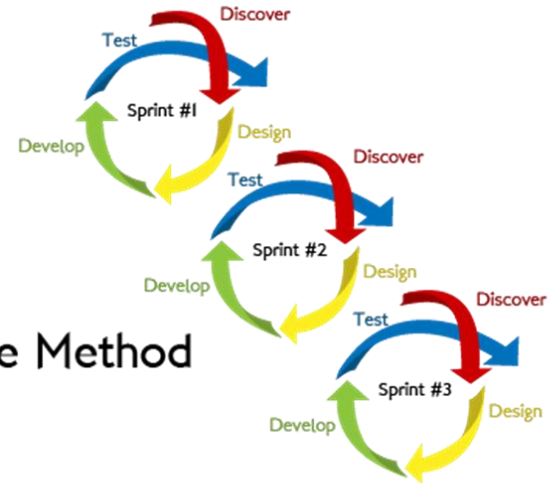
Choices

ADDIE



SAM

Agile Method



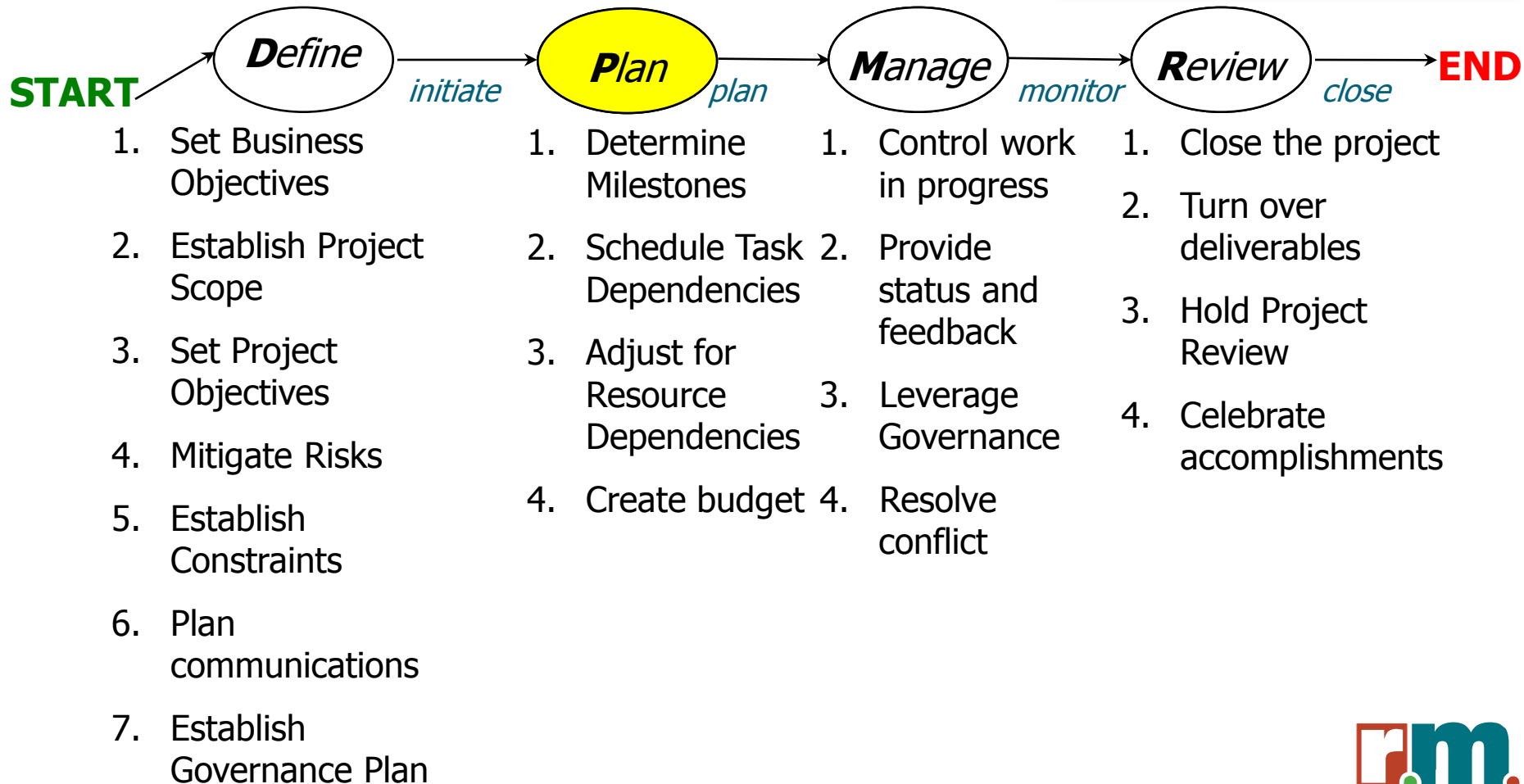
Critical Success Factors / Risks

- ✓ Get the Right People
- ✓ Get FOCUS TIME
- ✓ Don't lock on, iteratively discover throughout
- ✓ Divergence and Convergence
- ✓ Governance at appropriate places
- ✓ Focus on **PERFORMANCE** not CONTENT
- ✓ Focus on **PERFORMANCE** not TOOLS



Steps to Great Projects

Dare to Properly Manage Resources!



