## Managing the *Perfect*Project

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#### Intro

- Professional experience
- FundraisingForce
- Fundraising strategy
- Technology
- Tech searches
- Tech implementations





#### Agenda

- Project Management defined
- Project Management goal of
- Skills of a Project Manager
- Project Management Stages
- Project Management resources
- Where to find a Project Manager
- Key takeaways/lessons



# Thankyou



### Poll



#### Poll

► How many of you are seasoned vs firsttime project managers?



### Goals



#### **Goals for Today**

- Offer you steps to manage project
- Offer you resources
- Offer you lessons learned



### Definition



#### **Definition**

- Project Management
  - Process that guides a team's work to accomplish all project goals



#### Goal

- Project Management goal
  - Producing a completed project that meets objectives



### Skills



#### **Skills**

- Project Manager:
  - Effective communicator
  - Negotiation/diplomatic
  - > Scheduling and time management
  - Leadership
  - Level of technical expertise
  - Risk management
  - Critical thinking and solutions-oriented
  - Organisational
  - > Financial
  - Orchestra leader
  - Cheerleader
  - > Traffic cop



# Stages of Project Management



#### Stages of Project Management

- Conception & Initiation
- Definition & Planning
- Launch or Execution
- ▶ Performance & Control
- Project Closure







### Conception & Initiation

- Evaluation
- Defining
- Key outputs:
  - Project Charter
  - Project infrastructure
  - Project plan



### Definition & Planning

- Project scope of work (SOW)
- Project timeline
- Project resourcing
- Project tool box
- Communications/Change Plan
- Risks Register



### Launch or Execution

- Project kick-off
- Quality assurance
- Forecasting
- Project Team delivery
- Key outputs:
  - > KPIs
  - Project Status Reports



### Performance and Control

- Objectives
- Deliverables
- Effort and costs tracking
- Performance
- Steering Committee oversight
- Key outputs:
  - Project Team meetings
  - Steering Committee meetings



#### **Project Closure**

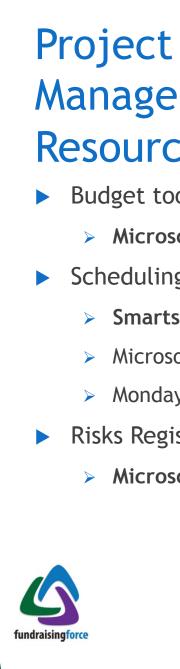
- Post mortem
- Project debrief
- Formal handover
- Project punch list
- Reporting
- Celebration
- Business as usual

### Management Resources

- Budget tools
  - Microsoft Excel
- Scheduling
  - Smartsheet
  - Microsoft Project
- Risks Register



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### Resources



#### Project Management Resources

- Collaboration and Tasks Management
  - > Trello
  - Asana
  - Microsoft Teams
  - Sharefile





# Where to find a Project Manager?



### Where to find a PM

- Word of mouth
- Google
- Your technology partner





### Takeaways



#### **Takeaways**

- Not everyone can project manage
- Project management requires the right skills set
- Project management is not a casual, 2-hour a week gig
- Time spent in the Definition & Planning stage will save time downstream
- There are professionals in the market available to project manage your projects









#### Contact me



