

Manage Your LARGE & small Projects

Get On Board

- Set clear & measurable target/results, due when
- Know who “owns” approval/disapproval
- Get approval of explicit target/results/dates
- Make, follow, monitor, and adapt a clear plan
- Have a tracking strategy

Discuss:

- Can every to-do be a mini project?

Navigate

- Plan time, people, and \$ (with margins for error)
- Organize the project into logical “chunks”
- Communicate often and with positive energy
- Keep people happy (manage expectations)
- Reach the target on time

Discuss:

- How do you promote positive attitudes?

Cruise to Success

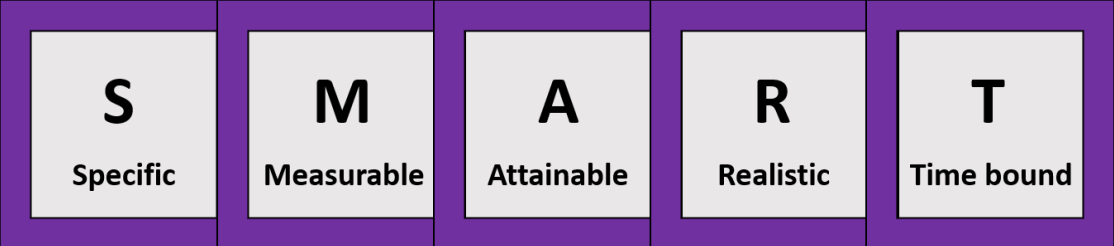
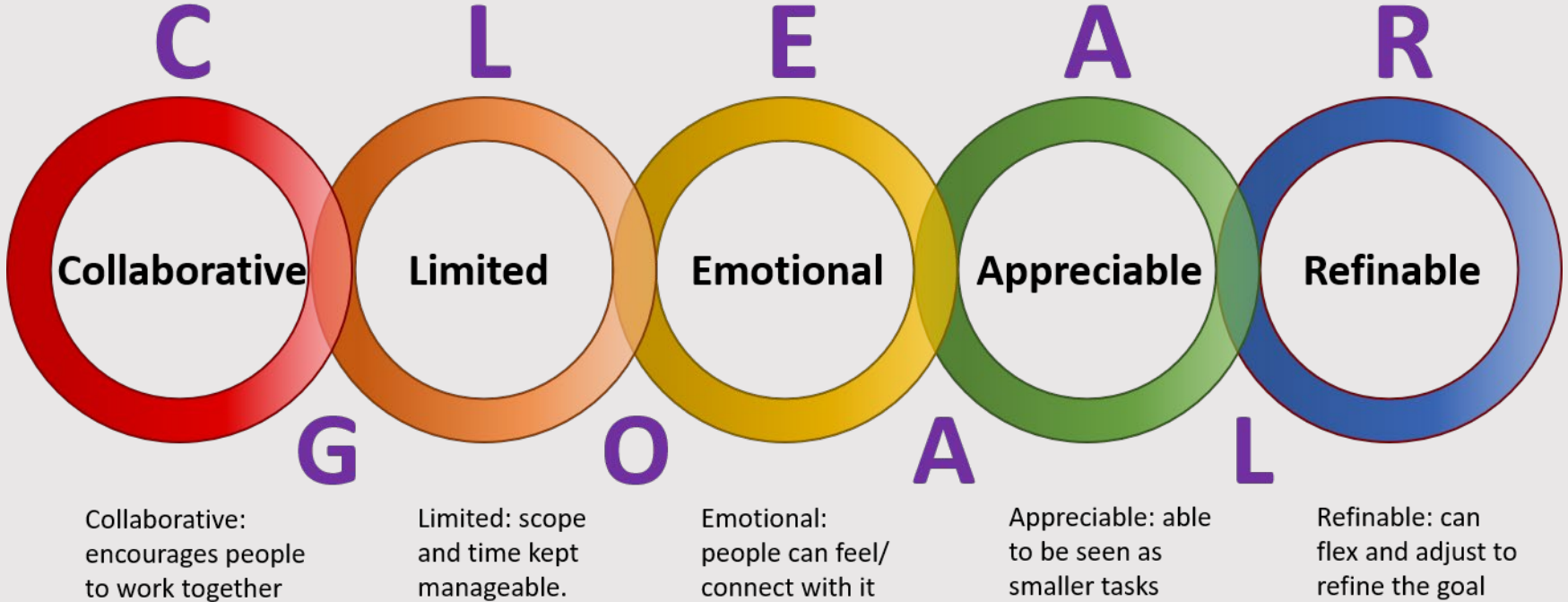
- Identify/share “why we are doing this”
- Set the clear result, but flex on the “how”
- Post the target where it is a visible reminder
- Praise others often and have interim successes
- Celebrate success

Discuss:

- Describe a cool “end-of-project” event.



Closing



Resources: *Manage Projects*

LinkedIn Learning

Project Management Tips (~ 45 minutes)

<https://www.linkedin.com/learning/project-management-tips/tips-for-project-management?u=50844473>

Project Management Simplified (~ 1 ¾ hours)

<https://www.linkedin.com/learning/project-management-simplified-2/introduction-to-the-12-step-process?u=50844473>

Project Management Foundations (~ 3 ¼ hours)

<https://www.linkedin.com/learning/project-management-foundations-4/deliver-successful-projects-3?u=50844473>



More Resources: *Manage Projects*

Online sources

7 Key Ingredients to Successful Project Execution and Completion

<https://www.comindware.com/blog-7-key-ingredients-successful-project-execution-completion/>

Demystifying the 5 Phases of Project Management

<https://www.smartsheet.com/blog/demystifying-5-phases-project-management>

The Top Three Project manager Team Leader Skills (AMA)

<https://www.amanet.org/articles/the-top-three-project-manager-team-leader-skills/>

Managing multiple small projects (PMI)

<https://www.pmi.org/learning/library/managing-multiple-small-projects-three-steps-6966>

JMU Talent Development Resource Collection Books

- *Project Management for the Unofficial Project Manager* ©2015 by Korry Kogan, Suzette Blakemore, and James Wood
- *Project Management (for dummies)* ©2017 by Stanley E. Portny, PMP
- *The One-Page Project Manager* ©2007 by Clark A. Campbell, and M. Campbell
- *10 Steps to Successful Project Management* ©2007 by Lou Russell
- *The Juggler's Guide to Managing Multiple Projects* ©1999 by Michael S. Dobson

