Nottingham Trent University

An introduction to effective project management

HELOA Professional Development Conference
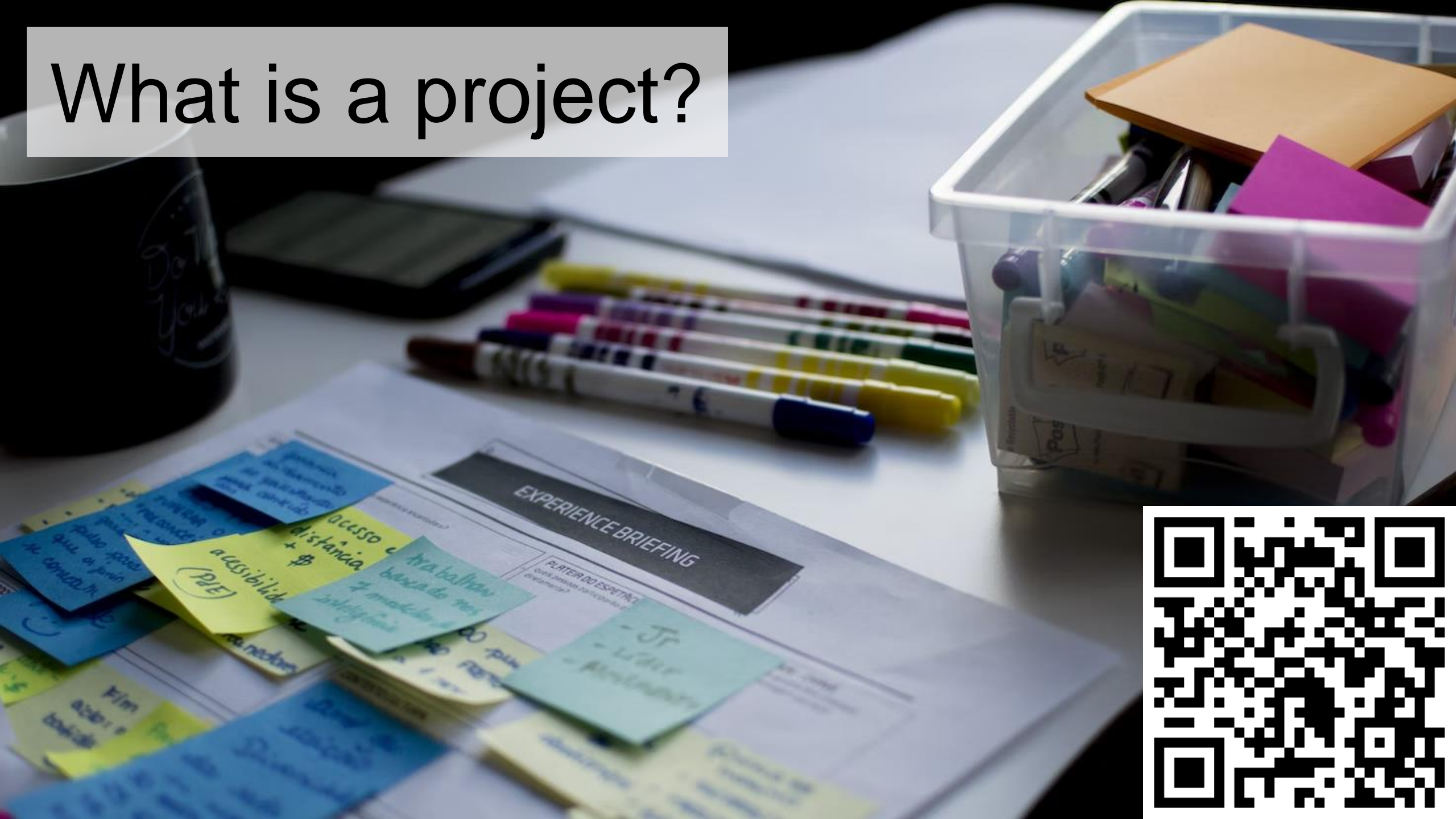
Dr Amy Manktelow

What experience do you already have?

