DEFINING PROJECT

- In Modern English project (n.) is defined as a collaborative enterprise, involving research or design, that is carefully planned to achieve a particular aim.

- Project originally meant "before an action"

- From Latin projectum
  - from verb proicere "before an action"
  - from pro denoting precedence and iacere "to do, throw"
WHAT IS A PROJECT?

• PROJECT
  — an undertaking requiring a concerted effort
  — a temporary group activity designed to produce a unique product, service, or result
  — not a routine operation, but a specific set of operations designed to accomplish a singular goal
  — project team may include people who don’t usually work together – sometimes from different departments, organizations, and even across multiple geographies


PROJECT MANAGEMENT

• PROJECT MANAGEMENT
  — The application of knowledge, skills and techniques to execute projects effectively and efficiently.
  — It’s a strategic competency for organizations, enabling them to tie project results to business goals — and thus, better compete in their markets

PROJECT MANAGEMENT PROCESSES

• FIVE AREAS
  — INITIATING
  — PLANNING
  — EXECUTING
  — MONITORING AND CONTROLLING
  — CLOSING


INITIATING

• DEFINE PROJECT SUCCESS CRITERIA/PARAMETERS
  — What are the project’s goals?
  — What project details should be addressed?
  — Who can participate in the project? What are the team members’ roles and responsibilities?
  — What is the agreed upon timeframe for completion?
  — Define and set the parameters for the project. Regardless of what you decide, be realistic.
PLANNING

• ASSIGN TASKS AND CREATE A PLAN
  — **Who** is doing **what**?
  — A good plan breaks down everything from structure of tasks, team roles and responsibilities, and schedules.
  — What project management tools can be used?
  — Balance the workload to make sure everybody carries their weight. Assign tasks that fit the individual team member’s skills, talents, and personalities.

EXECUTING

• STAY ON TASK
  — Identify key moments during the project cycle and perform an evaluation as you complete each step. How long did the task take to get done?
  — Identify problems as they arise and work towards a solution that enables you to get the project completed in the time assigned.
  — Negotiate achievable and realistic commitments. Never commit to a task or deadline that you know you can’t keep.
MONITORING AND CONTROLLING

• COMMUNICATION
  — Communication between a project leader and team members should be open, honest, and clear.
  — Count tasks as complete only when they’re 100 percent complete.
  — Create a climate in which team members feel it is safe for them to report on a project status accurately and honestly.

CLOSESING

• EVALUATION AND RETROSPECTIVE
  — Review the project as a whole. What processes or procedures were successful? What did not work?
  — What lessons have you learned along your project management process?
  — Use the lessons you learned from each project so that you minimize inefficiency and also learn the strengths of your team members.
1. Nail down **project details**. Does everyone know what the goal is?

2. Identify **project and team requirements**. Assign work with the good of the team members in mind.

3. **Know your roles**. Project leader or team member? As a leader, your role requires you to make decisions and take responsibility.

4. **Analyze problems or challenges** and work as a team to resolve them. Solutions often come from constructive discussions.

5. **Communicate, communicate, communicate**. Model constructive communication and accountability for your team. Is everybody not only doing the work but also communicating about it and taking responsibility?

6. **Evaluate** the project when it is done. What could have been done differently or better?
# TIME MANAGEMENT & PRIORITIZING

- **Self Test Quiz**

**Score Interpretation**

<table>
<thead>
<tr>
<th>Score</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>46-75</td>
<td>You're managing your time very effectively! Still, check the sections <strong>below</strong> to see if there's anything you can tweak to make this even better.</td>
</tr>
<tr>
<td>31-45</td>
<td>You're good at some things, but there's room for improvement elsewhere. Focus on the serious issues <strong>below</strong>, and you'll most likely find that work becomes much less stressful.</td>
</tr>
<tr>
<td>15-30</td>
<td>Ouch. The good news is that you've got a great opportunity to improve your effectiveness at work, and your long term success! However, to realize this, you've got to fundamentally improve your time management skills.</td>
</tr>
</tbody>
</table>

# PLANNING & SCHEDULING TOOLS

- **Microsoft Outlook (handout)**
  — creating tasks and to-do lists
  — accessing

- **Google Docs (handout)**
QUESTIONS

• Questions. . .