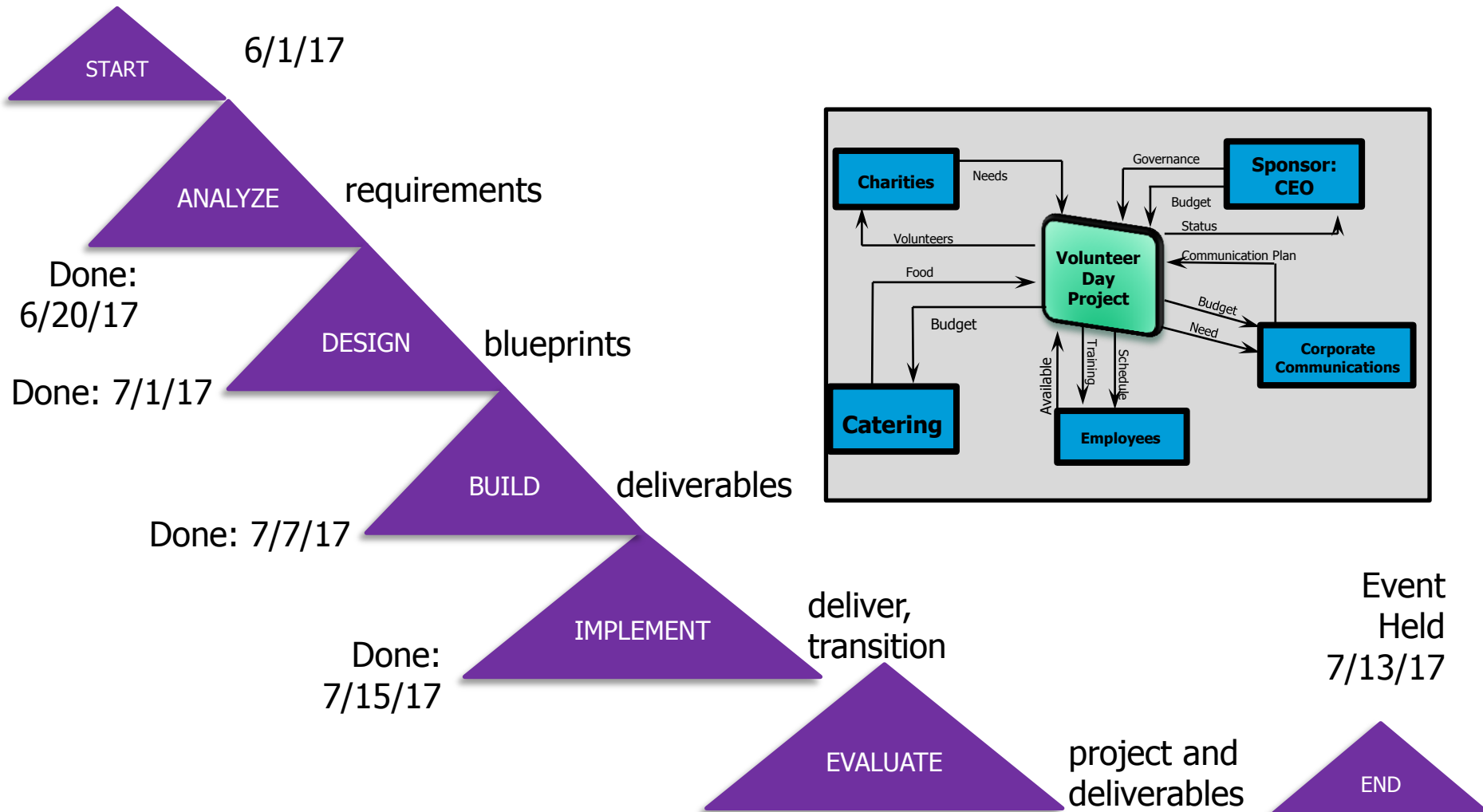
Plan = HOW

- Milestones
- Tasks/Activities
- Task Dependencies
- Resource Assignments
- Estimates
- Due Dates



