



Project Management for non-project managers

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Agenda

- Introduction
- Definition of a project
- Reasons projects exist
- Agile vs. waterfall
- Phases of a project
- Project management and personal goals
- Closing





What is a Project?

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





1

2

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5

What is your knowledge of Project Management?

Reasons Project Exist?

- Increase revenue
- Decrease cost
- Mitigate risk
- Compliance
- Increase customer experience/satisfaction

Top Reasons Projects Fail

- Scope Creep
- Lack of communication
- Budget
- Not having stakeholder buy-in
- Not identifying risk



We all have likely been a part of a project or lead a project.



Personal Projects



Family Reunion

Family Trip

Celebration / Party

House Remodel

Wedding

Agile vs Waterfall Projects



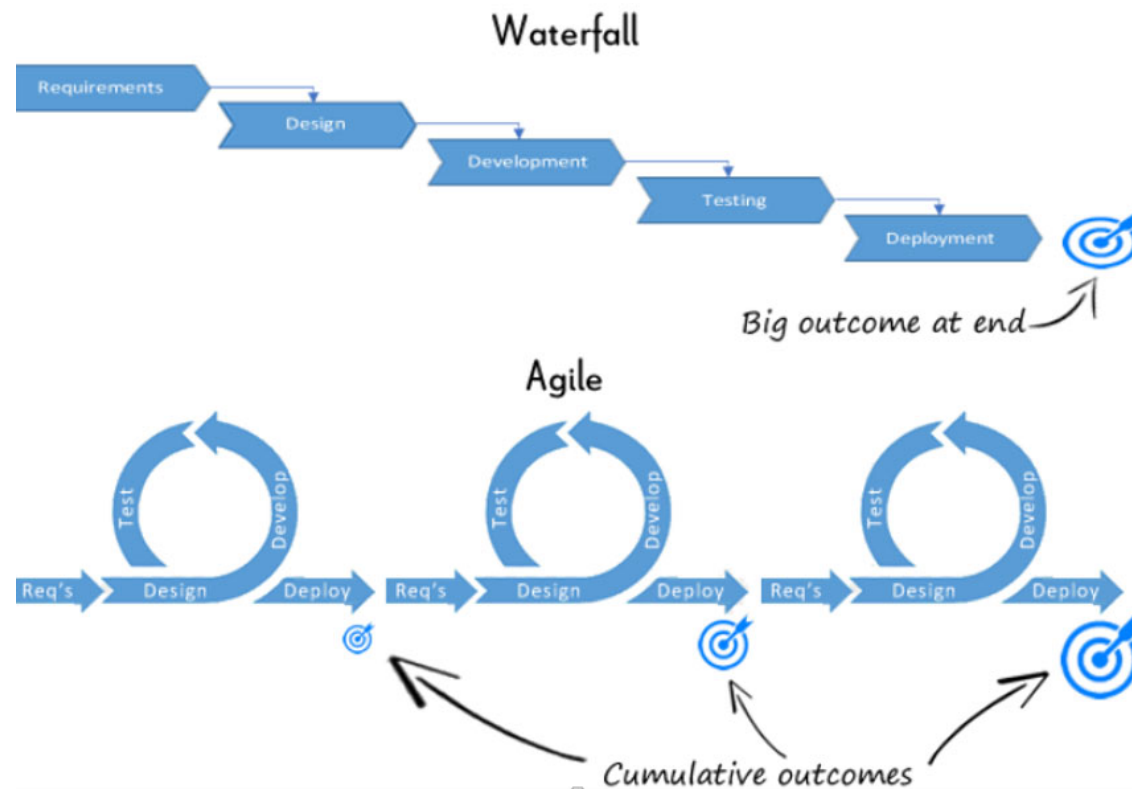
Agile

- Dedicated team.
- Fluid team should expect changes and adjust.
- Often move quick.
- Results and products provided sooner.
- Stakeholder involved throughout entire project.

Waterfall

- No dedicated team.
- Structured and detailed before work begins.
- May move slower.
- Takes longer to obtain product or results.

Agile vs. Waterfall Visual



Phases of a Project (waterfall)

Initiation

Planning

Execution

Monitoring
&
Controlling

Closing



Initialization

- Why are we doing this?
- Outline milestones and timelines.
- Who are you stakeholder and their buy in (Charter).

PROJECT CHARTER		
PROJECT TITLE: _____		
Problem Statement:	Goal Statement:	VOC:
Project Team: Leader: Team member1: Team member2: Team member3:	Project Information: Project start: Project end: Project scope:	Key Metrics: : Resources: :
MILESTONES: _____		
SIGNATURES: _____		

- Scope and budget.
- Outline milestones and timelines (work breakdown structure).
- Communication plan.
- Identify risk.



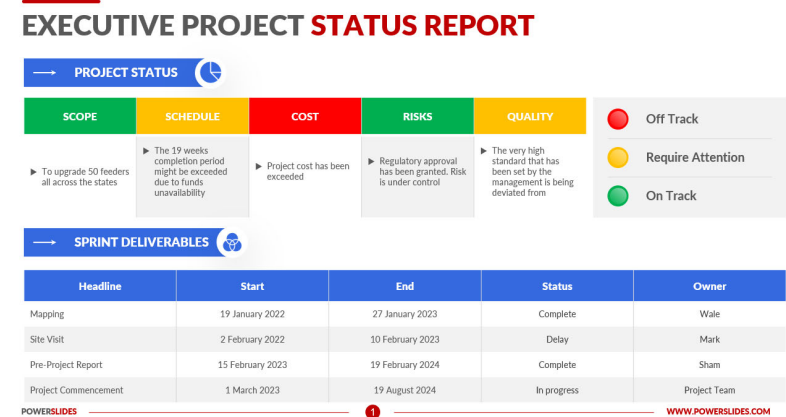
Execution

- Work the project.
- Procurement.
- KPI (key performance indicators).
- Quality management.
- Resource management.
- Cost management.



Monitoring & Controls

- Monitor project performance.
- Risk management.
- Status reports and status meetings.



Closing



- Lessons learned & retrospectives.
- Reporting.



Project Management and Goals



How to Minimize Being Overwhelmed



- Differentiate if this is a project – which means there will be an end or is it an ongoing task or item.
- Identify what stage of the project your in.
- Identify what your main objective is at the end.
- Who's your stakeholders? Who will be affected positively or negatively by your wins and lessons (we don't loose we learn)
- Break it down to smaller pieces where you can see success and celebrate wins.
- Write it down!

Goal – Buy House by June



1/31-2/11

- Open a account to save for down payment.
- Start searching for a realtor.

2/13-2/26

- Determine which realtor I will use.
- Get loan pre-approval.
- See at least 6 houses.
- Start researching inspectors.
- Start researching appraisers.

2/28-3/12

- Confirm inspector.
- Confirm appraiser.
- See at least 6 houses.

3/14-3/26

- See at least 6 houses.
- Start narrowing down search to top picks.

3/27-4/9

- Start preparing move out plan for current location.
- Start preparing what's need for closing.

Kanban - <https://kanbanflow.com/>





Questions



Thank you

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