



***Converting Ideas to Action:  
Effective Project Management  
and Implementation***

**2005**

**National Scenic Byways Conference**

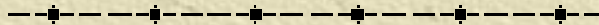
**Presenter**

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**Organizational Trainer**

**Training Connections**

**763-444-6993**



# A Project.....

1. has a defined beginning and end
2. uses resources of people, time, and money
3. results in something new existing that did not exist before
4. follows a planned, organized approach to meet objectives
5. usually involves a team of people to get it done

# Project Identification List

Project Name    Beginning and ending?    Specific Goals?    Use resources?

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# Calendar of Multiple Projects

Project Name	Goal	Travel?	My Role	Who with?	Contractor	Deadline

# Sample COMPs

<b>Project Name</b>	<b>Goal</b>	<b>Travel?</b>	<b>My Role</b>	<b>Who with?</b>	<b>Contractor</b>	<b>Deadline</b>
2005 National Conference	Plan for keynotes, breakouts vendors	Yes Cleveland, OH	Lead	Becca Cheryl Allen	Yes	Oct. 17-19. 2005
Nomination Panel	Participate in conf calls work w/ FHWA	Yes Washington DC-Jan. & Feb.	Team member	Nancy Cheryl	No	March 30, 2006
Publication: Scenic Manual	Find photos Assist leader w/ final production	No	Team member	Henry Martha	Yes Scenic America	May 1, 2006

# **Five Phases - Project Management**

Define

Plan

Execute

Monitor

Close

# Phase One: Defining

- ✦ Overall project goal
- ✦ Expectations of key stakeholders
- ✦ General project scope
- ✦ Members of the project team
- ✦ Budget available

# Phase One: Defining Goals

✦ **S**pecific

✦ **M**easurable

✦ **A**ction oriented

✦ **R**ealistic

✦ **T**imely

# Phase Two: Planning

- ✦ Identify resources: people, time, and money
- ✦ List tasks and activities to achieve goals
- ✦ Sequence activities
- ✦ Develop a workable schedule
- ✦ Develop a budget

# Phase Two: Project Planning

- ✦ Template to guide the work team
- ✦ Manageable tasks to be assigned, scheduled, organized and tracked
- ✦ Tools:
  1. Task list
  2. Work breakdown structure
  3. Network diagram
  4. Gantt chart

# Task List

1. Identify major tasks in the project
2. Identify tasks to appropriate level of detail
3. Group of tasks = milestones
4. Sequence tasks, schedule time and budget

