

3 PROJECT MANAGEMENT
SKILLS
THAT WILL HELP YOU *ACHIEVE*
YOUR SELF-EMPLOYMENT *GOALS*

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PDSummit 2011 – May 4, 2011



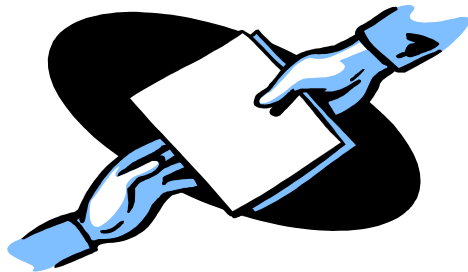
TODAY -



- 3 Skills of PM that you can apply
- End result today: Go away with tools that you can apply right away in achieving your self-employment goals (also learn a little bit about project management!)
 - Get a clear vision of your end-goal
 - Make goals achievable and believable
 - Keep tracking until results achieved

SELF-EMPLOYMENT GOALS

- Goals may be monetary or not
- What is a business without a goal?
 - Is it possible to work effectively with others without a common goal?



What are *your* goals?

Skill #1: Selecting Projects that Fit with the Purpose (Get a Clear Vision of Your End Goal)

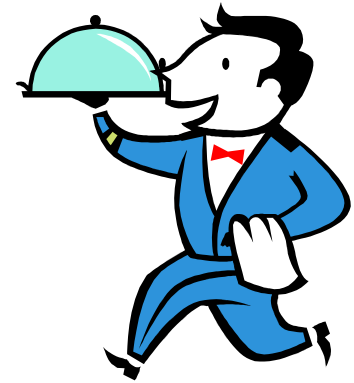
- PM: Projects done should meet with Organizational Purpose



- For example, think of construction companies, software development companies, real estate companies: would each perform the other's business?

What Service or Product do You Provide?

- In your business, what is your main objective? What products or services do you provide?
 - List your objective
 - Is it “to have 10 big customers” OR
 - “to provide web page design that meets my clients’ needs”
 - List your products and services
 - Do you have more than one? What is your main product/service?



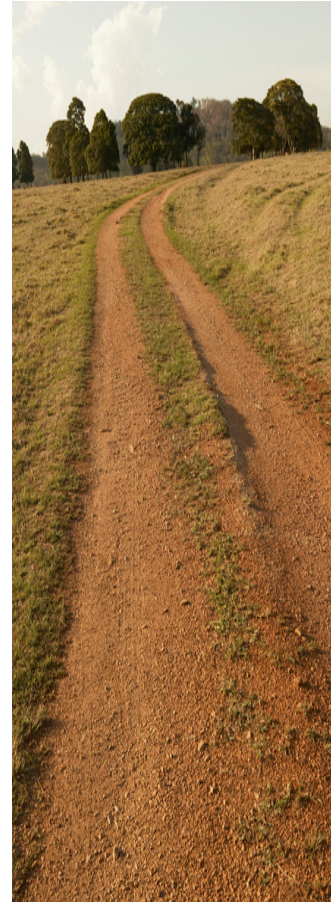
From Products and Services, Determine Bigger Picture

From products and services, can document our bigger picture: what do we provide to the world?

Start where you are

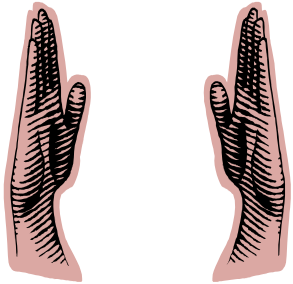
Assumption: everybody knows this!

Neighbour discussion



SMART Goals

Goals should follow your purpose



- SMART:
- Specific
- Measurable
- Attainable
- Relevant
- Timely

Adopt a Mentor (Sponsor)



Think of someone you know who has achieved what you want to achieve

What did they do?

Interview them – get tips

Keep them in mind

WBS

Breaking deliverables (goals) down into manageable pieces

Xxxxx

xxxx

xxxsssa

Skill #2: Risk Management (Making Your Goals Achievable and Believable)

- Make goals achievable and believable

Write it down! "Succeed" says...

If _____ then _____

- PM: Identify risks, triggers, response

ID	Risk	Effect	Prio.	Prob. (%)	Impact (\$)	P*I (\$)	Trigger	Risk Response	Risk Owner
Total									

Exercise: Identify Your Risks

- What could get in the way of you achieving your goals? Specify exactly.
 - Time?
 - Money?
 - Other People?
- How will you know that one of these obstacles have occurred?
- What will you do to deal with the problem?



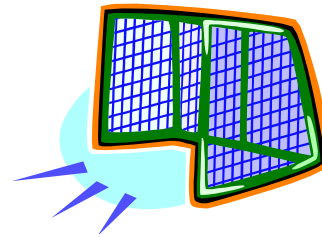
Skill #3: Tracking Progress (Keep tracking your progress until your results are achieved)



- PM Process: Monitor and Control Project Work: “The process of tracking, reviewing, and regulating the progress to meet the performance objectives defined in the project management plan.” (PMBOK)
- Regular activity: Daily review, weekly summaries, monthly reports
- What is a project that isn’t tracked?

How to Track

Track against _____



PM Tools:

- Progress measurement: taking a step back to compare where we are to where we planned to be
- Status reporting: documenting above. Also – we report to someone! Or even to ourselves is valuable
- Forecasting: Where do we think we will be next week, month.

Why use this to achieve my goals?

“Be good” versus “get better” goals (Succeed!)

How can I use this in my own work situation?

NOW ON TO THOSE GOALS!

Merci

Thank you.

Happy Goals Achievement!



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