Please go to menti.com or use the QR code.

The code is

NTU

What is a project?

Programmes, Projects, business as usual?

Programmes

- A collection of projects
- Strategically important
- Programme manager will have oversight of all projects
- Long term
- Wider group of stakeholders
- Programme manager manages the dependencies between projects

Projects

- Unique and timebound
- Shorter time frames
- Focus on delivering outputs
- Strategically important
- Restricted group of stakeholders
- Project manager manages to dependencies within the project

Business as usual

- Repetitive, ongoing
- The bread and butter of what you do

NTU

Example:

Post 16 Outreach

Year 12

Year 13
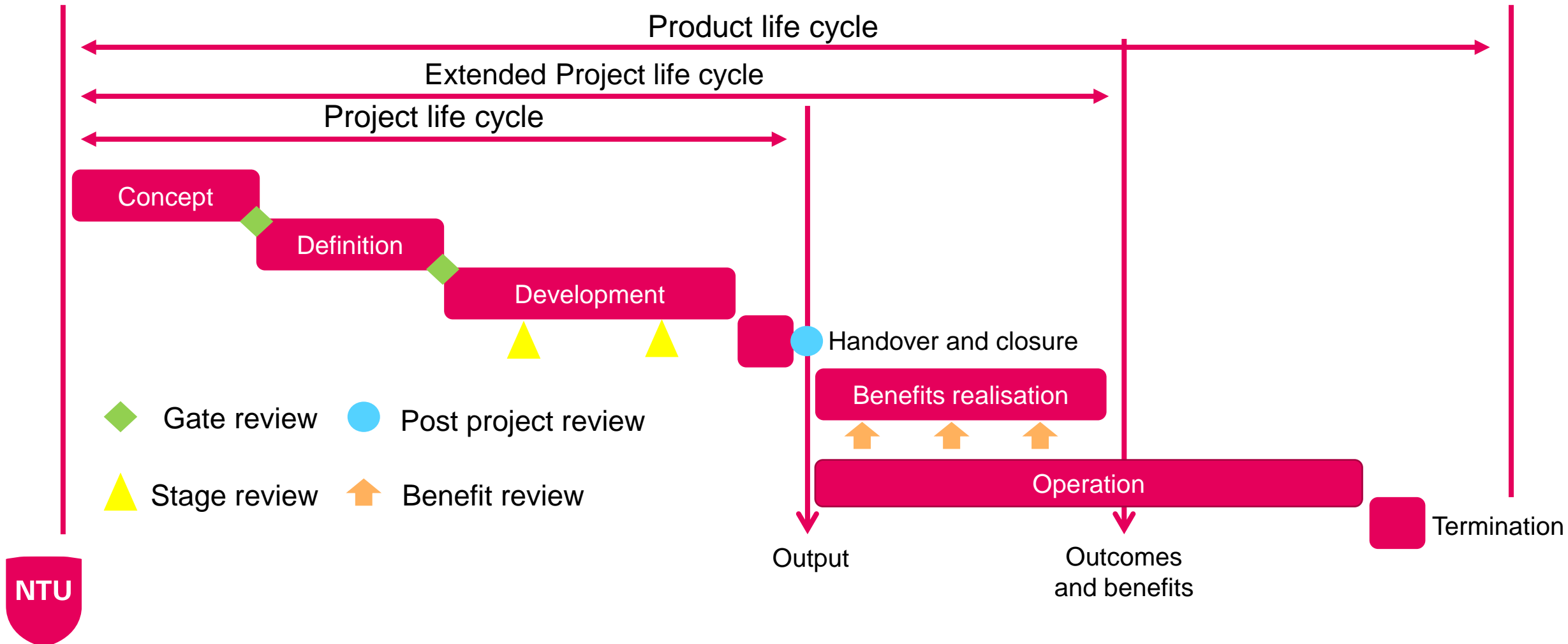
Transition

Business as usual

NTU

Activity

- Thinking of your own work, categorise what is a programme, what is a project and what is business as usual.