# Work Breakdown Structure

✦ WBS: organizes and summarizes tasks

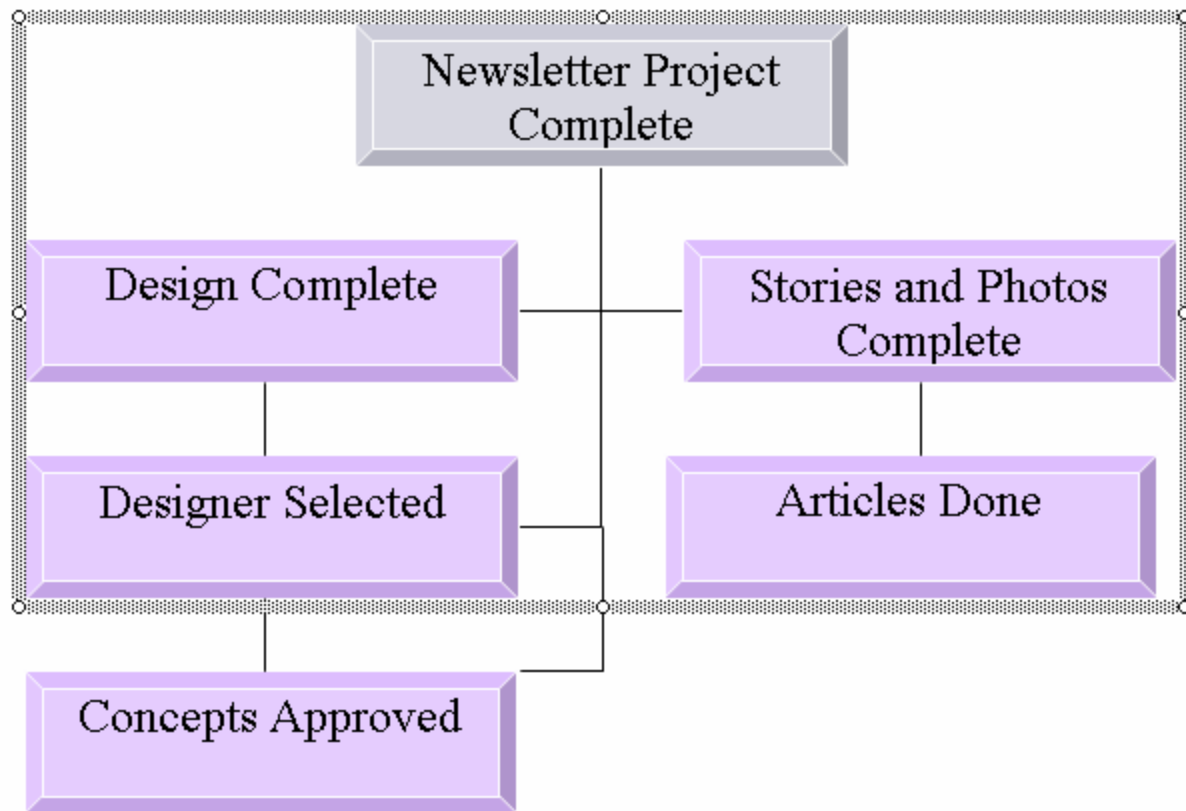
✦ To create a WBS:

1. Define independent tasks
2. Cluster tasks into functional areas
3. Integrate tasks into a total system, start and end dates
4. Sequence tasks in a format-communicate easily

**Outline Method**  
A Work Breakdown Structure  
Newsletter Project

- 1.0 NEWSLETTER PROJECT DONE**
- 2.0 Design Complete**
  - 2.1.1 Designer Selected
  - 2.1.2 Concepts Submitted
  - 2.1.3 Design Approved
- 3.0 Stories and Photos Complete**
  - 3.1 Articles Done
    - 3.1.1 Ideas Assembled
    - 3.1.2 Ideas Approved
    - 3.1.3 First Draft
    - 3.1.4 Stories Reviewed
    - 3.1.5 Final Draft
  - 3.2 Photos and Illustrations Done
    - 3.2.1 Ideas Approved
    - 3.2.2 Photos Submitted
    - 3.2.3 Photos Approved
- 4.0 Assembly and Printing Complete**
  - 4.1 Mechanical Done
    - 4.1.1 Layout Stories with Computer
    - 4.1.2 Final Changes and Proofreading
    - 4.1.3 Final Sign-off
    - 4.1.4 Type output
  - 4.2 Printing Done
    - 4.2.1 Printer Approved
    - 4.2.2 Film to Printer
    - 4.2.3 Blueline Reviewed and Approved
    - 4.2.4 Newsletter to Office
- 5.0 Newsletter Mailed**
  - 5.1.1 Compile mailing list
  - 5.1.2 Label Newsletters