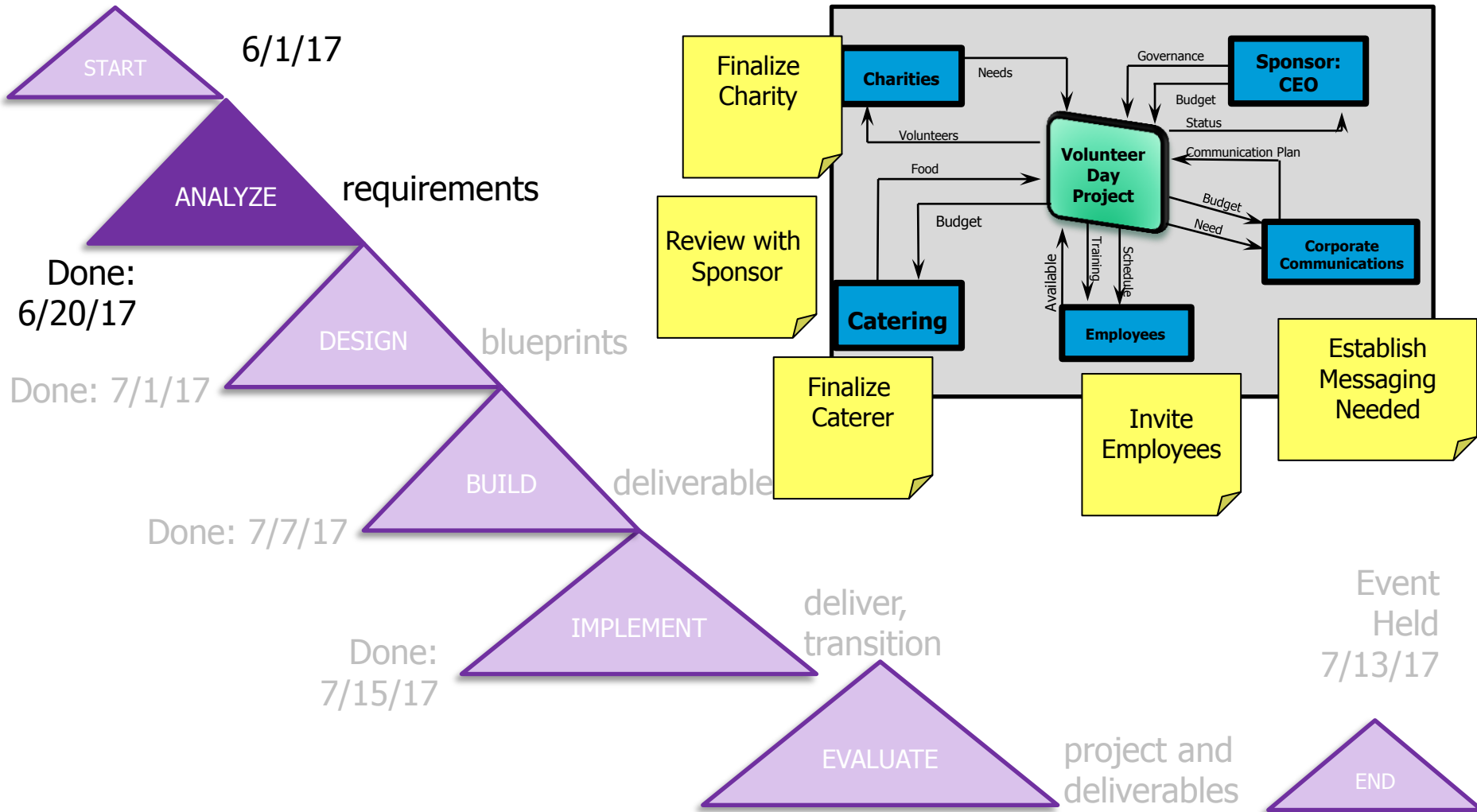
Milestones

- Work Back from the Date

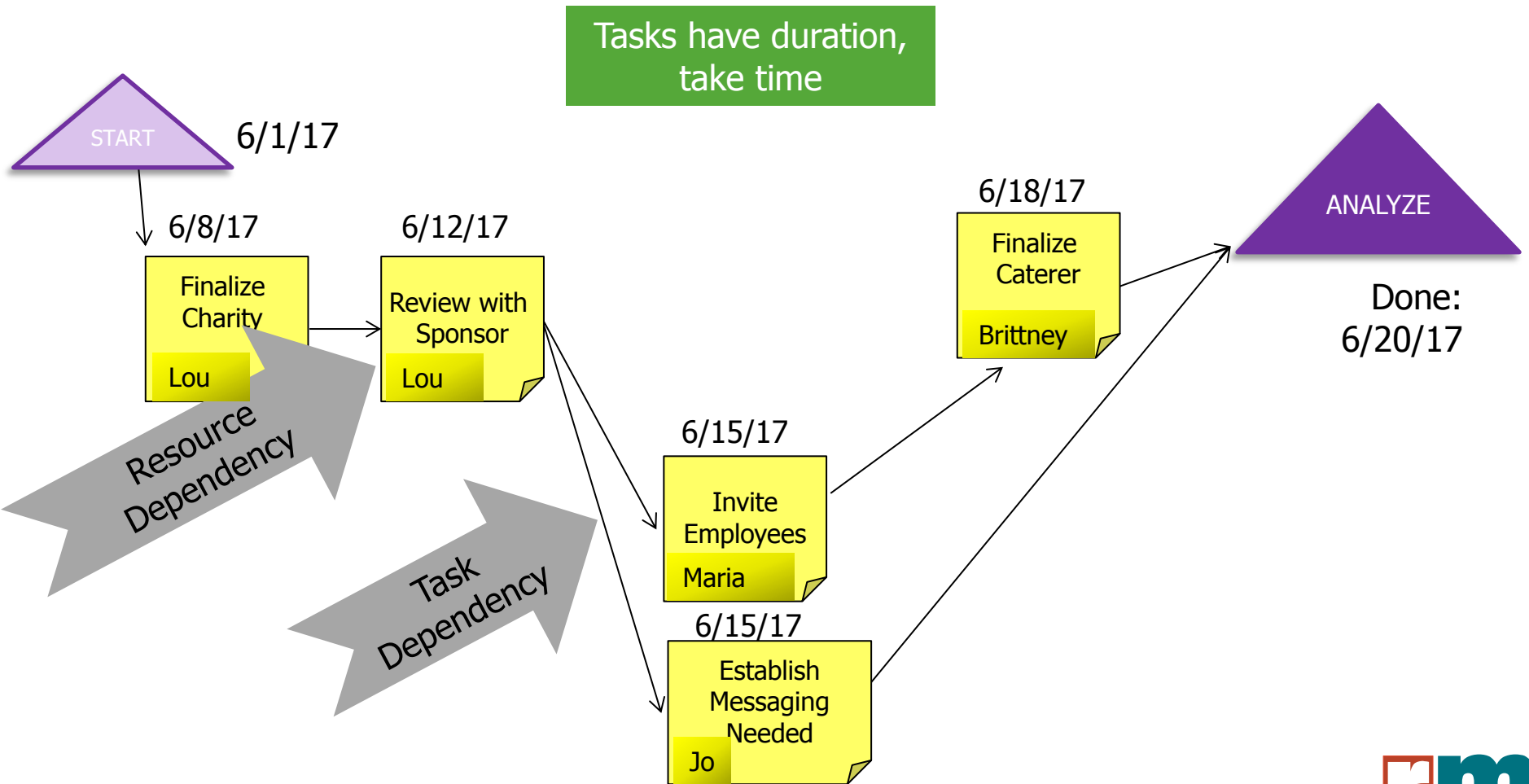


What has to happen to finish ANALYZE? Which Stakeholders / flows are involved?

