

***“Managing Single Projects
is as easy as 1,2,3”***

A Simple Project Management Process



The 1, 2,3 of Managing Single Projects

1. Manage Single Projects

[covered in this slide deck]

2. Manage Many Projects

[to be covered in a later slide deck]

3. Evolve Project Management

[also to be covered in a later slide deck]

The 1, 2,3 of Managing Single Projects

1. Manage Single Projects
 1. Initiate the Project
 2. Manage the Project
 3. Close the Project

The 1, 2,3 of Managing Single Projects

1. Manage Single Projects

1. Initiate the Project

1. Get Project Approval

- Ensure approval for the project is in place

2. Decide the Project Management Process

- Decide what project management sub-processes are needed (e.g. project charter, risks, tasks, issues, etc.)

3. Setup the Project site

- Find, copy and modify a suitable project site to re-use to manage all the project artifacts and communications

2. Manage the Project

3. Close the Project

The 1, 2,3 of Managing Single Projects

1. Manage Single Projects
 1. Initiate the Project
 2. Manage the Project
 1. Plan the Project
 2. Work on the Project
 3. Track and Re-Plan the Project
 3. Close the Project

The 1, 2,3 of Managing Single Projects

1. Manage Single Projects
 1. Initiate the Project
 2. Manage the Project
 1. Plan the Project
 1. Define the project
 2. Setup work notifications
 3. Assign the work
 2. Work on the Project
 3. Track and Re-Plan the Project
 3. Close the Project

The 1, 2,3 of Managing Single Projects

1. Manage Single Projects

1. Initiate the Project

2. Manage the Project

1. Plan the Project

1. Define the project

1. Complete the Project Statement - also known as the Project Profile / Project Charter / Project Definition
2. Setup Tasks – perhaps a simple task list or maybe a Microsoft Project like WBS (work breakdown structure)
3. Define the other project management sub-processes
 - Create or update the rest of the lists (i.e. sub-processes) in the project site, e.g. goals, teams, issues, deliverables, risks, etc.

2. Setup work notifications

3. Assign the work

The 1, 2,3 of Managing Single Projects

1. Manage Single Projects

1. Initiate the Project

2. Manage the Project

1. Plan the Project

1. Define the project

2. Setup work notifications

1. Enable immediate email notification on all new work assignments

2. Setup easy to find "My Work" reports / dashboards

3. Setup scheduled emails with nudges for upcoming or late work

3. Assign the work

2. Work on the Project

3. Track and Re-Plan the Project

The 1, 2,3 of Managing Single Projects

1. Manage Single Projects

1. Initiate the Project

2. Manage the Project

1. Plan the Project

1. Define the project

2. Setup work notifications

3. Assign the work

1. Assign roles - If using project roles, assign out the work to the persons holding the specific roles for this project

2. Assign project management sub-processes - Cycle through the lists and assign the work (doing a check for any unassigned work items)

3. Check resource loading - Find and fix any over allocations due to the new work assignments

2. Work on the Project

3. Track and Re-Plan the Project

The 1, 2,3 of Managing Single Projects

1. Manage Single Projects

1. Initiate the Project

2. Manage the Project

1. Plan the Project

2. Work on the Project

1. Find work

2. Do work

3. Update progress on work (recording any issues)

3. Track and Re-Plan the Project

3. Close the Project

The 1, 2,3 of Managing Single Projects

1. Manage Single Projects

1. Initiate the Project

2. Manage the Project

1. Plan the Project

2. Work on the Project

3. Track and Re-Plan the Project

1. Check and understand the project's progress

2. Find and Manage Exceptions (e.g. issues, risks and change requests)

3. Re-Plan the project

3. Close the Project

The 1, 2,3 of Managing Single Projects

1. Manage Single Projects

1. Initiate the Project

2. Manage the Project

1. Plan the Project

2. Work on the Project

3. Track and Re-Plan the Project

1. Check and understand the project's progress

1. Virtual Check - Examine the various (project, issue, work, resource) reports on the project site

2. Individual Check - Talk to the Team Members and Customers

3. Team Check - Run periodic project meetings

2. Find and Manage Exceptions (e.g. issues, risks and change requests)

3. Re-Plan the project

The 1, 2,3 of Managing Single Projects

1. Manage Single Projects

1. Initiate the Project

2. Manage the Project

1. Plan the Project

2. Work on the Project

3. Track and Re-Plan the Project

1. Check and understand the project's progress

2. Find and Manage Exceptions (e.g. issues, risks and change requests)

3. Re-Plan the project

1. Re-assign work and send notifications

2. Report to and Work with the Appropriate Stakeholders

3. Tailor the project site to match the evolving methods needed to run the project

The 1, 2,3 of Managing Single Projects

1. Plan the Project
2. Work on the Project
3. Track and Re-Plan the Project
 1. Check and understand the project's progress
 2. Find and Manage Exceptions (e.g. issues, risks and change requests)
 3. Re-Plan the project
 1. Re-assign work and send notifications
 1. Project Redefinition - Update the lists in the project site (Project statement; Task List; other sub-processes) with any changes
 2. Project re-assignments - reassign work and again find and fix any over assignments
 3. Notifications - check to ensure that the changes just made are getting out through the notifications mechanisms setup earlier
 2. Report to and Work with the Appropriate Stakeholders
 3. Tailor the project site to match the evolving needs of the project

The 1, 2,3 of Managing Single Projects

1. Plan the Project
2. Work on the Project
3. Track and Re-Plan the Project
 1. Check and understand the project's progress
 2. Find and Manage Exceptions (e.g. issues, risks and change requests)
 3. Re-Plan the project
 1. Re-assign work and send notifications
 2. Report to and Work with the Appropriate Stakeholders
 1. Deliver Periodic Status Reports (Printed or emailed)
 2. Raise Exceptions including Project Change Requests, Top Issues and Top Risks
 3. Resolve Sponsor Level Issues and apply the resolution through Re-Plan Project (if appropriate)
 3. Tailor the project site to match the evolving methods needed to run the project

The 1, 2,3 of Managing Single Projects

1. Manage Single Projects

1. Initiate the Project

2. Manage the Project

3. Close the Project

1. Run Project Post-Mortem and Track Lessons Learnt

2. Close out the Project site

3. Capture any useful modifications made to the project site for use on future projects