



GREATEST HITS OF PROJECT MANAGEMENT

PROJECT MANAGEMENT FOR EVERYONE

SECRETS YOU CAN STEAL FROM PROFESSIONAL PROJECT MANAGERS

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AVERAGE TIME/COST OVERRUN FOR PROJECTS THAT FINISH

70%

ACCEPTABLE VARIANCE FOR A SUCCESSFULLY PLANNED PROJECT

+ - 10%

Source:
The Sage Handbook of Qualitative Research (2012)
Project Management Body of Knowledge (2018)

A hand is shown holding a small white paper piece, possibly a sticky note, against a background of numerous colorful LEGO bricks. The bricks are in various colors including red, blue, yellow, and green. The text is overlaid on a semi-transparent black and red background.

WHEN TO APPLY THE PROJECT MANAGEMENT PROCESS:

WHEN YOU BUILD SOMETHING NEW.

WHY ARE NEW
PROJECTS

SO CHALLENGING?





OUR BRAIN
DOESN'T DO

“LONG TERM”

Source:
Journal of Psychological Science (2012)

WHAT IS A REAL
PROJECT OR INITIATIVE
YOU CAN WORK ON TODAY?



#1 FACTOR IN TRUST FROM LEADERSHIP

IF THE LEADER FEELS YOU
UNDERSTAND WHAT THEY WANT

CHECK YOUR
UNDERSTANDING

DON'T "REFLECT WHAT THEY SAID"

START WITH WHY



STEP 1

GET CLEAR ON THE OBJECTIVE

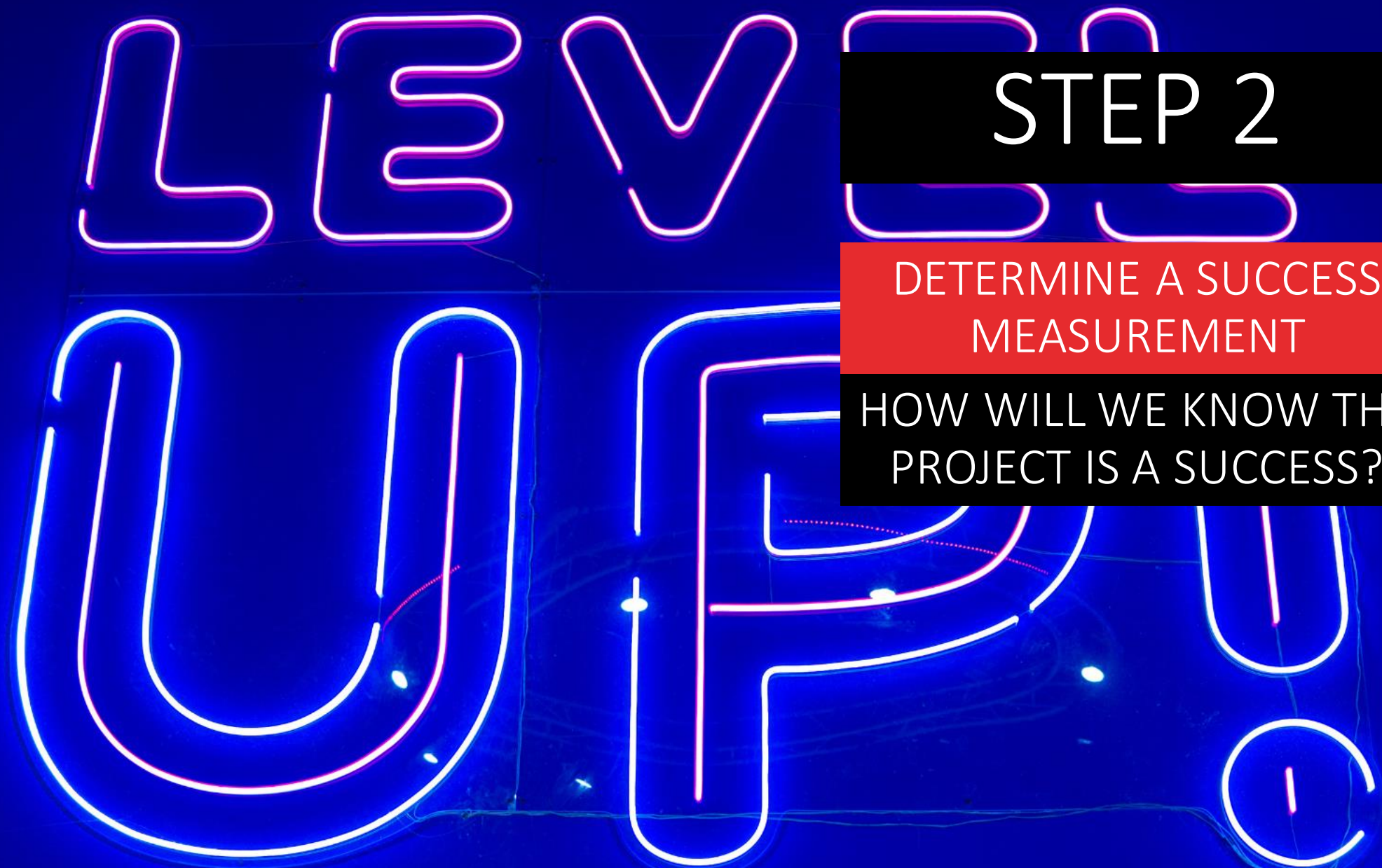
WHAT IS THE “WHY OF
THE PROJECT”?