Tasks



Plan Back From the Milestone Due Date



Build a Spreadsheet

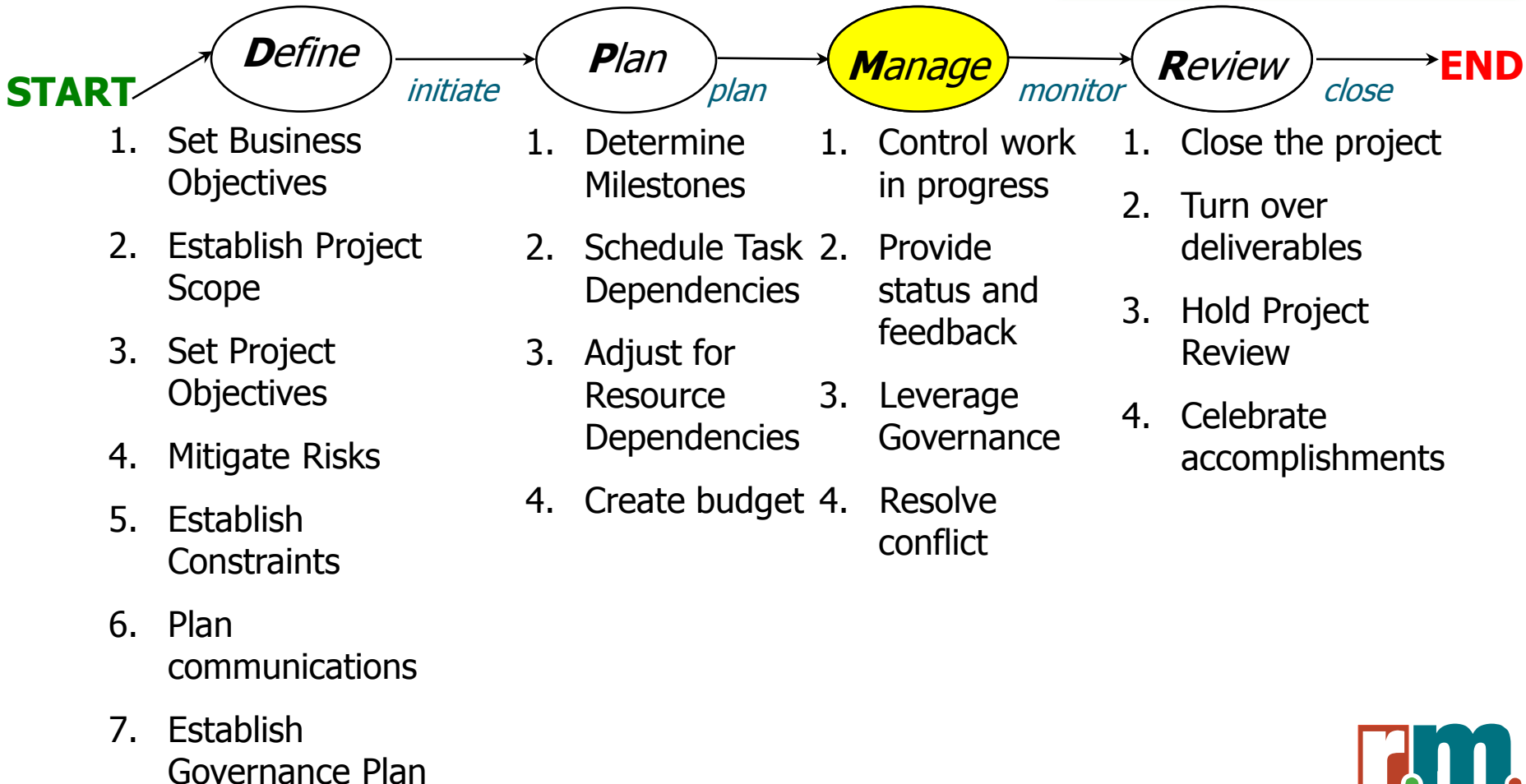
Project Manager: Tai

Task	Task Owner	Due	Comments	Complete
Finalize charity	Lou	6/8/17	<i>Email results</i>	
Review with Sponsor	Lou	6/12/17	<i>Needs approvals</i>	
Establish messaging needed	Jo	6/15/17		
Invite employees	Maria	6/15/17		
Finalize Caterer	Brittney	6/18/17		

- Allows you to sort by date, task manager, or completed
- Dependencies are cooked into the dates

Manage = ADAPT

*Dare to
Properly
Manage
Resources!*



Simple Status Reports

Project Manager: Tai

Task	Task Owner	Due	Comments	Complete
Finalize charity	Lou	6/8/17	<i>Email results</i>	✓
Review with Sponsor	Lou	6/12/17	<i>Needs approvals</i>	✓
Establish messaging needed	Jo	6/15/17		
Invite employees	Maria	6/15/17	<i>Customer is doing this</i>	
Finalize Caterer	Brittney	6/18/17		

