



Managing the Student Project!

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Who am I?



- 25 years in HR
- 11 years independent consultant
- Business & Coaching Psychologist
- Former external moderator for 7 years
- Personal tutor on CIPD Certificate in Psychology of Management - 2002
- Chartered Fellow of CIPD



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What do you bring to the party?

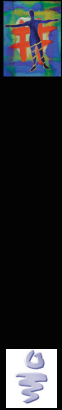


- Special skills
- Knowledge
- Attitudes
- Expertise
- Values & beliefs
- **And energy!**



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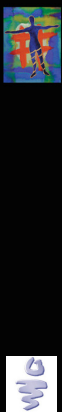


Introductions – on your table

- Your Name?
- Your Job?
- What do you want from today?

Now, tell me what you want from today

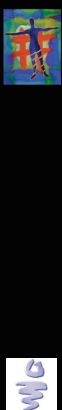
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The 16 step Lewis Method

1. Concept developed
2. Problem, Vision & Mission statement
3. Generate alternative project strategies
4. Select & evaluate the strategy
5. Ask: is evaluation OK?
6. Develop an implementation plan
7. Ask: is the plan OK for all stakeholders?
8. Signoff project plan & set up project book

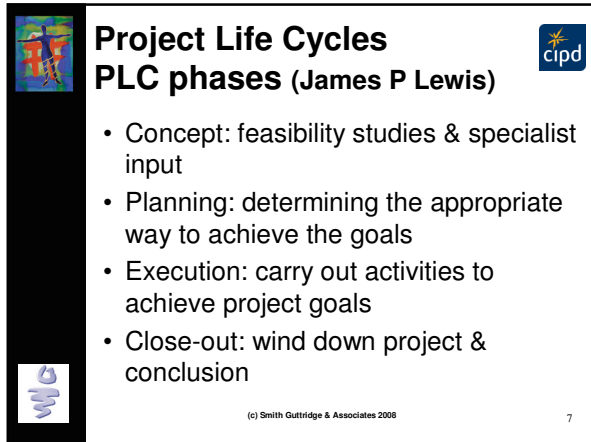
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The 16 step Lewis Method

9. Execute the plan
10. Ask: is progress OK?
11. Ask: is the definition OK?
12. Ask: is the strategy OK?
13. Ask: is the plan OK?
14. Ask: is all the work complete?
15. Conduct lessons learned review
16. Closeout project

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Project Life Cycles
PLC phases (James P Lewis)

- Concept: feasibility studies & specialist input
- Planning: determining the appropriate way to achieve the goals
- Execution: carry out activities to achieve project goals
- Close-out: wind down project & conclusion

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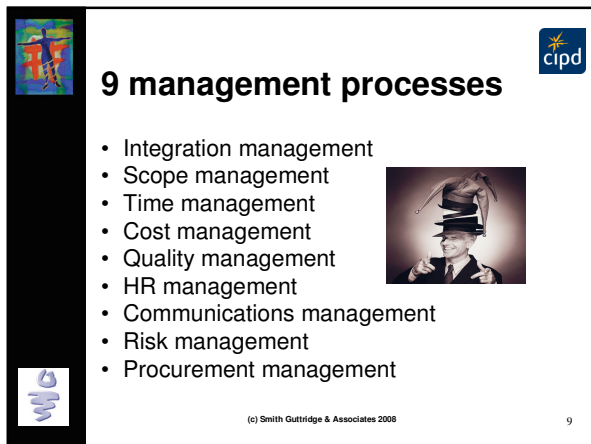
Project Management
(Project Agency approach)

- Set up - initiation
- Set-up – definition
- Delivery planning
- Delivery
- Closedown & review

www.projectagency.co.uk


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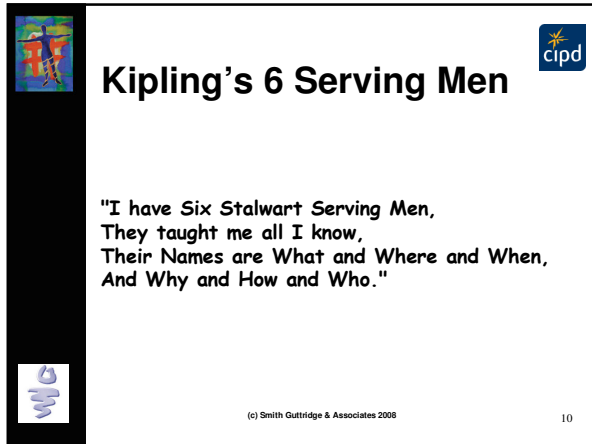
9 management processes

- Integration management
- Scope management
- Time management
- Cost management
- Quality management
- HR management
- Communications management
- Risk management
- Procurement management



