

Project Management and Collaboration

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Overwhelm Escape Artist



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PMI® Certified: Project Management Professional (PMP®)

PLM Platinum: Product Launch Manager

Trained by Jeff Walker

27+ Years Expertise with a \$60B Transportation and Logistics Company:

Managed company's first global online product launch for international trade.

Created and lead the Project Management Office for Technology Solutions in the company's largest Business Development Group.

Area Manager for Sustainability Solutions.

Project Coach: Transforming the average Entrepreneur with Project Management without becoming a Project Geek

Project Management **Mindset**

Collaboration in Projects

Tips and Tools to Help Manage Projects



What is a Project?

“A project is a temporary endeavor undertaken to create a unique product, service, or result.”

- Project Management Body of Knowledge (PMBOK)



What is Project Management?

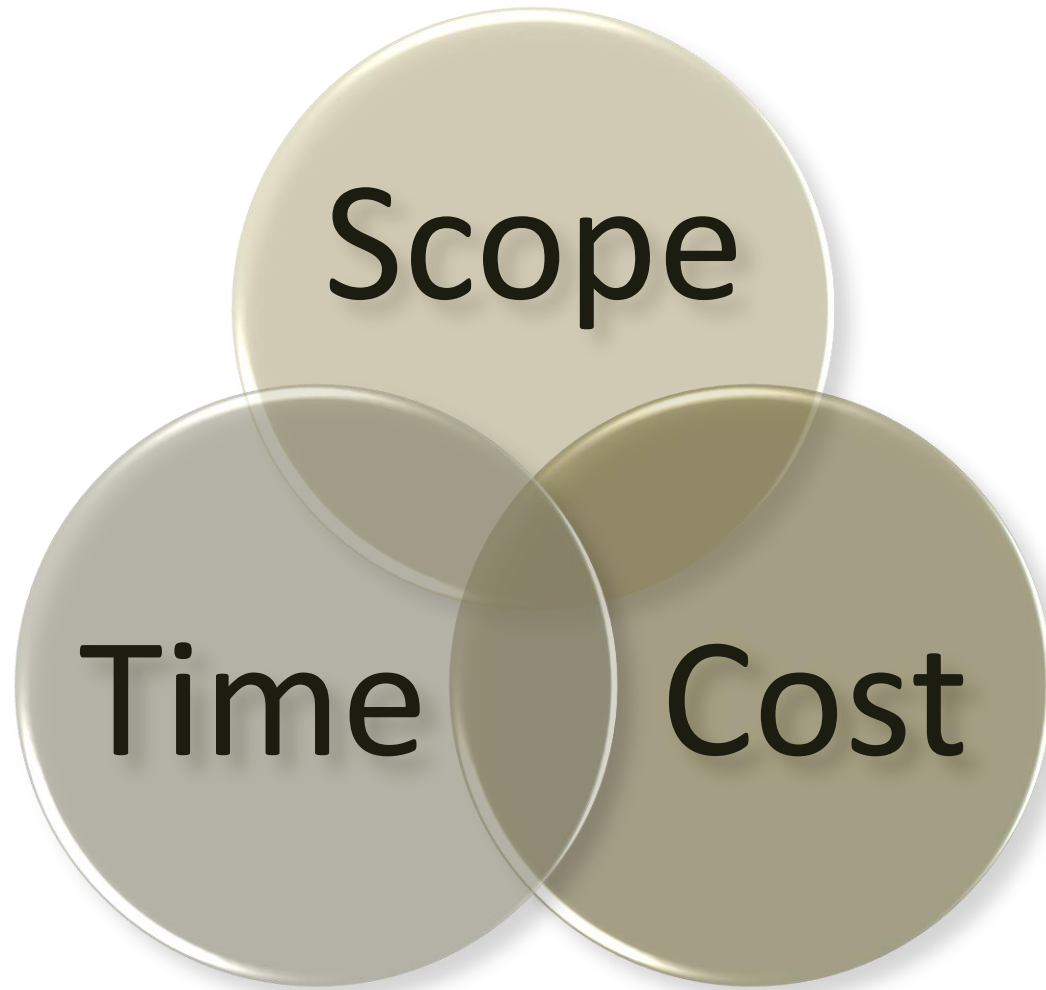
The application of knowledge, skills, tools, and techniques to accomplish the project requirements.

