Nottingham Trent University

HE Project Management: An Introduction

Dr Amy Manktelow

Session Objectives

- To recognise project management techniques and relate them to your own work

- To provide you with a common language and approach to project management

- To develop your professional practice in regard to project management and apply to your own work

- To modify your day-to-day professional practices that will improve your projects outcomes

What Project Management training do you already have?

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 the dependencies within the project

Business as usual

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

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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.

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Example:

Post 16 Outreach

Year 12 | Year 13 | Transition
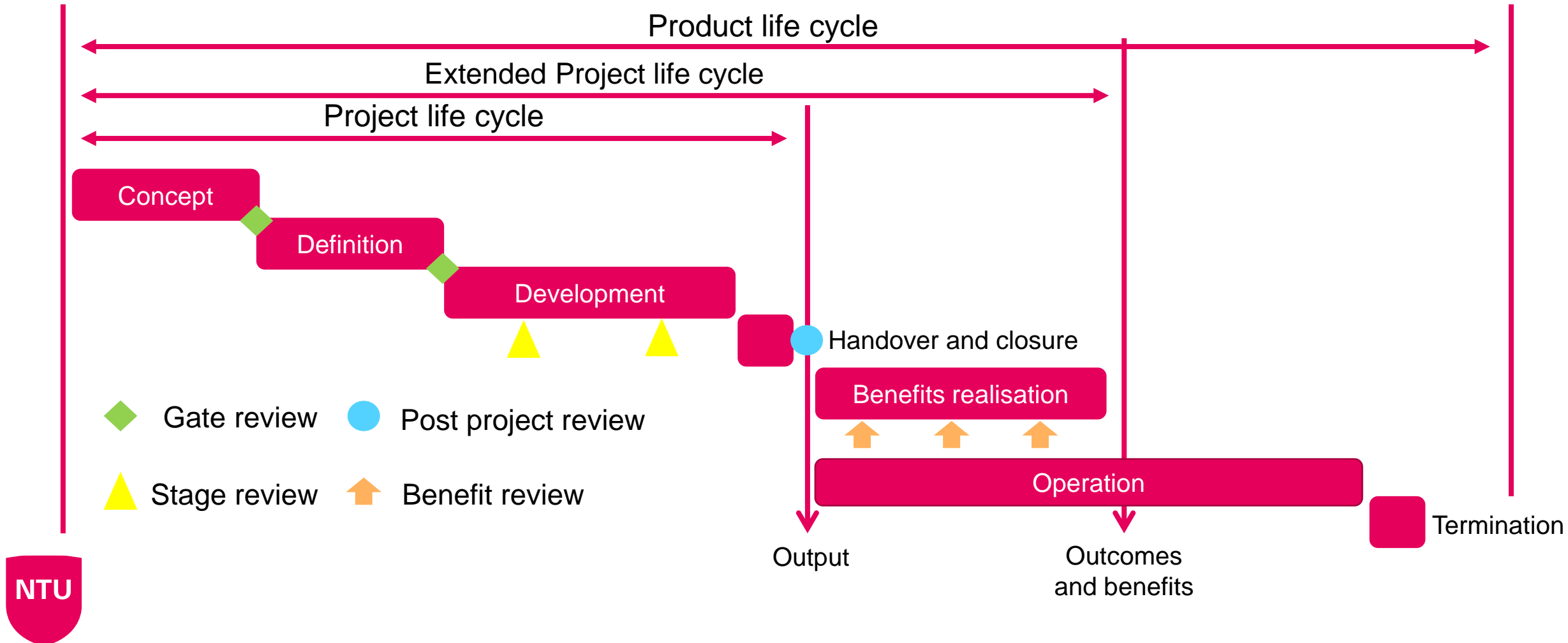
Business as usual

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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

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Linear Project life cycle

Product life cycle

Extended Project life cycle

Project life cycle

Concept

Definition

Development

Handover and closure

Benefits realisation

Operation

Termination

Output

Outcomes and benefits

Gate review

Post project review

Stage review

Benefit review

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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

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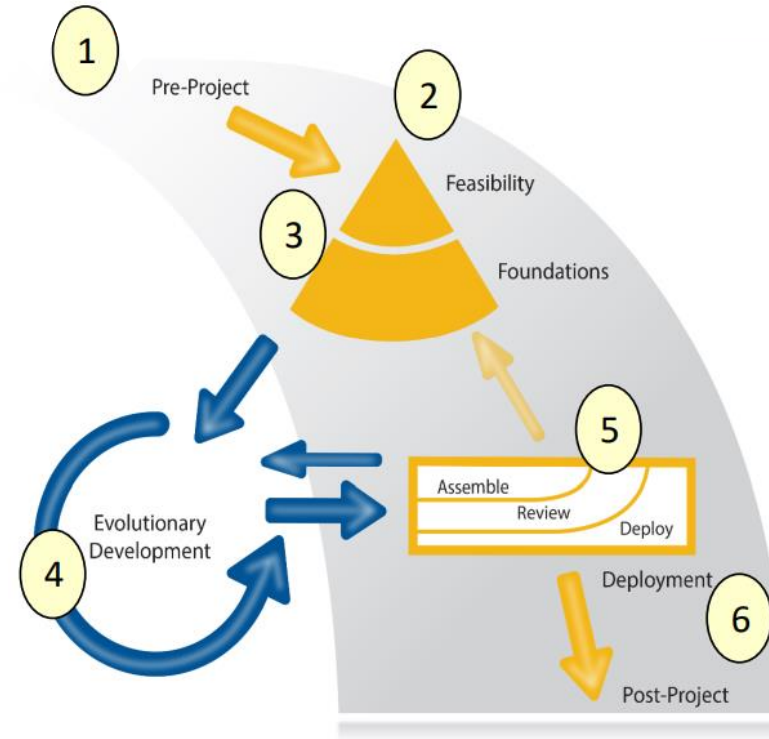
Project Planning Documents

- 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
    - Spend
- All of the above an all come under the umbrella of a project plan
- Do not underestimate the importance of these documents

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Stakeholder Management: Internal vs External

- Do you think that your approach should differ depending on whether the stakeholder is internal or external?

- How do you define what is internal and external?

- Should there be definition between internal and external?

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Prioritisation

- How do you currently prioritise your projects?
  - Software
  - Spreadsheets
  - Notebooks
  - Brain (not always the most reliable!)
- Projects vs BAU – what's more important?
- And the answer is…
- Both (with a slight lean towards BAU)

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Post Project

- Put as much work into finishing and reviewing your projects as you would in starting them
    - Stop / Start / Continue

- Review quickly when the project ends (2-3 weeks if not sooner)

- Set your planning deadlines for the next project cycle…

- … and stick to them!

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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 – which includes your stakeholders

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

- People – look after them!

- All project plans are fluid, keep on top of version control

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Any Questions?

amy.manktelow@ntu.ac.uk or find me on LinkedIn