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PROJECT MANAGEMENT 101

→ BE THE PROJECT MANAGER THAT WOWS THE REST!



DEFINING AIMS AND OBJECTIVES

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WHAT IS THE OVERARCHING AIM OF YOUR PROJECT? (DEFINED IN ONE CLEAR SENTENCE)

WHAT FOUR OR FIVE SMART OBJECTIVES MUST BE ACHIEVED TO DELIVER THE OVERARCHING AIM?
1.
2.
3.
4.
5.

DEFINING AIMS AND OBJECTIVES

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WHAT ARE YOUR THREE OR FOUR SIGNIFICANT SUCCESS CRITERIA?
1.
2.
3.
4.

WHAT ARE THE FAILURE CRITERIA THAT GO WITH THESE?
1.
2.
3.
4.

EVALUATION AND MONITORING CHECKLIST

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1. How often will you monitor progress against your objectives?

2. What tools will you use to monitor income and expenditure?

3. What are your project milestones?

4. How will you monitor the quantity aspects of your project?

5. How will you monitor the quality aspects of your project?

6. How will you evaluate project success on completion?

7. How will you capture lessons learned?

PROJECT REVIEW CHECKLIST

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After your project is complete, get your Project Team together to review their experience of the project and to record lessons learnt.

1. Each Project Team Member to spend 10 minutes alone refreshing their memory of the 5 main stages of the project (i.e. Initiation, Planning, Implementation, Review, Close).

2. Each Project Team Member to spend 10-15 minutes alone responding to these two questions:
   - What did we do well?
   - What could we improve?

3. Project Team to share and discuss their responses.

4. Project Team to Score the Project (see Matrix overleaf)

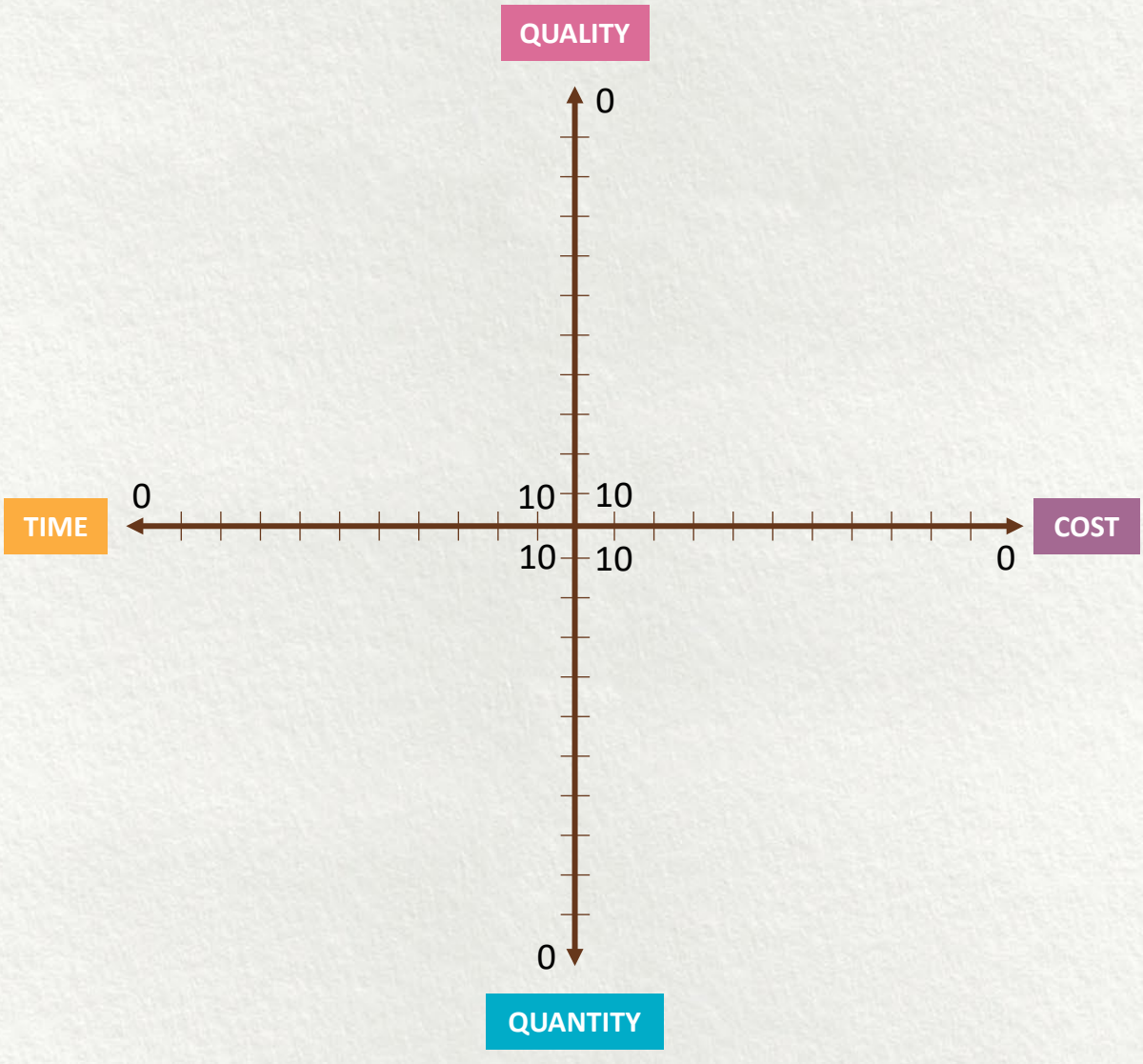
5. Project Manager to capture any BIG LESSONS LEARNT which may benefit all future projects, and agree on a suitable place to record these, so they can always be reviewed/added to before starting on your next projects!