Managing a project includes:

- Identifying requirements
- Establishing clear and achievable objectives
- Balancing the competing demands of quality, scope, time, and cost
- Adapting the plans and approach to changing conditions



Triple Constraints



Project Life Cycle

Initiating

- “Scope of Work”, Client Selection, Agreements

Planning

- Deliverables, Milestones, Tasks, Sequencing, Timelines, Resources

Executing

- Work the Plan, Change Management, Risk Management

Closing

- Finalize agreement, bill for services, get paid, learn for next time



Product Launch (Example)

Initiating

- Set Launch Strategy & Objectives

Planning

- Outline the Overall Plan, Timeline, and Milestones
- Identify the Needed Resources
- Outline the Launch Story
- Plan the Pre-launch and Launch Sequence
- Outline the Offer and Bonuses

Executing

- Create the Story
- Create the Pre-launch Content
- Create the Offer, Sales Page, Order Processing, etc.
- Execute the Launch Plan
- Adjust and Manage the Launch

Closing

- Close out the offer
- Deliver the Product
- Compile Lessons Learned for Next Launch



Process Improvement (Example)

Initiating

- Set Boundaries for the Process To Be Improved (Scope)
- Set Improvement Objectives (Know When It Works & Done)

Planning

- Outline the Overall Tasks, Timeline, and Milestones
- Identify the Needed Resources
- Identify any Constraints, Facts, Issues and/or Risks to the Project

Executing

- Assess the “AS-IS”
- Design the “TO-BE”
- GAP Analysis
 - Identify Gaps
 - Identify Critical Success Factors
 - Prioritize Improvements
- Implement Improvement
- Test & Validate

Closing

- Confirm Objectives Accomplished and Close Out Project



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A Brief History of Typists

Back before the 1980s there used to be people called "typists" and they often worked in a "typing pool".

What did they do? When someone had a document that they needed typed they would give the handwritten draft to the typist & they would type it up.

So, where did these typists and typing pools go?

In the early 1980s WordPerfect and WordStar became available for PCs and with the rise of PCs in the 80s suddenly anyone could enter, edit, and format text.



What About Project Management?

The same happened with work breakdown structures, Gantt charts, scheduling and all the other project management stuff

But the project manager didn't go away. Why?

Project Management is different in a fundamental way:

- The activity of project management is inherently social
- A project is much more than a schedule, and that "much more" is what project management is all about
- Software just helps facilitate the communication, organization, estimation, scheduling, and tracking



Collaboration in Projects

What is needed in a good Project Manager to be successful?



Project Life Cycle

Initiating

- “Scope of Work”, Client Selection, Agreements, Communicating

Planning

- Deliverables, Milestones, Tasks, Sequencing, Timelines, Resources, Communicating

Executing

- Work the Plan, Change Management, Risk Management, Communicating

Closing

- Finalize agreement, bill for services, get paid, learn for next time, Communicating