HOW TO GET TO THE WHY

FIND OUT WHAT THEY REALLY WANT.

- 🍎 What problems are we solving?
- 🍎 What business need are we addressing?”
- 🍎 What’s the downside of doing nothing?





STEP 2

DETERMINE A SUCCESS
MEASUREMENT

HOW WILL WE KNOW THE
PROJECT IS A SUCCESS?



EXERCISE – YOU'RE THE P.M.

INTERVIEW YOUR PARTNER ABOUT THEIR PROJECT.

1. Uncover the objective/why.
2. Ask "How will success be measured?"
3. Clarify the final product. What are you actually creating?

STEP 3

MAKE A LIST OF REQUIREMENTS

LIST EVERYTHING THE FINAL PRODUCT MUST HAVE:



FEATURES IT HAS



THINGS IT DOES



USER EXPERIENCE



PROJECT MANAGEMENT STEP-BY-STEP



- 1 GET CLEAR ON THE OBJECTIVE & HOW YOU'LL MEASURE
- 2 GET CLEAR ON THE FINAL PRODUCT
- 3 MAKE A LIST OF PROJECT REQUIREMENTS

A set of wide, stone steps leading up a hillside. The steps are made of large, reddish-brown stone blocks. To the left, there is a concrete walkway with a black metal handrail. To the right, there are green bushes and a concrete retaining wall. The scene is brightly lit, suggesting a sunny day.

STEP 4

BUILD THE SCHEDULE

REFER TO THE REQUIREMENTS DOCUMENT

LIST OUT THE TASKS NEEDED TO MEET THE REQUIREMENTS

GRAVITY LEARNING - PROJECT ACTIVITY LIST

FIGURE OUT WHAT YOU'RE GOING TO DO AND WHEN YOU'RE GOING TO DO IT



How to use this tool:

First, make a list of project requirements. Then use this to create a list of tasks that need doing.

Task #	Task Name	Est. Work Hours	Estimated Duration	Who?	Start Date	Due date	Notes
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

PROJECT MANAGEMENT STEP-BY-STEP



- 1 GET CLEAR ON THE OBJECTIVE & HOW YOU'LL MEASURE
- 2 GET CLEAR ON THE FINAL PRODUCT
- 3 MAKE A LIST OF PROJECT REQUIREMENTS
- 3 MAKE A LIST OF TASKS

A man with a mustache and a black V-neck shirt is looking at the camera. He has a name tag on his chest that says "HELLO my name is SCOPE".