PROJECT SCORING MATRIX

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EXERCISE

1. Each Project team member to score the completed project on each of the 4 aspects (Score 1 Lowest - 10 Highest).
2. Add all initials with scores to the matrix.
3. Draw an oval/circle connecting the average to visually represent the project success and areas for development.



MANAGING RISK

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THE MAIN RISKS ARE:
1.
2.
3.
4.
5.

MANAGING RISK

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LIKELIHOOD OF THE RISK

IMPACT OF THE RISK ON THE PROJECT

	Highly Unlikely 1	Unlikely 2	Possible 3	Probable 4	Certain 5
Minor Impact 1	1	2	3	4	5
Some Impact 2	2	4	6	8	10
Fairly Serious Impact 3	3	6	9	12	15
Very Serious Impact 4	4	8	12	16	20
Disaster 5	5	10	15	20	25

RISK STRATEGIES	
Transfer	E.g. Insurance
Accept	Tough!
Contingency	Decide **now** what to do if it happens
Prevention	Decide what to do to **stop** it happening
Defer	Decide **later** what to do if it happens
Mitigation	Decide how to **limit the probability or impact** of the risk

STAKEHOLDER COMMUNICATIONS PLAN

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STAKEHOLDER	INTEREST/ EXPECTATIONS RELATING TO THE PROJECT	POTENTIAL OBJECTIONS TO THE PROJECT	KEY INFLUENCERS	COMMUNICATION METHODS AND FREQUENCY

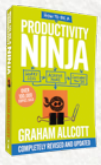
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MY PERSONAL ACTION PLAN

The three things I will do differently are…
1.
2.
3.

WHAT'S NEXT?

Head over to the Productivity Ninja Academy from today, where you'll find your slide deck and this workbook to help cement your new and improved project management skills. (You'll gain access as soon as you complete your Survey at the end of this Workshop).



Deep dive into Graham's "How to be a Productivity Ninja" book (your eCopy is waiting for you in the Academy).



Make time to review more of your own upcoming projects, using this workbook to guide you.



Feel free to **share any useful tools or checklists with your team,** so you're all talking the same language when it comes to Project Management.



Last but not least, find a way to celebrate your Project successes, whilst always remembering to review and record the lessons learnt for future projects.



Find us on Social. We'll help keep you on the straight and narrow!

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Find Out More

We can help your entire organization make space for what matters by getting back in control of workloads, emails and meetings.

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