Project Management **Mindset**

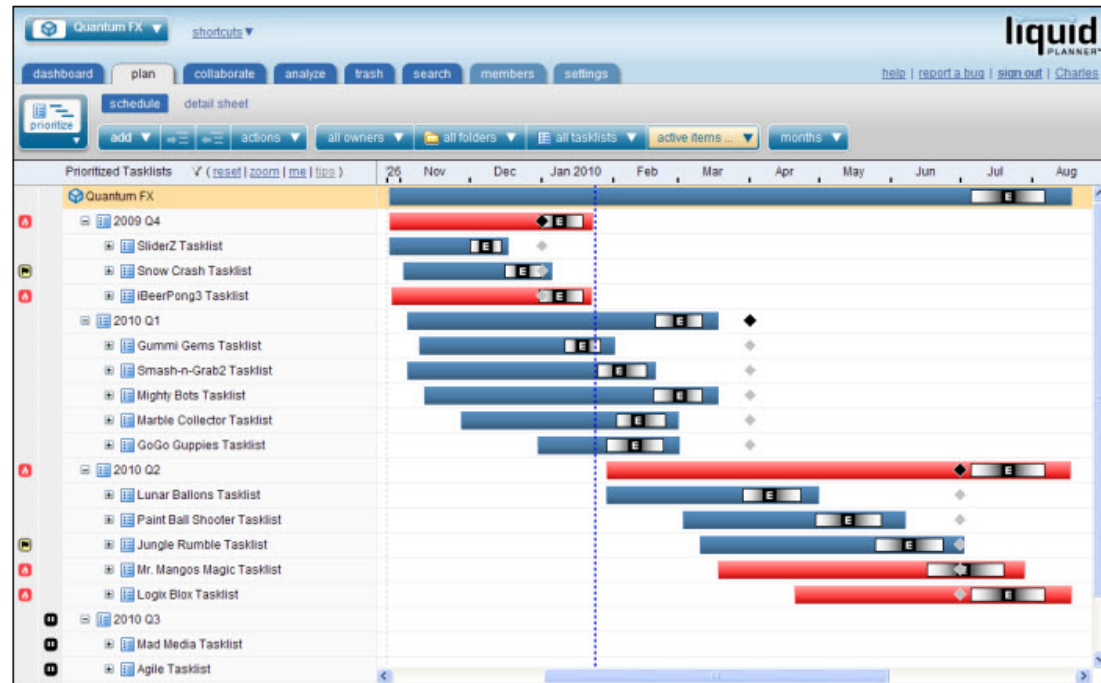
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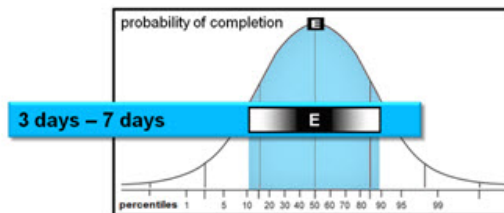
Easy & Dynamic Project Scheduling

Simply enter project deadlines, then drag tasks into priority order.
Get alerted instantly if a project starts to go off track.



1) True multi-project scheduling; visualize how changes to one project impact others. 2) Capture & manage uncertainty through best case/worst case estimates. 3) Easy-to-maintain priority lists drive schedules and keep teams focused. 4) Automatic workload leveling; no more worries about overbooking resources.

Realistic Estimation



LiquidPlanner is the only online project management software that can manage uncertainty.