Monitor Change

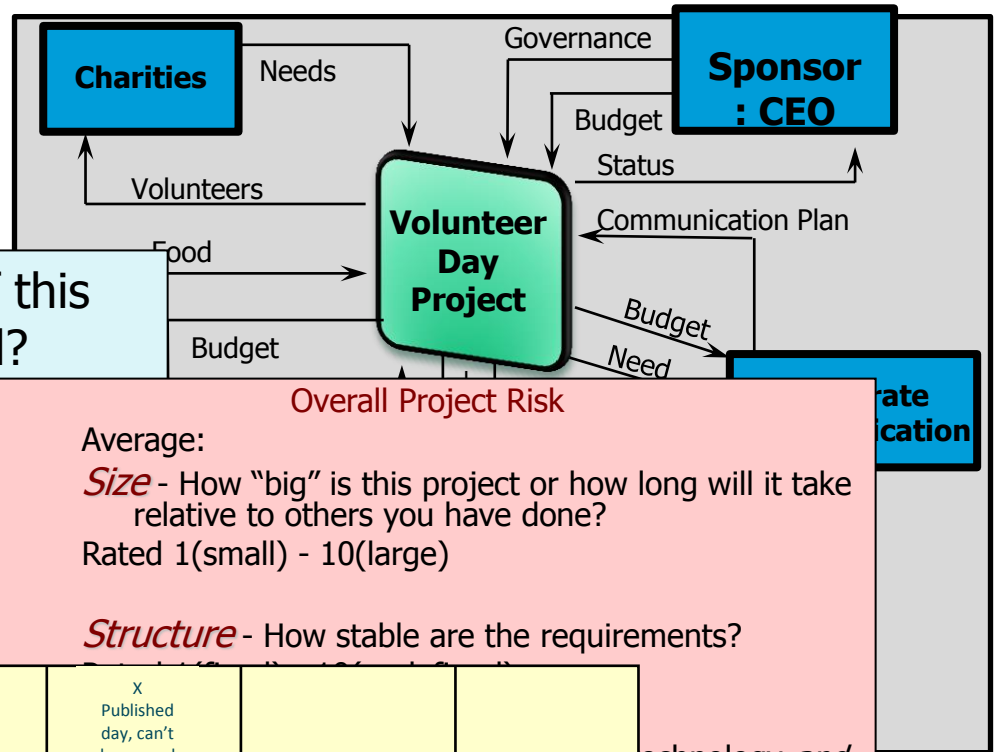
IRACIS

The Business Objectives for holding the Volunteer Day are:

- Employee sense of b to retentio recruitment *efficiency*
- Develop I teambuild to our employees.
- Build good will and establish 3rd party relationships which can serve as a crisis shield should their be crises about business or brand to *improve revenue.*

How will the success of this project be measured?

