



# Project Management



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# Project Management Strategies for Getting Things Done

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## Course Objectives

- Define Project Management
- Explain How to Get a Project Started
- Identify Resources Available
- Identify Strategies to Keep a Project on Track
- Create a Project Plan



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## Course Outline

- Project Management Essentials
- Project Team Building
- Understanding & Resolving Project Conflict
- Creative Decision Making
- Tools and Techniques



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## Definitions

- The art of project management is taking an enormously complex family of tasks and breaking it down so people can work on it one step at a time.
- Project management is a structured approach to getting things done with a defined start and end date.



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## Definitions

- The essential goal of project management is to complete a project on schedule and within budget, delivering a quality product that meets business requirements.
- Effective project management must exercise sound interpersonal skills to build a project team that accepts responsibility and meets the challenges of the project plan.



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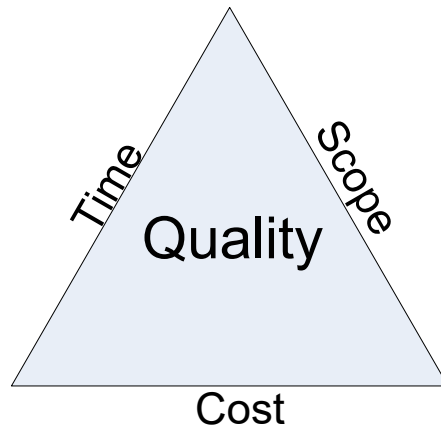
## How to Get Started?

- Establish Objective or Scope
- Plan the Project
- Implement the Project
- Control the Project
- Adjust as Required
- Evaluate



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## Triple Constraint Triangle



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## How to Keep Project on Track?

- Communicate, Communicate, Communicate
- Start with Kickoff Meeting
- Schedule Regular Check-in Meetings
- Maintain Project Plan
- Document Meetings and Project

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## Tools

- Project Plan – Excel Spreadsheet
- Responsibility Matrix
- Strategic Initiative Form
- Sample Agenda
- Sample Minutes



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## Successful Project Manager Traits

- ▶ P Persistence
- ▶ O Openness
- ▶ W Wisdom
- ▶ E Energy
- ▶ R Responsiveness



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## Team Member Selection

- Does the person have the skills to do the job?
- Can the best person be made available?
- If not, can you delay or compromise for someone else?
- Is the person a team player or self-starter?
- What are the person's personalities and/or behaviors?

## Project Team Building

The Team I Enjoyed the Most Why?	The Team I Enjoyed the Least Why?
➤	➤
➤	➤
➤	➤
➤	➤



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## Identify and Influence the Right Resources

- Stakeholders
  - Project Sponsor
  - Project Manager
  - Team Members
  - Customers



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## **Build Relationships and Collaborate**

- Passion for excellence
- Ability to actively and effectively listen to team members
- Interpersonal and trust building skills
- Presentation and communication skills
- Face-to-face interaction



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## **Build Relationships and Collaborate**

- Self-confidence, drive, determination, and results orientation
- Ability to follow through on commitments
- Strong personal accountability and sense of purpose
- Ability to create win-win solutions



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## **Project Team Accountability**

- Crystal Clear on End Results and Measurements
- Ask for Team Member's Judgment on Feasibility
- Trust Team Member's Judgment
- Motivate Team Members



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## **Conflict Resolution**

- Gather the Facts
- Get Input from **ALL** Members
- Don't Overreact
- Don't Procrastinate
- Don't Cover Up
- Prioritize Alternatives



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## Conflict Resolution

- Brainstorm
- Communicate Decisions
- If you're not satisfied with situation:
  - ✓ Change It
  - ✓ Accept It
  - ✓ Leave It



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## Brainstorming Techniques

- List all Ideas
- Do not Evaluate or Judge Ideas
- Do not Discuss Ideas
- Blue Sky Ideas
- Repetition is Okay
- Encourage Quantity
- Don't Close Session Too Early



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## Why Projects Fail

- Communication
- No Plan at All
- No Clear Goals
- No Strategy
- Halfway Commitment
- Expensive
- No Monitoring or Accountability
- Failure Mentality “*Here we go again.*”



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## Why Projects Fail

- Overdone . . . Too Complex or Rigid
- Analysis Paralysis
- Activity Trap . . . Process becomes more important than the goal.
- Lack of Interest or Commitment
- Chronic Criticizing



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### Why Projects Succeed?

- Effective Communication
- Team Work
- Collaboration
- Strong Leadership
- Ability to Influence
- Task Efficiency



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### Why Project Succeed?

- Innovative
- Creative
- High Morale
- Strong Commitment
- Team Members are self motivated and work together well.
- High Trust



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