

# Week 16 Focus – Project Management 101

Focus Question: What are the projects you are involved in with your business and work right now?



"Being a Project Manager is like being an artist, you have the different colored process streams combining into a work of art"  
~ Greg Cimmarrusti

## DESCRIPTION

As small business owners we will often be managing a series of projects. Not all of us are trained in the areas of project management. Quality of a project is determined by a balance of Time, Cost and Scope. If one of these qualities change, there will be an impact on the other two elements.

Projects may be as big as a book creation which is scaled over several months or years, or as discrete as writing a newsletter.

- Certain elements are key in managing projects
- What are the main tasks?
- What do you need to ensure you get done?
- Who is responsible for what?
- What are the tasks which are required?
- What will success look like?

## STORY - PROJECT MANAGEMENT 101

As a former project manager my world was always framed in program starts, mid-points and end of project reviews. Spending time on end-of-project review helps us reduce learning and mistakes in a second iteration.

Regardless of how big or small the project is it can be useful to talk stop and pause and see how things are going.

Some of the questions at the midpoint could include:

- What's working well?
- What changes are needed?
- What resourcing needs to change? (Think: human resource is, IT, other resources...)?
- Who else can we learn from?
- Are there other projects with have experienced a similar status?

In the world of project management, we want to make sure that projects are on time, on scope, and on budget. This is often known as the triple constraint and in any given project these three elements are interdependent. Think about a triangle.

If time changes, the budget or scope needs to change. For example, if you had originally ear-marked 6 months to have a book published, and all of a sudden it needs to be ready in the next 3 months, you will need to explore:

Adding more resources – paying for rush service, or bringing other people on board to help

OR perhaps you need to make the book shorter, so instead of having it be 20 chapters, publishing it as a 10 chapter book this year, and aiming to publish Part 2 of the book as a follow-up next year.

There is a whole slew of project management tools available. Tools to explore include Asana, Trello, or other apps.

### ACTIVITY

Consider a project you are working on. What is the time, scope and budget?

Break things down into project tasks and activities.

What are the major milestones?

What needs to be done by when?

What do you want to do each month or week of the project? Map it out/create a timeline.

Who are the key stakeholders you need to engage with and keep updated?

### CONNECTION TO THE WORKBOOK AND PLANNER

Every month use Monthly Daily Tracker to capture key learning from projects. Noting data (milestones, completions, meetings) may help with things like Time Estimation, Process mapping or other learning for this project or others.

As you complete your Monthly To-Dos each month note any projects, tasks and activities you are working on.

There is space in each of the Monthly One-Page Planners to note projects you are starting, continuing and ending.

You can also adapt the Content Trackers or monthly trackers to track the different stages of the projects you are engaging with.