What will the outcomes be?
How will they be measured?
Who will measure them?



Average:

Size - How "big" is this project or how long will it take relative to others you have done?
 Rated 1(small) - 10(large)

Structure - How stable are the requirements?

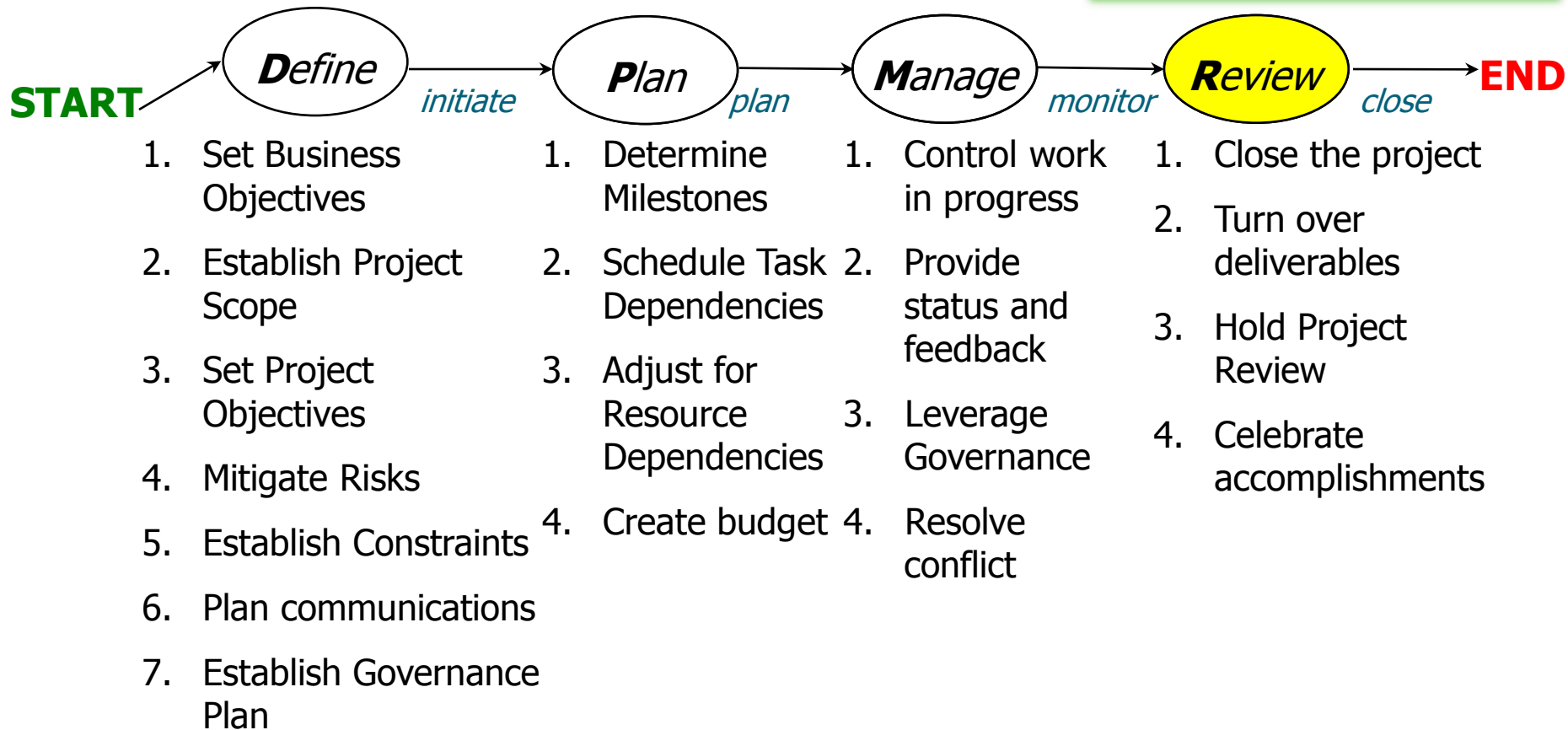
TIME	X Published day, can't be moved		
COST		X Not an unlimited budget	
QUALITY/ SCOPE			X Could do a smaller event