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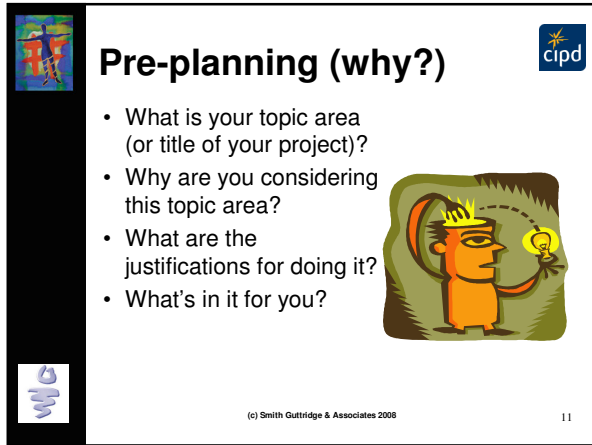
Kipling's 6 Serving Men

"I have Six Stalwart Serving Men,
They taught me all I know,
Their Names are What and Where and When,
And Why and How and Who."

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This slide features a vertical sidebar on the left with a colorful illustration of a house and a logo. The main content area contains the title, a quote, and a copyright notice. A small 'cipd' logo is in the top right corner.



Pre-planning (why?)

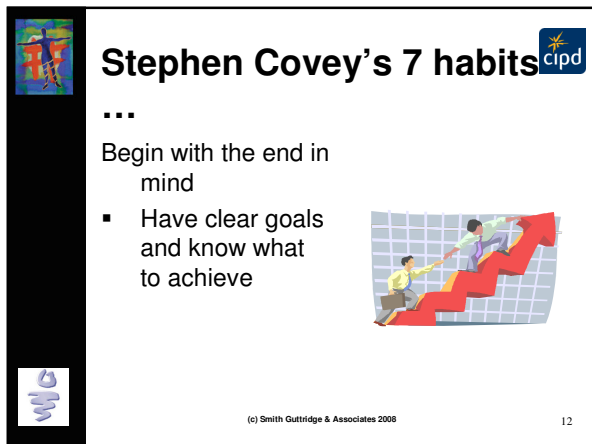
- What is your topic area (or title of your project)?
- Why are you considering this topic area?
- What are the justifications for doing it?
- What's in it for you?



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This slide features a vertical sidebar on the left with a colorful illustration of a house and a logo. The main content area contains the title, a list of four questions, a cartoon illustration of a character with a lightbulb, and a copyright notice. A small 'cipd' logo is in the top right corner.




Stephen Covey's 7 habits

...

Begin with the end in mind

- Have clear goals and know what to achieve



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This slide features a vertical sidebar on the left with a colorful illustration of a house and a logo. The main content area contains the title, three dots, a sub-heading, a list item, a cartoon illustration of people climbing stairs, and a copyright notice. A small 'cipd' logo is in the top right corner.



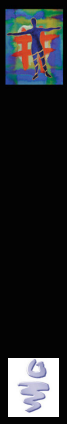
OARS

To reach your destination successfully you need OARS:


- O** - Objectives
- A** - Activities
- R** - Relationships
- S** - Schedule

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



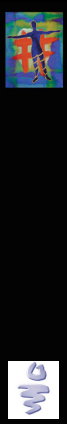
Project conception/definition (what?)



- What are the aims and objectives?
- What are the outputs?
- What are the success criteria against which you will assess the project?
- How will it add value?
- How will you measure this?

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






Characteristics of an effective objective


- S** - SPECIFIC
Clear and unambiguous end product
- M** - MEASURABLE
Observable outcomes of performance: quantity, quality, cost, time
- A** - ACHIEVABLE
Realistic within your capabilities and constraints
- R** - RELEVANT
Addresses a significant need of the organisation
- T** - TIMEBOUND
You have a target date for completion.
- E** - ECOLOGICAL
Doesn't have negative consequences for any other part of the organisation
- R** - RESOURCED
Time/cost implications are recognised

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Project conception/definition (who?)




- Who are the stakeholders in this project?
- Who is the sponsor?
- Who is the customer?
- Looking ahead, who will own the project at the end?






