

Project Management

At work

In everyday life



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.



Project Management Agenda

- Review Project Phases
- How to apply to a RIM project
- Apply to everyday life



Project Phases(Not the PMP phases)

- Identify the issues
- Look at opportunities
 - Sustainable, Impact, Relevance

Analysis



- What option are you selecting?
- Why did you choose that option

What are options?



- What to watch out for

Develop the selection



- TQM

Execution of the project



- Measurements for success

Operate and evaluate



The struggle we face in projects(TQC) and Teamwork



Teamwork



Real life example

- You have in-front of you
- 40 straws
- 3 feet of tape
- Object is to build the tallest structure in 5 Minutes

- Go
- How did the team dynamics go?
- Was there a project leader? A sponsor? Did you focus on Time, Quality or Cost?



Analysis

- For this workshop-A group has a file room that they claim are vital records

EMILY DREYFUSS CULTURE 09.07.18 10:07 AM

BRAZIL'S MUSEUM FIRE PROVES CULTURAL MEMORY NEEDS A DIGITAL BACKUP

- What is a Vital Record?
- What is the current state?
 - How do you identify what is vital?
- What are the issues?





Determining if a record is Vital or Not					
Recoverable (Yes/No)	Necessary to continue Operations	Evidence of Legal Actions	Evidence of Financial Transactions	Cost to Recover	Results
No	Yes	Yes	Yes	N/A	Vital Emergency - Operation
No	Yes	Yes	No		
No	Yes	No	Yes		
No	Yes	No	No		
No	No	Yes	Yes		Vital - Evidence Legal or Financial
No	No	Yes	No		
No	No	No	Yes		
No	No	No	No		
Yes	Yes	Yes	Yes	Considerable	Vital Emergency - Operation
Yes	Yes	Yes	Yes	Not Considerable	Important
Yes	Yes	Yes	No	Considerable	Vital Emergency - Operation
Yes	Yes	Yes	No	Not considerable	Important
Yes	Yes	No	No	Considerable	Vital Emergency - Operation
Yes	Yes	No	No	Not considerable	Important
Yes	Yes	No	Yes	Considerable	Vital Emergency - Operation
Yes	Yes	No	Yes	Not considerable	Important
Yes	No	Yes	Yes	Considerable	Important
Yes	No	Yes	Yes	Not Considerable	Necessary
Yes	No	Yes	No	Considerable	Important
Yes	No	Yes	No	Not considerable	Necessary
Yes	No	No	Yes	Considerable	Important
Yes	No	No	Yes	Not Considerable	Necessary
Yes	No	No	No	Considerable	Not Essential
Yes	No	No	No	Not considerable	Not Essential

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?



What are Options that you have?

- Did you look at risk?
- What are some options to protect the “Vital Record”?
- What option are you selecting?
- Why did you choose that option?

- This is a Phase Gate-Go / No Go



Develop the selection

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



Execution of the project

- What steps will you take to accomplish the project?



What to watch out for.



Operate and evaluate

- Why is this important?
- What is the Impact?
- What is the Relevance?
- Is it Sustainable?



How do you apply to everyday life?

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



Project to end on

- [Link to video](#)