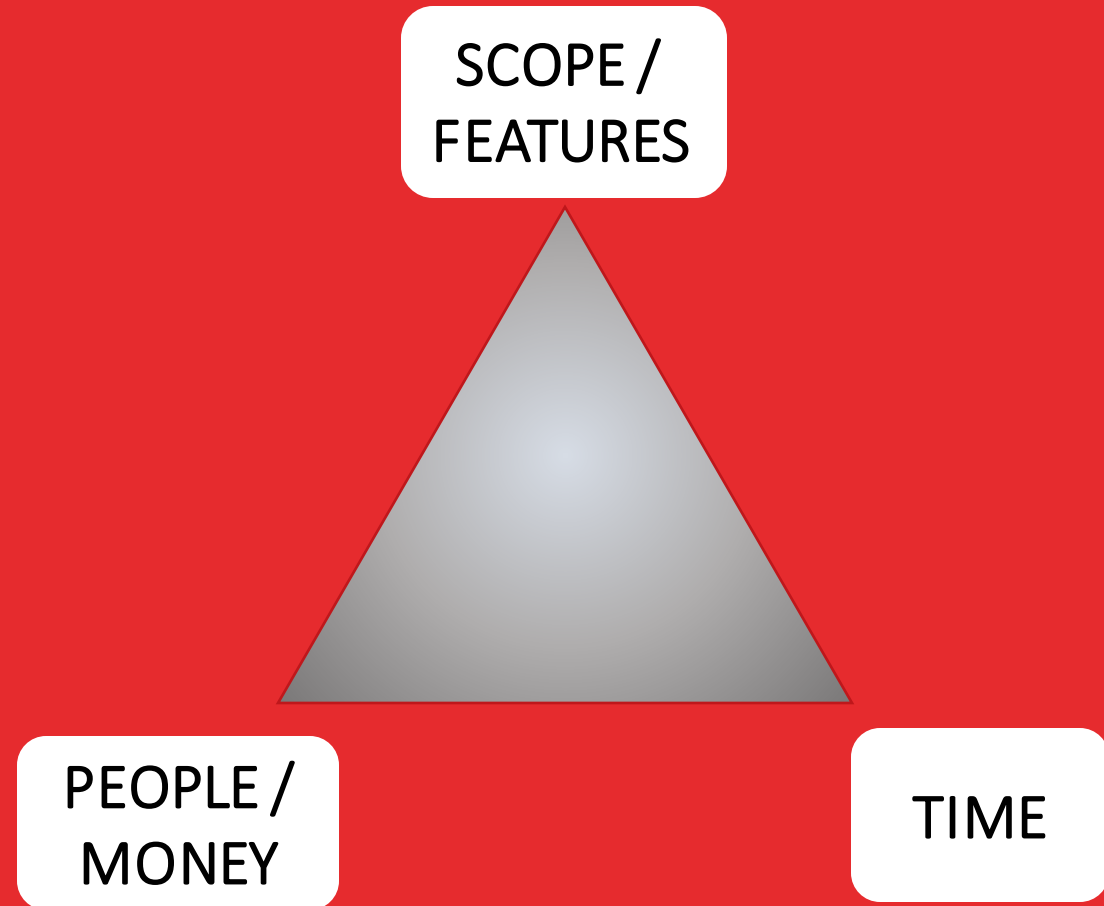
DEALING WITH SHIFTING PRIORITIES

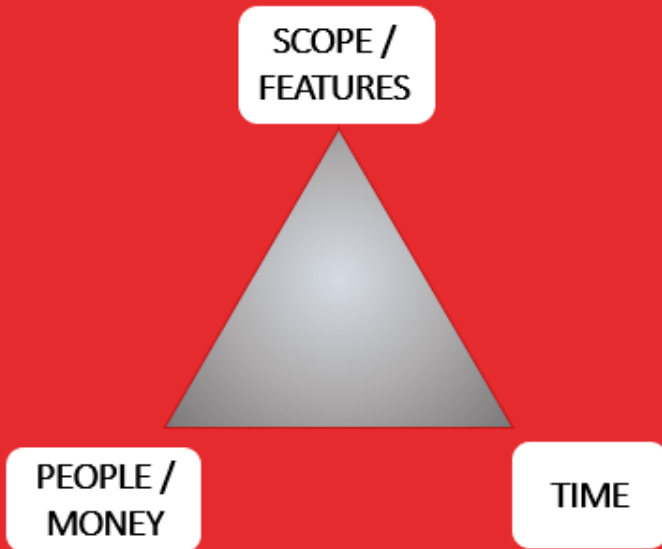
SCOPE CREEP IS THE #1
REASON PROJECTS
DON'T FINISH

Source:
PMI's Pulse of the Profession, Global Project Management Survey (2017)

RESPONDING TO CHANGE REQUESTS

THE PROJECT MANAGEMENT TRIANGLE





RESPOND TO CHANGE REQUESTS

WITH THE PROJECT MANAGEMENT TRIANGLE

1. PLEASANTLY AGREE TO HELP
2. IDENTIFY THE CORNER THE REQUEST IS COMING FROM
3. OFFER A **SIMPLE CHOICE** OF THE OTHER TWO CORNERS OF THE TRIANGLE



REPORTING

VISIBILITY IS THE #1 MOST HIGHLY CORRELATED FACTOR WITH GETTING PROMOTED

Source:
Business Journal Communication Quarterly (2012)



REPORTING WITH THE 3 Ps

Report Clearly and Concisely

1

Progress

2

Plans

3

Problems



Cloud Services Report - Message (HTML)

File Message Insert Options Format Text Review Help Adobe PDF Tell me what you want to do

Send From david@gravitylearning.com

To Tom Vorves - Gravity Learning <tom@gravitylearning.com>;

Cc

Subject Cloud Services Report

This is an update on the Cloud Services Project.

Progress

- We compared the final 3 candidates to our requirements document
- We surveyed major stakeholders on pros, cons, and preferences of each
- It looks like SharePoint / OneDrive is the strongest candidate

Plans

This coming week we will prototype and test the solution with real-world use cases for both internal and external resources.

