



What Should I Know About Project Management if I NEVER Want to Be a PM?

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Agenda

- Introductions
- 3 Essentials for Non-PMs (and PMs!)
- Wrap Up



Know your

WHY



• Project Goals and Objectives – The “Why”

- Benefits
 - “If you don’t know where you’re going, you’ll probably end up somewhere else.” - Y Berra
 - Maintains project focus
- Approaches
 - Meet with project leadership to identify their goals and objectives
 - Review with the team to validate
 - Revisit goals and objectives throughout the project to maintain focus
- Tools
 - [Project request](#) (business case)
 - [Project charter](#) (goals/objectives/deliverables/basic requirements)
 - [Statement of work](#) (requirements/deliverables)
 - High level requirements documentation
 - [Work Breakdown Structure](#) (deliverables)
 - Elevator Pitch



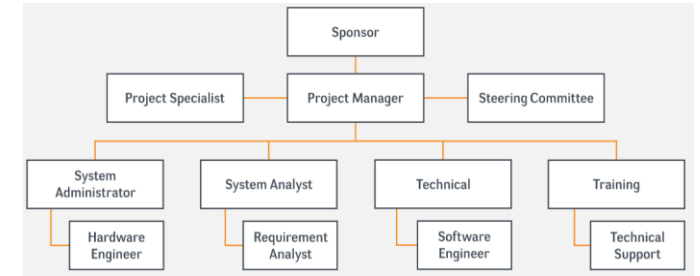
“Who’s on First?”



• Roles and Responsibilities – The “Who”

- Benefits
 - Clarify who is the final decision maker, day to day contact, etc.
 - Identify qualified team members to perform the work
 - Plan for holes in project competency
- Approaches
 - Start with project org chart – list everyone
 - Assign Roles & Resp w/ project leadership and management
 - Share w/ the team! For validation/availability
- Tools:
 - [RACI chart](#) (Responsible, Accountable, Consulted, Informed)
 - [Org Chart](#) (LucidChart, Visio)
 - [Stakeholder analysis](#) (Excel, Google Sheets)
 - Training resources for prof. dev. (classes, conferences, [Lynda](#), etc.)

Org Chart



RACI Chart

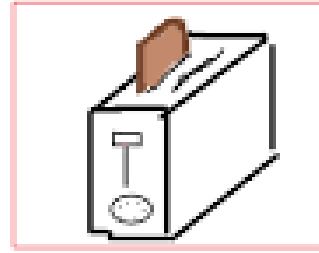
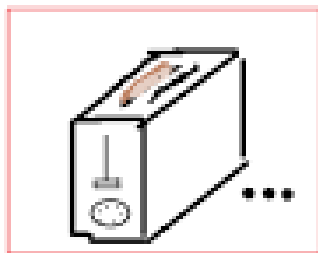
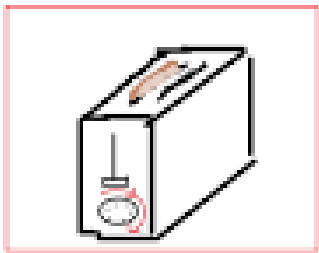
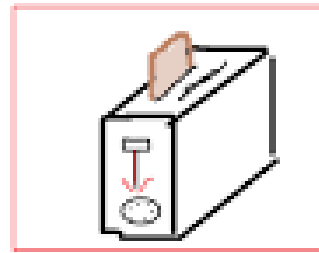
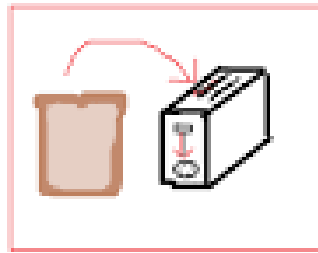
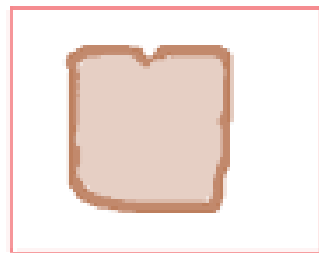
	Role 1	Role 2	Role 3	Role 4
Item 1	R	I	A	C
Item 2	A	C	R	I
Item 3	C	R	A	I

Stakeholder Analysis

		Interest	
Power	High Power, Low interest (Keep Satisfied)	High Power, High Interest (Manage Closely)	
	Low Power, Low Interest (Monitor)	Low Power, High Interest (Keep Informed)	



HERE'S HOW:



Project To Do's – The “How”

- Benefits
 - Have a timeline and know when the work will be complete
 - Accountability - Distributed knowledge of project process/progress
 - Keeps vision clear and work focused
- Approaches
 - Start easy with a spreadsheet – Task, start date, end date, person responsible
 - Communication!!
 - Meet/report regularly (at least weekly) to check in
 - Send Reminders when nearing to end date
 - Use change process if there are delays, to make the changes known
- Tools
 - Excel, Google Sheets, MS Project, Work Otter, SharePoint
 - E-mail
 - Meetings



Resources

- [UChi IT Services Project Management Office \(PMO\) website](#) and [templates](#) page
- [PMI.org](#) – Project Management Institute (certification, learning)
- <https://www.projectmanagement.com> – training, templates
- <https://www.projectengineer.net>– training, information
- <https://www.cio.com> – executive level approaches to Project Management. Search for ‘Project Management’
- <https://lynda.uchicago.edu/> - courses on Project management free to UChi community– Search for ‘Project Management Foundations’
- <https://www.workamajig.com/blog/topic/operational-excellence> – software vendor, but the Operational Excellence Blog is helpful
- <https://www.projectmanager.com> – software vendor, but Blog and Templates area is helpful.



THE END
THANKS FOR YOUR PARTICIPATION