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Stakeholder analysis


	A	B	C
Champions			
Supporters			
Neutrals			
Against			






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Stakeholder analysis

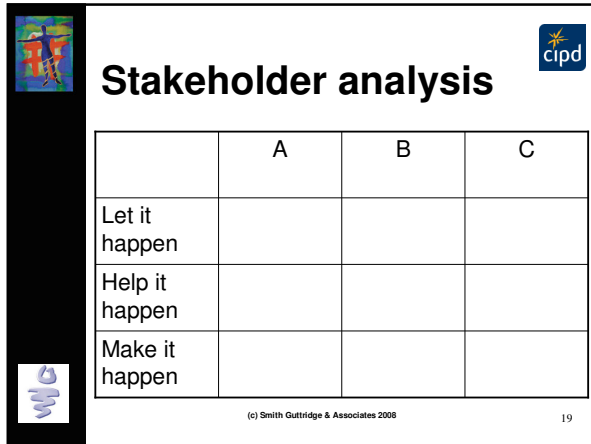
	A	B	C
Let it happen	↓ ○	○	
Help it happen	×	↓	
Make it happen		×	○





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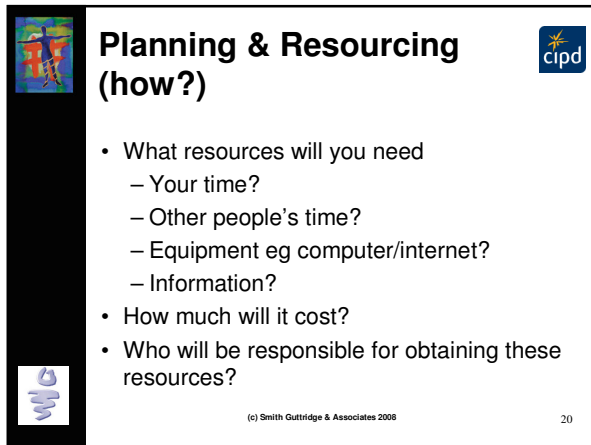
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Stakeholder analysis

	A	B	C
Let it happen			
Help it happen			
Make it happen			

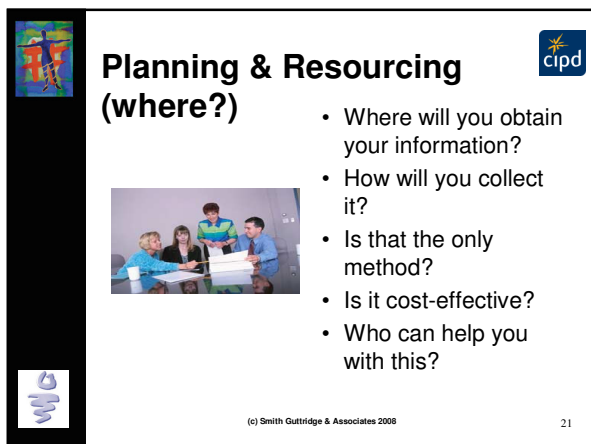
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Planning & Resourcing (how?)

- What resources will you need
 - Your time?
 - Other people's time?
 - Equipment eg computer/internet?
 - Information?
- How much will it cost?
- Who will be responsible for obtaining these resources?

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Planning & Resourcing (where?)




- Where will you obtain your information?
- How will you collect it?
- Is that the only method?
- Is it cost-effective?
- Who can help you with this?


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Planning & Resourcing (problems?)

- Are there any potential problems or obstacles to your carrying out this project?
- If so, can these be overcome and how?
- Who can help you with this?
- Do you have a Plan B?









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Stakeholder analysis


	A	B	C
Let it happen	↓ ○	○	
Help it happen	×	↓	
Make it happen		×	○






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Planning & Resourcing (when?)

- What steps do you need to take to complete this project?
- What are the timescales – overall and for each part of it?
- Is the project “do-able” in the time you have?
- If not can it be re-sized?

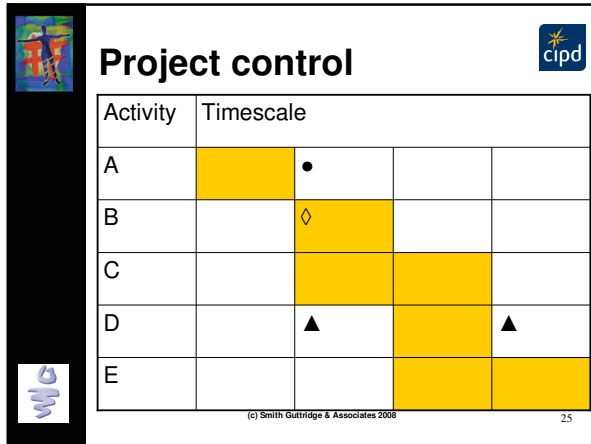






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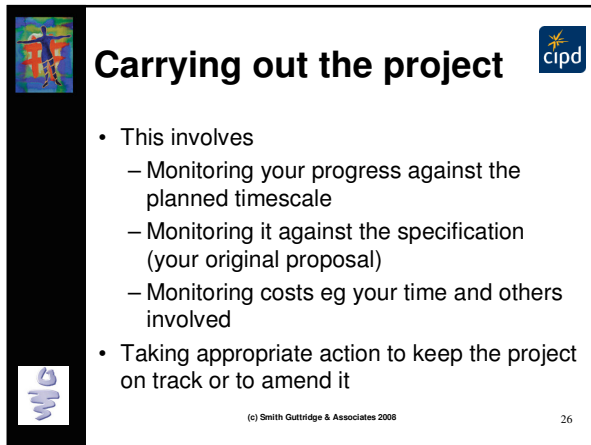
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Project control