If everything looks good we will expand the prototype test to a small group of power users.

Problems

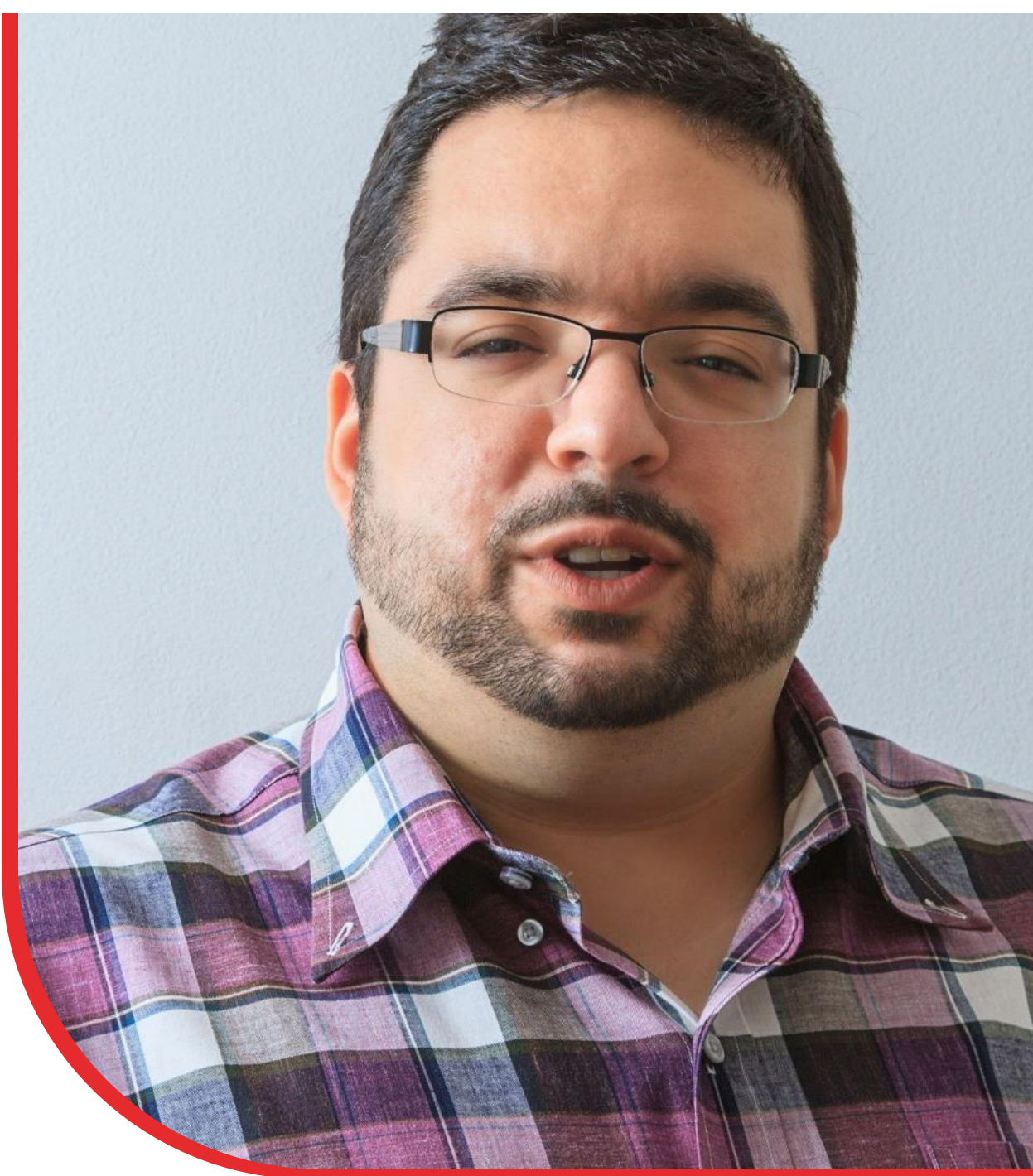
We could use your help freeing Josh up to write a migration script. We anticipate this will take 4 hours. Josh is currently at capacity working on marketing automation for Kelly.

Thanks,

David Lieberman
Co-Founder, Gravity Learning
GravityLearning.com

HOMework:

- 1 Report using the 3 Ps
- 2 Explain the 3 Ps to a team member.



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- 3 MAKE A LIST OF TASKS



KNOWLEDGE
CHECK



METRICS, METRICS, METRICS

Together we can *prove* something meaningful.

DO ONE, GIVE ONE

Together we can do something meaningful.