Project Management & Effective Communication

April 6, 2023

Today's Presenters:
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Jermaine Ogden is the owner and operator of Elevate Plus Consulting (EPC), a leadership firm that focuses on project management and leadership development. EPC helps leaders understand their direction and create the roadmap to assist in accomplishing their goals. Jermaine has served as a Project Manager and leadership coach for over a decade supporting national organizations and key military leaders. He has a BA in Organizational Leadership and holds multiple certifications in Project Management, Master Resiliency Trainer to name a few.

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Agenda

➢ What is Project Management
➢ Why is Project Management Important
➢ Project Management and Grants
➢ Establishing the Right Team
➢ Effective Communication Strategies
➢ Examples of Project Management Tools

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- According to the Project Management Institute, *Project Management is the use of specific knowledge, skills, tools and techniques to deliver something of value to people.*

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Project Attributes

- Define Beginning and End
- Define Scope
- Define Stages/Milestones
- Define Team
- Define Tools

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Why is Project Management Important

- To determine roles and responsibilities
- Identify and establish priorities
- To manage deadlines and schedules
- To determine and assign accountability and authority
- Managing resources (people and cost)
- Provide effective and timely status and communications
- Reduce rework and redundant work
- Capture and share lessons learned

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Project Management Related to Grants

- Start-Up Process
- Developing Project Plans
- Managing Budget, Timeline, and Scope
- Managing the Work
- Managing the People Resources
- Managing Other Project Resources
- Managing Risk
- Managing Expectations
- Communicating Effectively
- Close-Out Process

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Key Factors in a Project

- Budget
- Schedule
- Scope – impacted by goals of the stakeholders
- Quality
- Stakeholders
- And the Triple Constraint (Time, Cost, Quality/Scope)

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Establishing the Right Team

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Effective Communication Strategies

- Knowing your Audience
- Knowing the type of communication
- Qualitative & Quantitative
- Ensuring you have the proper cadence

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Knowing your Audience

- Stakeholders (Internal & External)
  - *Grant Managers*
  - *Executive Teams*
  - *Partners*
- Project Team(s)

- Sponsors/ Oversight Committees

- Customers

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Types of Communication

- Project Charter
- Project Plan
- Timeline/Milestones
- RACI Matrix
- Project Cost Management (Budget)
- Project Stakeholder Management
- Risk Management Plan
- Control Schedule

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Sample Project Charter

Part I: Project Overview

Project Name	Website Redesign		
Project Charter Author	Amanda Etches & Randy Oldham		
Creation Date	Nov 12, 2012	**Last Revision Date**	February 3, 2013
Project Requestor	Randy Oldham	**Project Manager**	Randy Oldham
Project Charter Status (Pending/Approve/Reject)	Approved		
Project Sponsor Signature	Amanda Etches and W&IA Cross-Functional Team	**Date of Project Approval**	January 2013
Proposed Project Start & End Date	Start: December 2012 End: January 2014		

Part II: Project Details

Project Description	The library website redesign project will include the following activities: - redesign the home page around users' critical tasks - redesign the site architecture and navigation to improve findability and usability - implement Drupal as our Content Management System (CMS) to improve site governance and infrastructure and introduce decentralized content maintenance - implement the existing university template to meet campus branding requirements - develop a content strategy to improve existing and new site content - phase out dependent infrastructure (e.g. InSite applications) to make the site content and functionality fully integrated on a single CMS
Project Purpose	The current library website is in dire need of a user-centred redesign, reduction in size, architectural overhaul, updated and intuitive navigation structure, accessibility compliance, and coherent content strategy. This project aims to address all these needs and result in a library website that is, first and foremost, a tool to enable student success.
Project Goals & outcomes	The outcomes of this project will be: - a library website that is designed primarily around user needs and

Sample Project Plan

D	Task Description	Start Date	Planned End Date	Actual End Date	Work Days Planned	Work Days Elapsed	Work Days Remain	Work Days Overrun	11-JUN	18-JUN	25-JUN	02-JUL
	Project Management Activities	17-Jun-18	25-Jun-18		**6**	**22**	**0**	**0**				
.1	Complete Project Charter	17-Jun-18	20-Jun-18		2	22	0	0				
.2	Complete Project Management Plan	21-Jun-18	22-Jun-18		1	19	0	0				
.3	Set up Monitoring and Controlling proce	23-Jun-18	24-Jun-18		1	17	0	0				
.4	Management Activities Completed	25-Jun-18	25-Jun-18		1	17	0	0				
	Initiation/Planning				**0**	**0**	**0**	**0**				
.1	Conduct Feasibility Study	25-Jul-18	25-Aug-18		10	0	23	0				
.2	Complete Business case				0	0	0	0				
.3	Complete Project Planning				0	0	0	0				
.4	Initiation/Planning Activities Completed				0	0	0	0				
	Requirements Analysis				**0**	**0**	**0**	**0**				
.1	Complete Requirements Gathering				0	0	0	0				
.2	Complete Security Planning				0	0	0	0				
.3	Requirements Analysis Completed				0	0	0	0				

RACI Matrix

[Project Title]

Roles and Responsibilities

Responsible, Accountable, Consulted, Informed

Deliverable or Task	Status	Sponsor / Leadership					Project Team					Other Resources				
ROLES		Sponsor	Name or Role	Name or Role	Name or Role	Name or Role	Project Manager	Technical Lead	Name or Role	Name or Role	Name or Role	Consultant	Name or Role	Name or Role	Name or Role	Name or Role
Phase 1																
Deliverable/Task 1		A	R				I									
Deliverable/Task 2		A		R			I									
Phase 2																
Deliverable/Task 1		C	I				A	R								
Deliverable/Task 2			I				A		R							
Phase 3																
Deliverable/Task 1			I				A	I		R		C				
Deliverable/Task 2			I				A	I	R			C				
Phase 4																
Deliverable/Task 1				I			A	R					C			
Deliverable/Task 2				I			A		R							

Insert new rows above this one

R Responsible	Assigned to complete the task or deliverable.
A Accountable	Has final decision-making authority and accountability for completion. Only 1 per task.
C Consulted	An adviser, stakeholder, or subject matter expert who is consulted before a decision or action.
I Informed	Must be informed after a decision or action.

Questions?

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