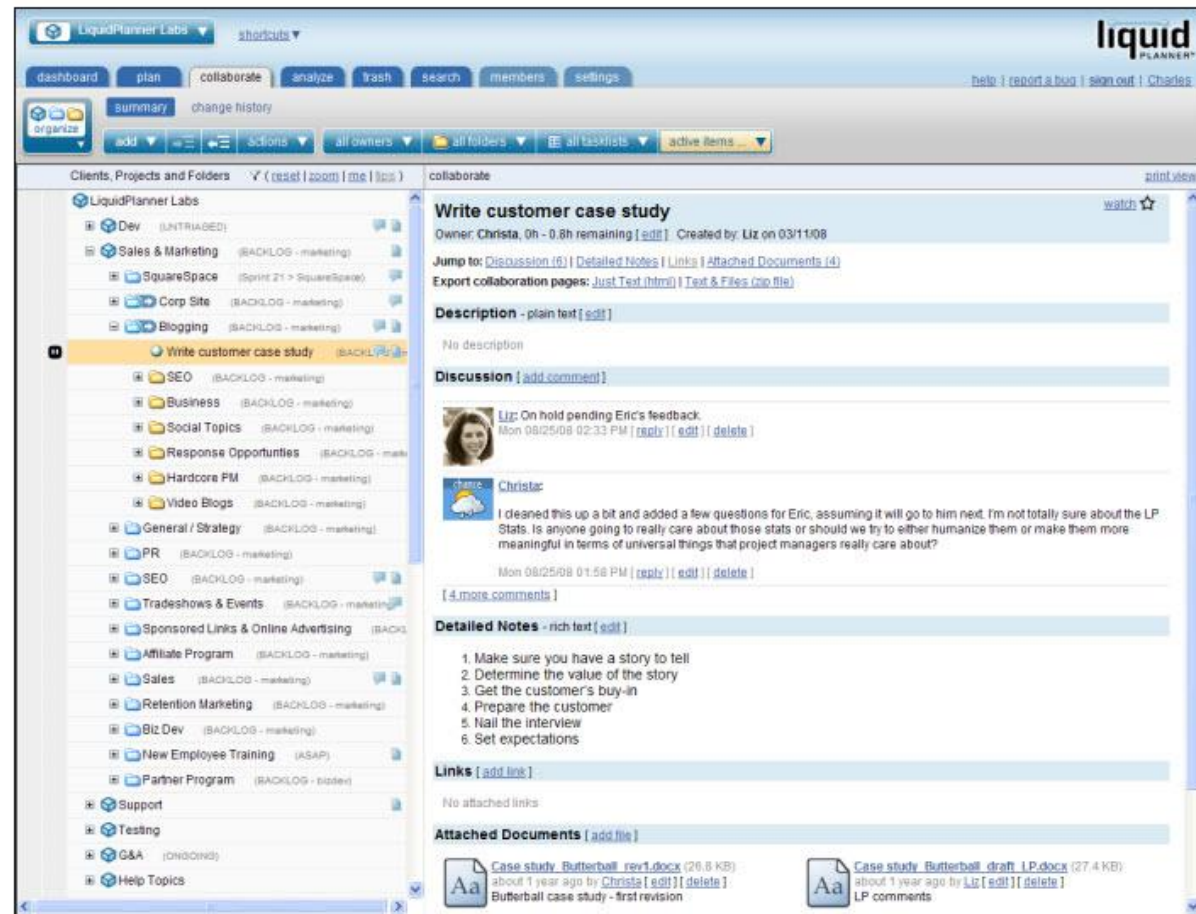
Traditional project management software relies on single-point estimates that hide the uncertainty that is inherent in today's projects. That means that risk in your projects can be hidden until it's too late.

LiquidPlanner solves this problem with ranged-estimates and statistically correct calculation for realistic schedules you can trust.

Seamlessly-Integrated Project Collaboration

Boost efficiency with a central source of project information.

Project details, documents, comments, and links are organized automatically on wiki-like collaboration pages.