WORK BREAKDOWN STRUCTURE - TREE METHOD

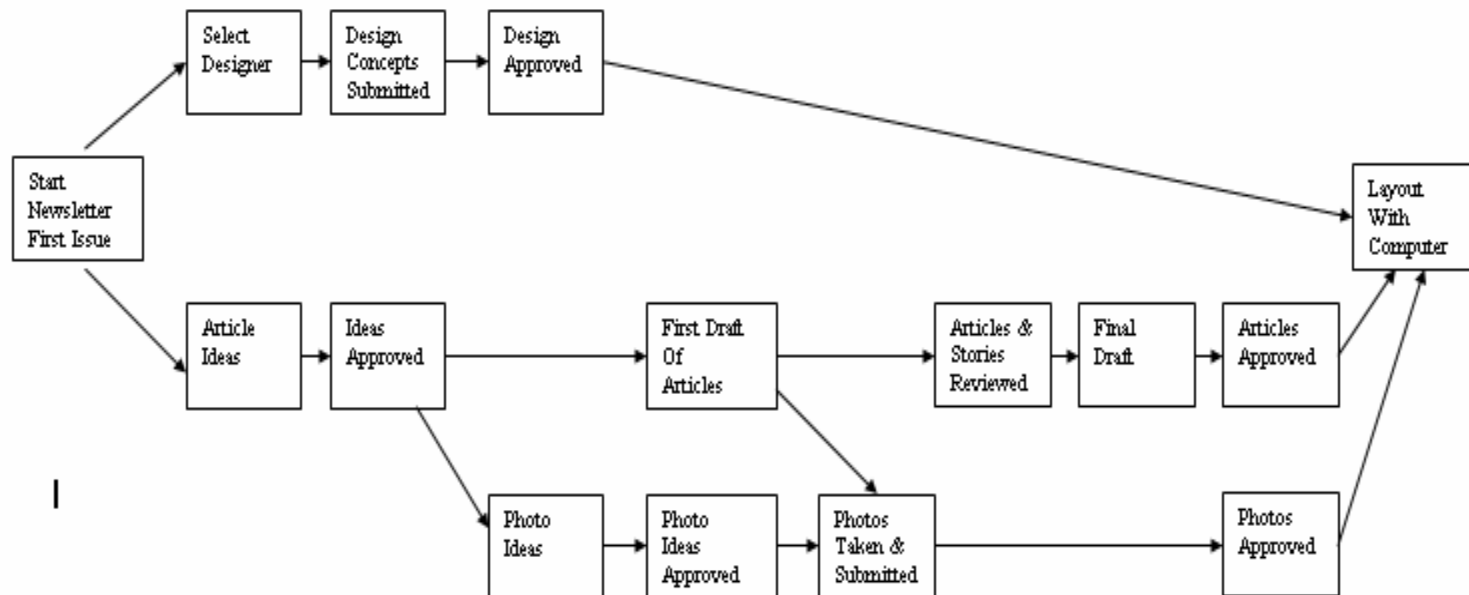


# Network Diagram

- ✦ Reveals the workflow, not just the work
- ✦ Shows project path, starting and completion dates, who is responsible for each task
- ✦ Establishes order of the steps and relationships among tasks in a project
- ✦ Identifies the milestones

# NETWORK DIAGRAM

Newsletter



1

# Gantt Chart

- ✦ Project timetable
- ✦ Does not show task relationships
- ✦ List tasks down the left side
- ✦ List dates at top of the chart
- ✦ Each bar on the chart shows the date where a task begins and ends
- ✦ Scheduling detail determined by the time periods used: daily, weekly, or monthly



# Phase Three: Executing

- ✦ Org. chart of the project for each member
- ✦ Schedule: due dates for reports, meetings, and recurring activities
- ✦ Secure resources to carry out project plan
- ✦ Coordinate project team members – stay focused!
- ✦ Lead the team – communicate, make decisions, and solve problems
- ✦ List key personnel on project, roles, and contact information
- ✦ “Fight fires” - resolve problems as they arise

# Resource Worksheet

<b>Required</b>	<b>Responsible Person/Vendor</b>	<b>How Much Is Needed</b>	<b>When Needed</b>	<b>Available?</b>
<b>Materials</b>				
<b>Equipment</b>				
<b>Information</b>				
<b>Special Services</b>				
<b>Other</b>				

# Phase Four: Monitoring

- ✦ Keep tasks going on time and within budget
- ✦ Monitor volume, quality of work performed
- ✦ Monitor costs, expenditures, deviation from the plan
- ✦ Meetings and reports completed on time
- ✦ Help team members to cooperate!

# Phase Five: Closing

- ✦ Acknowledge achievements and results
- ✦ Learn from the project experience
- ✦ Write a final project report
- ✦ Celebrate!

# Project Management Resources

✦ Project Management Institute

<http://www.pmi.org>

✦ Project Management Resources

<http://www.projectbailout.com>

✦ ProjectConnections.com

*For more information on managing your projects or to schedule consults and training sessions please contact:*

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