



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.



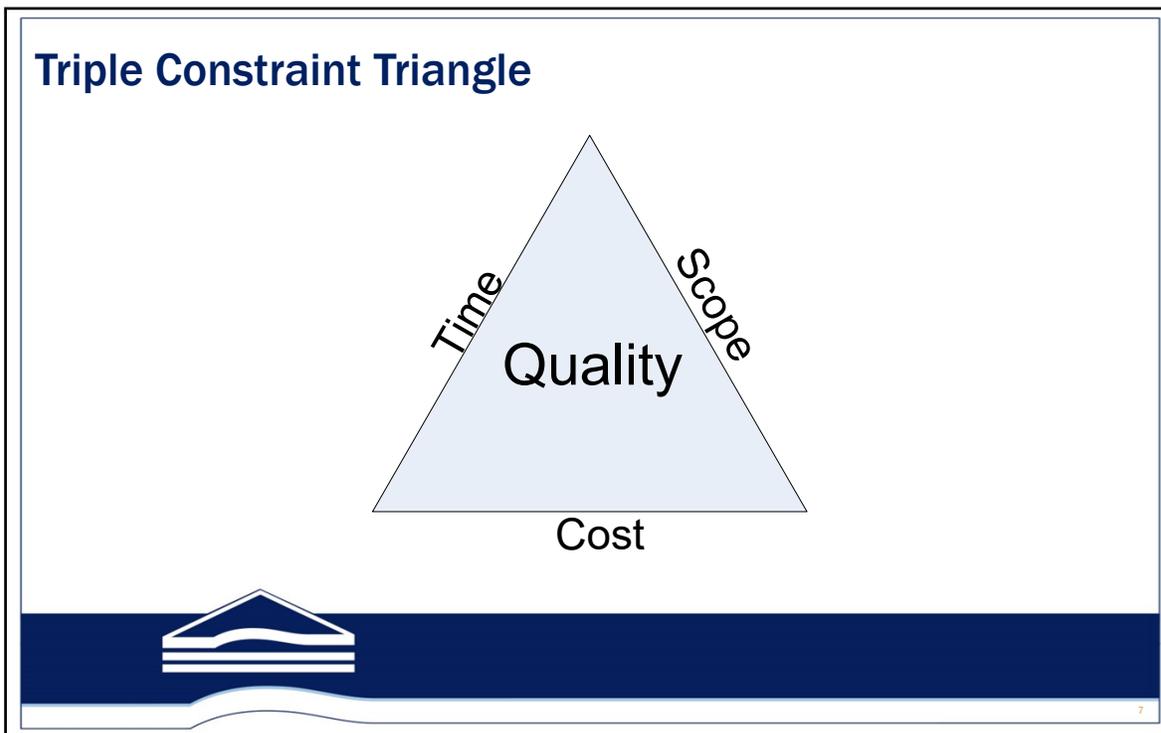
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How to Get Started?

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



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- ### 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?
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Project Team Building

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



Identify and Influence the Right Resources

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



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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Strategies for Getting Things Done

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