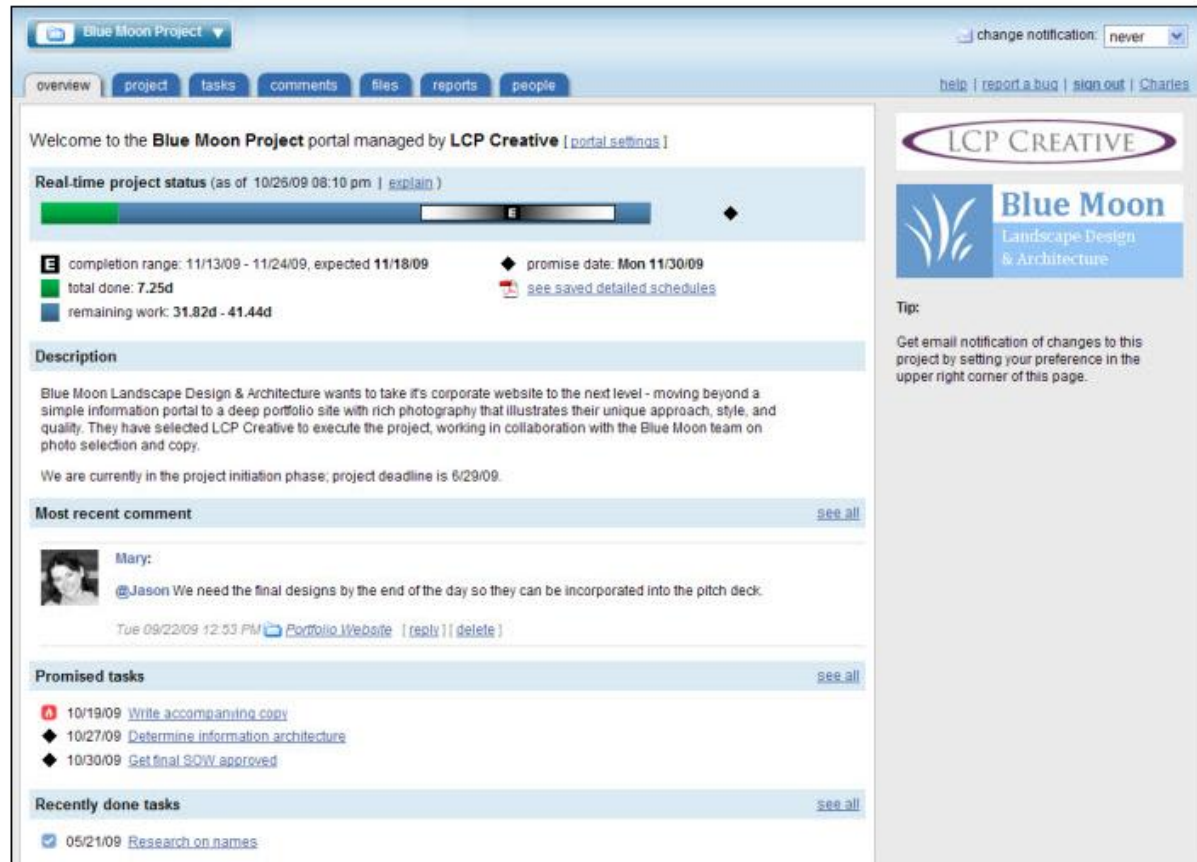


- 1) Leverage plan structure with a ready-to-go page for every item.
- 2) Add comments, notes, documents, and links to individual tasks or at the project or client level.
- 3) Use email integration to add tasks and documents or to reply to comments.
- 4) Set a "watch" to be notified of changes.
- 5) Get rid of information silos and multiple sources of documentation



Project Portals for Client Sharing

Collaborate for free with clients and stakeholders through customizable Project Portals. Your clients' updates are fed directly into your workspace, so everything is centrally managed.



Blue Moon Project

change notification: never

overview project tasks comments files reports people

help | report a bug | sign out | Charles

Welcome to the **Blue Moon Project** portal managed by **LCP Creative** [portal settings]

Real-time project status (as of 10/26/09 08:10 pm | explain)

completion range: 11/13/09 - 11/24/09, expected 11/18/09
 total done: 7.25d
 remaining work: 31.82d - 41.44d

promise date: Mon 11/30/09
[see saved detailed schedules](#)

Description

Blue Moon Landscape Design & Architecture wants to take its corporate website to the next level - moving beyond a simple information portal to a deep portfolio site with rich photography that illustrates their unique approach, style, and quality. They have selected LCP Creative to execute the project, working in collaboration with the Blue Moon team on photo selection and copy.

We are currently in the project initiation phase; project deadline is 6/29/09.

Most recent comment [see all](#)

Mary:
 @Jason We need the final designs by the end of the day so they can be incorporated into the pitch deck.
 Tue 09/22/09 12:53 PM [Portfolio Website](#) [reply] [delete]

Promised tasks [see all](#)

- 10/19/09 [Write accompanying copy](#)
- 10/27/09 [Determine information architecture](#)
- 10/30/09 [Get final SOW approved](#)

Recently done tasks [see all](#)

- 05/21/09 [Research on names](#)

LCP CREATIVE
Blue Moon
 Landscape Design & Architecture

Tip:
 Get email notification of changes to this project by setting your preference in the upper right corner of this page.



- 1) Manage separate project portals for each client through your single LiquidPlanner workspace.
- 2) Provide a streamlined view of project data in an easily-digestible format.
- 3) You decide what—and how much—to share.
- 4) Clients can comment, download/upload documents, and even have tasks assigned to them.

TeamViewer



TeamViewer

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→ English



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TeamViewer - the All-In-One Solution for Remote Access and Support over the Internet

TeamViewer connects to any PC or server around the world within a few seconds. You can remote control your partner's PC as if you were sitting right in front of it. Find out why **more than 100 million users** trust TeamViewer!