- Once you have done that, think about how your project has interdependencies between programmes or other projects.

- If you manage programme of work, think about how the programme/s you manage fit within a wider portfolio.

Pre Project: getting the groundwork right

- Scoping
  - PESTLE (Political, Economic, Social, Technical, Legal, Environmental)
  - MoSCoW (Must, Should, Could and Will nots)

- Setting clear and defined objectives
  - Use Blooms Taxonomy measurable verbs to make it easier (https://www.utica.edu/academic/Assessment/new/Blooms%20Taxonomy%20-%20Best.pdf)

- Selecting who will be on the project team
  - Governance
  - Personalities

- Evaluation

- Make sure that the language you use across the project is clear and understood by all involved

NTU

Iterative Project life cycle

1. Pre-project phase
2. Feasibility phase
3. Foundations phase
4. Evolutionary development phase
5. Deployment phase
6. Post-project phase

NTU
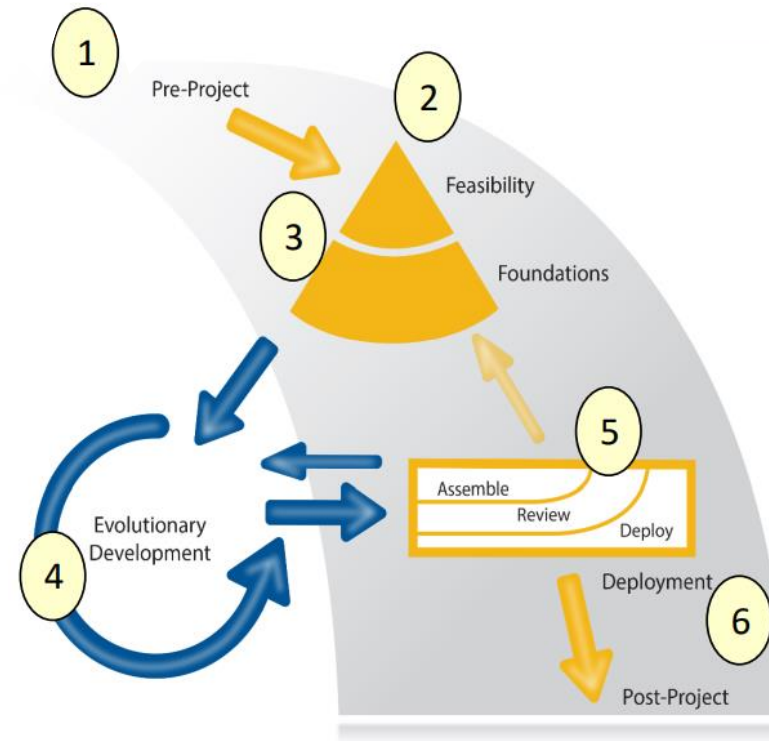
Project Documents

- There are lots of documents that you can create to help plan and progress your projects…
  - Project Initiation Documents
  - Communications plan
  - Stakeholder engagement plans
  - Evaluation plan
  - Risk Register (not to be confused with a risk assessment)
- All of the above an all come under the umbrella of a project plan
- Do not underestimate the importance of these documents

NTU

Post Project

- Put as much work into finishing and reviewing your projects as you would in starting them
  - Stop / Start / Continue
- Set your planning deadlines for the next project cycle…
- … and stick to them!

Project Management: Top Tips

- Start and finish strong

- Don't have single points of failure

- Ensure you know how your project fits in with the bigger picture

- Use a common language between those that work on the project

- Set Clear, well defined objectives – 3-4 maximum!

- People – look after them!

NTU

NTU Nottingham Trent University

Thank you

amy.manktelow@ntu.ac.uk
Find me on LinkedIn