Activity	Timescale
A	●
B	◇
C	▲
D	▲
E	

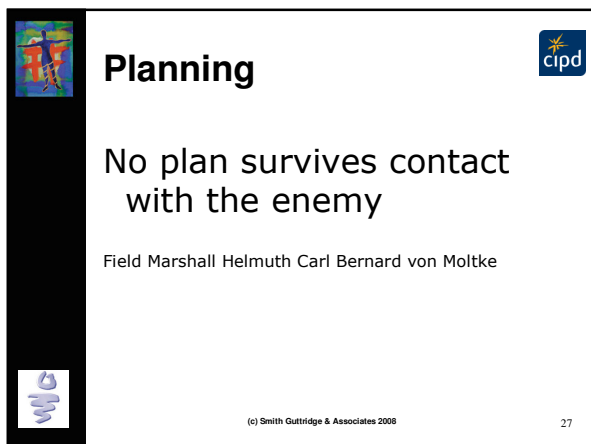
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Carrying out the project

- This involves
 - Monitoring your progress against the planned timescale
 - Monitoring it against the specification (your original proposal)
 - Monitoring costs eg your time and others involved
- Taking appropriate action to keep the project on track or to amend it

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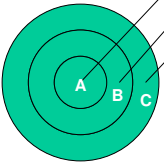


Planning

No plan survives contact with the enemy

Field Marshall Helmuth Carl Bernard von Moltke

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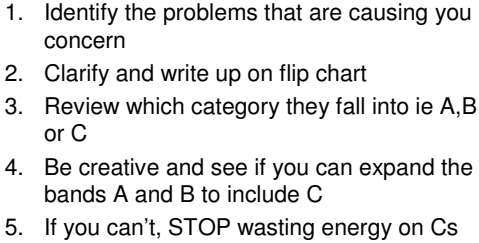
The diagram consists of three concentric green circles labeled A, B, and C from innermost to outermost. Three lines point from the labels to the circles: 'Control' points to circle A, 'Influence' points to circle B, and 'O/s influence' points to circle C.

Circles of Influence

Control
Influence
O/s influence

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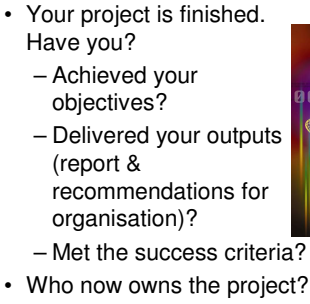
A list of five numbered steps for the Circles of Influence process.

Circles of Influence

1. Identify the problems that are causing you concern
2. Clarify and write up on flip chart
3. Review which category they fall into ie A,B or C
4. Be creative and see if you can expand the bands A and B to include C
5. If you can't, STOP wasting energy on Cs

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A list of questions and criteria for project completion and handover.



Completion/handover

- Your project is finished. Have you?
 - Achieved your objectives?
 - Delivered your outputs (report & recommendations for organisation)?
 - Met the success criteria?
- Who now owns the project?




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Report Outline example

- Executive Summary
- Introduction
 - Background
 - Reasons for project
 - Objectives
- Planning the project
 - Proposal
 - Preparation
 - Research
- Methodology
 - Interviews/questionnaires
 - Data collection
- Results
 - Analysis
 - Trends/differences/summaries
 - Graphs, illustrations
- Discussion/conclusions
- Recommendations
- Appendices
- References/bibliography






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Perform a project premortem


1. Projects fail all the time, often because people fail communicate their reservations during the planning phase
2. Prospective hindsight – imagining an event has already occurred – increases ability to identify reasons for outcomes by 30%
3. Based on the, Premortem takes place at beginning and assumes project has failed
4. Team members independently write down reasons for failure
5. Team review items one by one to find ways to improve outcomes


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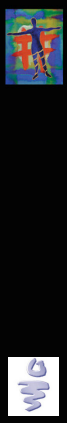


What next?

- What 3 things do you want to have in your Action plan when you leave this workshop?




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So, NOW

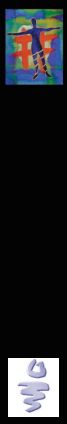
- Don't try...just DO




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Thank You
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