Project Management Overview

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Maria A. Marconi, EdD, RN, CNE
Why So Much Attention to Project Management?

- Critical leadership skill
- “Projects within projects”
- Challenging due to complex healthcare environment
- Increasing competition for resources and funding
- Diverse teams working on projects
- Multiple moving parts
- High stakes for all involved
Six essential skills for project managers

- Communication
- Leadership
- Team management
- Personal organization
- Negotiation
- Risk Management

Abeid, 2015
Fundamental Qualities of an Effective Project Manager

- Excellent communication and interpersonal skills
- The ability to share a clear vision and inspire others
- Positive attitude and enthusiasm
- Integrity
- Competence
- Cool, calm disposition
- Problem solver
- Team builder
- Excellent delegator
- Excellent decision maker

(Barry, 2017)
Project Management Process

- **Initiate Project Planning**
  - Project Description
  - Team Mission/Assignment
  - Major Milestones
  - Boundaries
  - Team Identification
  - Measures of Success
  - Roles & Responsibilities
  - Communication Guidelines

- **Plan The Work**
  - Work Breakdown Structure
    - Identify Deliverables
    - Task Planning & Scheduling
    - Budget
    - Risk Planning
    - Communication Plan
  - Change Management Plan
  - Quality Plan
  - Transition & Closure Plan

- **Work the Plan**
  - Managing Scope, Schedule & Budget
  - Manage Risks
  - Manage Change
  - Communicate
    - Progress
    - Issues
    - Lessons Learned

- **Transition & Closure**
  - Implement Transition Plan
  - Review Lessons Learned
  - Reward & Recognize
  - Archive

Continuous Communication
INITIATE PROJECT PLANNING

- Initiate Project Planning
- Plan the Work
- Work the Plan
- Transition & Closure

- Project Description
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INITIATE PROJECT PLANNING

Develop Project Description

Formal statement developed by all members of the team, defining purpose and need for the product and intended outcome of the project

- Provides clarity
- Ensures common starting point
- Begins teambuilding
Align & Identify Your Team

The basis for establishing a common understanding of roles and responsibilities.

• Team Member Identification
• Team Roles and Responsibilities
• Measures of Success
• Operating Guidelines
Initiate the Project

• Project Description
• Team Mission/Assignment
• Major Milestones
• Boundaries
Planning the project

Align the Team

The basis for establishing a common understanding of roles and responsibilities.

- Team Member Identification
- Team Roles and Responsibilities
- Measures of Success
- Operating Guidelines
Think about group process

Team Performance Levels

<table>
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<tr>
<th>Forming</th>
<th>Storming</th>
<th>Norming</th>
<th>Performing</th>
<th>Excelling</th>
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<td>Initiate &amp; Align</td>
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<td>Planning</td>
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<td>Execution</td>
<td>Individuals That Agree to Work As a Team</td>
<td>Individuals That Excel in Their Teamwork</td>
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<td>Good!</td>
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<td>Managing Change, Measuring Performance &amp; Developing/Sustaining Team</td>
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<td>Award of Excellence</td>
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<td>Group of Individuals Mostly Doing Their Own Thing</td>
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Team Roles and Responsibilities

Steps:

1. The Project Manager collaborates with the project team to identify individual roles.

2. Review and determine individual and team responsibilities and the corresponding authority.
Project Planning of Team Members

Team Member Identification

Steps:

1. Review project description, identify skills required
2. Work with staff/team members to identify, schedule, and commit appropriate staff
3. Identify any outside services needed
A SCHEMATIC OF YOUR TEAM

Project (Project Manager)

- f Manager
- f Manager
- f Manager
- f Manager
- f Manager
- f Manager
- f Manager
The importance of individual team assignments

- An expansion of the Project Description that describes the overall actions the project team will take to accomplish its portion of the project
- Often a list of tasks that the team will accomplish
- Agreement to continuously add and revise this list
- Provides clarity as to team member expectations
Build consensus on team roles

Team Roles and Responsibilities

“Who will do what?”

Responsibilities __________ are deliverables or products expected and agreed upon of team members
Initiate the Project

Region or Organizational Management

- Project Description
- Team Mission/Assignment
- Identify Major Milestones
- Identify Boundaries
IDENTIFY AHEAD OF TIME EXPECTED MILESTONES

Breaks down the project into smaller parts

A significant event in the project schedule, such as marking the completion of a major deliverable.

e.g. Training manual completed, all departments completed orientation, funding received, phase completion
PROJECT PLANNING

• Project Description
• Team Mission/Assignment
• Major Milestones
• Boundaries
BOUNDARIES

The limits of the project based on grant restrictions, the organization, the project team responsibility and authority

Often forgotten

Prevents scope creep

Examples?
“Triple Constraints Theory” or “Trade Off Triangle”
thank you