Project Management for Continuous Improvement and Career Resilience

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Why Project Management?

Project Management is a practice with a suite of processes and tools that have been refined over decades to ensure successful completion of quality projects no matter the domain.
Project Management 101

- Planning
- Communication
- Stakeholders
- Risks and Mitigation
- Issues Log
- Agile vs. Waterfall
- Lessons Learned
Project Management Toolbox

- RACI
- Project Plan
- Communication Plan
- Issue Log
- Risk Register and Mitigation Plan
- Lessons Learned
RACI Diagrams

Responsible (does the work)
Accountable (approves the work)
Consulted (asked about the work)
Informed (told about the work)

RACI Chart

<table>
<thead>
<tr>
<th>Activity</th>
<th>Project Sponsor</th>
<th>Project Manager</th>
<th>Project Team</th>
<th>Department Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare Bill of Materials</td>
<td></td>
<td>A</td>
<td>R</td>
<td>C</td>
</tr>
<tr>
<td>Prepare Estimate</td>
<td>I</td>
<td>A</td>
<td>R</td>
<td>I</td>
</tr>
<tr>
<td>Authorize Expenditure</td>
<td>R</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>Send Procurement Documents</td>
<td></td>
<td></td>
<td>R</td>
<td>C</td>
</tr>
<tr>
<td>Evaluate Bids</td>
<td></td>
<td>A</td>
<td>R</td>
<td>C</td>
</tr>
<tr>
<td>Perform Inspections</td>
<td>I</td>
<td>A</td>
<td>R</td>
<td></td>
</tr>
</tbody>
</table>

R = Responsible  A = Accountable  C = Consult  I = Inform
Risk Mitigation Plans

- What is likely to go wrong?
- How likely is it to go wrong?
- What’s your plan B if it does go wrong?

**RISK ASSESSMENT FORM**

<table>
<thead>
<tr>
<th>RISK</th>
<th>LIKELIHOOD (1-5)</th>
<th>CONSEQUENCE (A-E)</th>
<th>RISK RATING</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theft of cash</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*INSTRUCTIONS*
Communication Plan

- What?
- Who?
- When?
- Why?
- How?

<table>
<thead>
<tr>
<th>Who is the audience?</th>
<th>What are you saying?</th>
<th>How are you saying it?</th>
<th>Who is saying it?</th>
<th>When are you saying it?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Want more tools and templates? Visit [https://upboard.io/](https://upboard.io/)
Status Reports

- Project
- Date
- Status (Red/Yellow/Green)
- Stakeholders
- Milestones
- Budget
- Issue Log
Stakeholder Analysis

Understanding who is involved and how you need to engage with them.
Issue Log

- What went wrong?
- How important is it?
- Who owns fixing it?
- When did it happen?
- When will it get fixed?

<table>
<thead>
<tr>
<th>No.</th>
<th>Issue Title</th>
<th>Reported On</th>
<th>Reported By</th>
<th>Owner</th>
<th>Severity</th>
<th>Priority</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Code Module Issue</td>
<td>2/25/2015</td>
<td>Neel</td>
<td>Julie</td>
<td>Low</td>
<td>High</td>
<td>New</td>
</tr>
<tr>
<td>2</td>
<td>User Access Issue</td>
<td>3/23/2015</td>
<td>Swapnil</td>
<td>Kamel</td>
<td>High</td>
<td>Urgent</td>
<td>WIP</td>
</tr>
<tr>
<td>3</td>
<td>Server Memory Issue</td>
<td>3/26/2015</td>
<td>Jack</td>
<td>Cathy</td>
<td>Medium</td>
<td>High</td>
<td>Closed</td>
</tr>
<tr>
<td>4</td>
<td>User Interface Issue</td>
<td>4/1/2015</td>
<td>Sam</td>
<td>Julie</td>
<td>Low</td>
<td>Medium</td>
<td>OnHold</td>
</tr>
<tr>
<td>5</td>
<td>Spelling Error</td>
<td>4/2/2015</td>
<td>Neel</td>
<td>Jim</td>
<td>Critical</td>
<td>Low</td>
<td>New</td>
</tr>
</tbody>
</table>
Lessons Learned/Project Post Mortem

● What worked?
● What didn’t work?
● What can be improved for the next time?
● Watch for egos
● Face-to-face is best

Project Post-Mortem Meeting: Team Survey

1. Our internal project team worked effectively together.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Strongly agree</td>
</tr>
</tbody>
</table>

2. Our project team worked effectively with the client and/or stakeholders.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Strongly agree</td>
</tr>
</tbody>
</table>
Agile vs. Waterfall

Agile is focused on daily work getting done that meets the client needs with frequent client interaction. Waterfall is traditional and all tasks are completed and then delivered to the client.
How to Gain PM Skills

- PMI.org
- Coursera
- OLC - PM for IDs
- LinkedIn
Thank You & Takeaways

- Project Management is useful in ALL domains!
- Lots of great templates that are efficient and consistent
- PLAN + PLAN + PLAN + COMMUNICATE
- PMI.org offers the main PMP credential

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Evaluate Sessions and Win!

- Navigate to specific session to evaluate
- Select “Evaluate Session” on session details screen
- Complete session evaluation*

*Each session evaluation completed (limited to one per session) = one contest entry

Five (5) $25 gift cards will be awarded

Must submit evals using the OLC conference website, enhanced platform, or mobile app