technology and
...and the schedule!



*Dare to
Properly
Manage
Resources!*

Review = LEARN



The Five Deadly Sins of Project Management

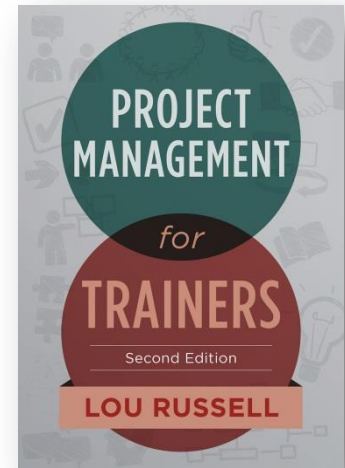
1. Seek first to blame.
2. I'm busy, I must be making progress.
3. We can do that.
4. That will just take a minute.
5. All projects are the same.

The Five Heavenly Atonements of PM

1. Seek first to ~~blame~~ collaborate.
2. I'm busy on the things that are ~~must be~~ making money.
3. We can do that *for a price*.
4. That will just take some planning ~~a minute~~.
5. All projects are ~~the same~~ unique.

How Can I Get More HELP?

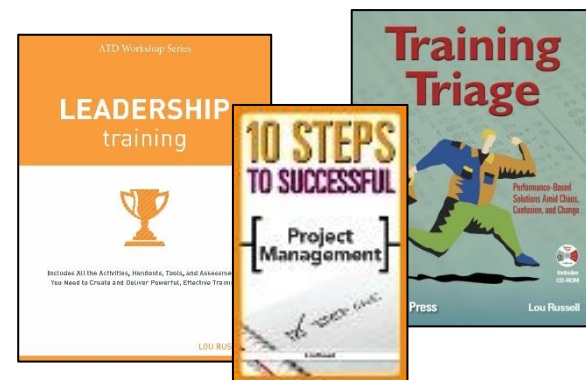
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