Project Management at Work at Everyday Life

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Disclaimer
For the record. I am not a “Project Manager”, I do not have PMP certification(it has been a thought though). I have taken several classes on project management.

I do develop and execute projects with a methodology.
Agenda

- Review Project Phases
  - The unspoken six phases
- How to apply to a RIM project
- Apply to everyday life
You may be a Red Neck Records Manager

- If your PPE protection consists of a snake bite kit
- If security for your records is based on two chained up Pit Bulls
- If your off-site storage is a metal shed or a conex box
- If your environmentally controlled means a couple of rat traps and raid
- If the retention is based on how long it takes the rodents to chew through your records
- If your method of destruction is a fire pit
PMP phases include: Initiation, Planning, Execution, Monitoring and Control and Closure Analysis, options, selection, execution, operate and evaluate
Unspoken Six Phases

- Enthusiasm
- Disillusionment
- Panic
- Search for the Guilty
- Punishment of the Innocent
- Praise and Honors for Non-Participants
The reality is we will have to balance these constraints Time Quality and Cost. The project management objective is to deliver the Product, On Time, On Budget. Unlimited budget, No timeline and you want Excellent quality? Who has that?
A project can only be as good as the team, you need to have team building and that fosters team collaboration. 
How do you manage that? Little things like a pizza party to develop communication and collaboration or something more concentrated like a off-site retreat.
Vital records are considered to be essential to the continuation of the business following an incident. Examples

- Contracts
- Patents
- Intellectual property
- Leases
- Policy manuals
- Articles of incorporation
- Quality Assurance (QA) records
- Blueprints
- Drawings
- Maps
- Customer records
- Corporate papers
- Laboratory notebooks
- Policy or procedure manuals
- Deeds
- Audio tapes
- Video tapes
- Photographs and slides
- X-rays
- Advertisements
- Titles
- Cultural artifacts

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Examples

- Files on shelves 1-5 are printouts of records stored on a network drive.
  - Do we need to worry about these?
- Files on shelves 6-10 are original land files and there is no backup
  - Do we need to worry about these?
- Files on shelves 11-15 are account receivable files. These have been paid
  - Do we need to worry about these?
- Files on shelves 16-17 are account receivable files. Payment has not been received
  - Do we need to worry about these?
- Files on shelf 18 are publically available copies of annual reports
  - Do we need to worry about these?
Replacement can be Paper, film, mag tapes, or digital, they all have certain limitations. From degradation, technology obsolescence to deterioration. Could you build a safe?
Develop the selection

- Writing up the plan
- Deliverables
- Time Lines
- Resources
- This is where TOC comes in to play
- This is a phase gate GO/NO GO
Executions of the project

· What steps will you take to accomplish the project?
What to Watch Out For

Puts pressure on the TQC triangle
Does the end product justify the cost?
Does it really improve things?
Is it sustainable?
Analysis, options, selection, execution, operate and evaluate

How can you apply to Everyday Life

- To your commute home?
- To going out to eat?
- To buying something?