• What have you tried previously?

• What has worked or not worked?

• What can you do to improve your time management skills?

REFERENCES


http://www.projectsmart.co.uk/21-project-management-success-tips.php

http://www.villanovau.com/resources/project-management/project-management-tips/#.VCCUtUs7a_s
Create tasks and to-do items

Many people keep a list of things to do — on paper, in a spreadsheet, or with a combination of paper and electronic methods. In Microsoft Outlook you can combine various lists into one, get reminders and track task progress.

- Create a task
- Create a task from an Outlook item
- Create a task in the To-Do Bar
- Create a task in the Daily Task List in Calendar

I. Create a task

1. On the **Home** tab, in the **New Items**, click **Task**.

   **Keyboard shortcut**  To create a new task, press CTRL+SHIFT+K.

2. In the **Subject** box, type a name for the task. You can add more detail in the task body.

3. On the **Task** tab, in the **Actions** group, click **Save & Close**.
II. Create a task from an Outlook item

You can create a task out of any Outlook item, such as e-mail message, contact, calendar item, or note.

Do one of the following:

- Drag an e-mail message to the To-Do Bar.

  The To-Do Bar must be arranged by Start Date or Due date to use these procedures.

  1. Drag the item to the task list section of the To-Do Bar.

  2. When you see a red line with arrows at each end positioned where you want to put the task, release the mouse button.

- Drag an item to Tasks

  When you drag an item to Tasks in the Navigation Pane, you can use all the features of a task item. The contents of the item, except attachments, are copied to the body of the task. Even if the original item is later deleted, the task is still available, including the copied contents of the item.

- Drag the item to the Tasks tab on the Navigation Pane.
TIP  To add the item as an attachment to the task instead of pasting the text into the task body, right-click the item and drag it to the task list, and then click **Copy Here as Task with Attachment**.

### III. Create a task in the To-Do Bar

The To-Do Bar appears in all Outlook views by default.
To create a task, do one of the following:

- In the To-Do Bar, click the **Type a new task** box, and then enter the task description. Press ENTER to finish. The task appears in your To-Do list with today's date.
- In the To-Do Bar, double-click the **Type a new task** box to open a task in a new window. You can enter more detail about the task.

TIP  To turn on or off the To-Do Bar, on the **View** tab, in the **Layout** group, click **To-Do Bar** and click **Normal**, **Minimized**, or **Off**. This changes the To-Do Bar only in the current view, not in all views.

### Create a task in the Daily Task List in Calendar

The Daily Task List appears only in the Outlook Calendar day and week views.

1. Rest your pointer in the Daily Task List under the day that you want.
2. Click **Click to add task**.
3. Type a subject for the task, and then press ENTER.
   
   By default, the start and due dates are set for the day under which you inserted the task. To change the start date or due date of the task, drag the task to the day that you want. To manually change the start or due date, right-click the task and then click **Open**.
Planning and Scheduling Tools

*Adding Google Calendar to Outlook*

**Google Calendar**

Log into the Google Calendar and under My Calendars click on Settings.

Now click on the calendar you want to view in Outlook.

Scroll down the page and click on the ICAL button from the Private Address section, or Calendar Address if it's a public calendar…then copy the address to your clipboard.
Outlook 2010

Open up your Outlook calendar, click the **Home** tab on the Ribbon, and under Manage Calendars click on **Open Calendar** \ From Internet...

Now enter the link location into the New Internet Calendar field then click OK.
Click Yes to the dialog box that comes up verifying you want to subscribe to it.

If you want more subscription options click on the Advanced button. Here you can name the folder, type in a description, and choose if you want to download attachments.

That is all there is to it! Now you will be able to view your Google Calendar in Outlook 2010.
You’ll also be able to view your local computer and the Google Calendar side by side...

Keep in mind that this only gives you the ability to view the Google Calendar…it’s read-only. Any changes you make on the Google Calendar site will show up when you do a send/receive.