**Start Full Version
It's Free!**

→ [Join Remote Control Session](#)

→ [Join Presentation](#)



A software for any situation

TeamViewer combines various applications in one cost-effective solution:





One solution for everything

While most competitors offer different packages for remote support, remote administration, training and sales (and also charge for them...) TeamViewer is the one-stop solution for everything you need: TeamViewer includes all modules in one simple and very affordable package.



Remote administration of unattended servers

TeamViewer can also be used to control unattended computers and servers. System service installations even allow remote reboot and reconnect.



File transfer

TeamViewer comes with integrated file transfer that allows you to copy files and folders to and from a remote partner - which also works behind firewalls.



Highest security standard

TeamViewer is a very secure solution. All versions feature completely secure data channels with key exchange and AES (256 Bit) session encoding, the same security standard used by https/SSL.

[More information](#)



Online status display

Are your team members in many different locations? Need to present your desktop or collaborate on a document? In the TeamViewer partner list you can see who is available and connect with them in one mouse click.



Remote support without installation

With TeamViewer you can remotely control any PC anywhere on the internet. No installation is required, just run the application on both sides and connect - even through tight firewalls.



Remote presentation of products, solutions and services

TeamViewer allows you to present your desktop to a partner. Share live demos, products, and presentations over the internet within seconds.



Works behind firewalls

The major difficulties in using remote control software are firewalls and blocked ports, as well as NAT routing for local IP addresses. If you use TeamViewer you don't have to worry about firewalls: TeamViewer will find a route to your partner.



Browser based access

On the road and need to control a remote computer? Why don't you use TeamViewer Web Connector? The purely html and flash based solution can be used from nearly any browser and operating system.



Very competitively priced, free versions available

TeamViewer offers great value for low prices. TeamViewer even offers a free version for non-commercial use.



Optimized performance

Whether you have a LAN or dial-up connection, TeamViewer optimizes display quality and speed depending on your network connection.

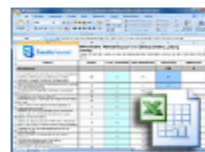
TeamViewer brochure

Find extensive product information in our PDF brochure

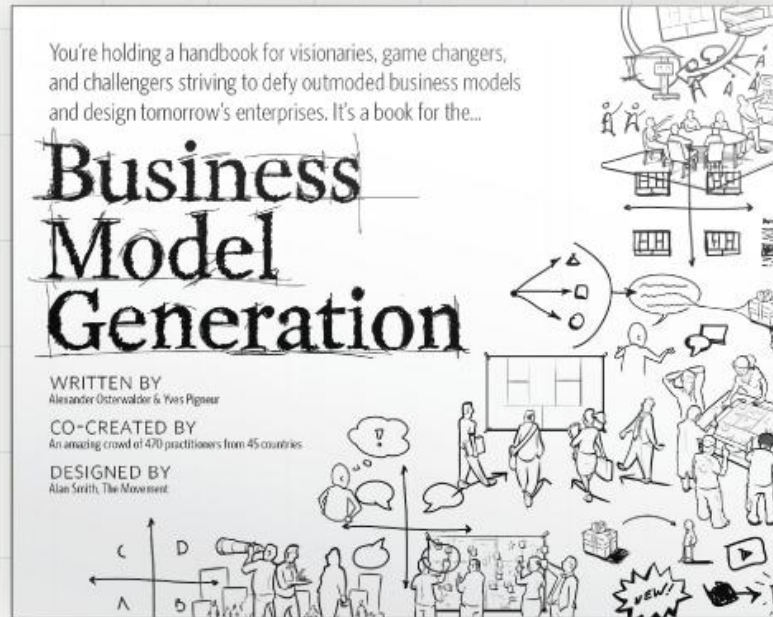


Evaluation Benchmark

Before purchasing a desktop sharing solution you should make sure it fully meets your needs. Our Excel checklist helps you with your evaluation process.



Business Model Generation



Systematically understand, design & differentiate your business model.

A handbook for visionaries, game changers and challengers. The global best-selling phenomenon. available in 18 languages and counting.



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Find out more about Project Management
and connect with Gary at:

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