



Office Hours



Welcome to Office Hours

- A relaxed, informal mentoring program
- Held every Monday at Noon Pacific Time
- The recording will be available online for a few days
- All recordings will be archived in our member's area



The Reasons

- Being a successful small business owner can be a great experience!
- But it's tough - you need Education, Training, Tools, and Team to be successful
- I want you to get to know me
- I care – I want you to succeed!



Agenda

- In depth discussion of a business success principle
- Closing remarks, special offers, and invitation for next weeks session
- Open Q&A



Join Us!

- Facebook Brilliant Business Group
- <https://www.facebook.com/groups/BrilliantBusiness/>
- Make comments, ask questions, share insights and “takeaways”
- “Like” my business page on Facebook



Today's Topic:

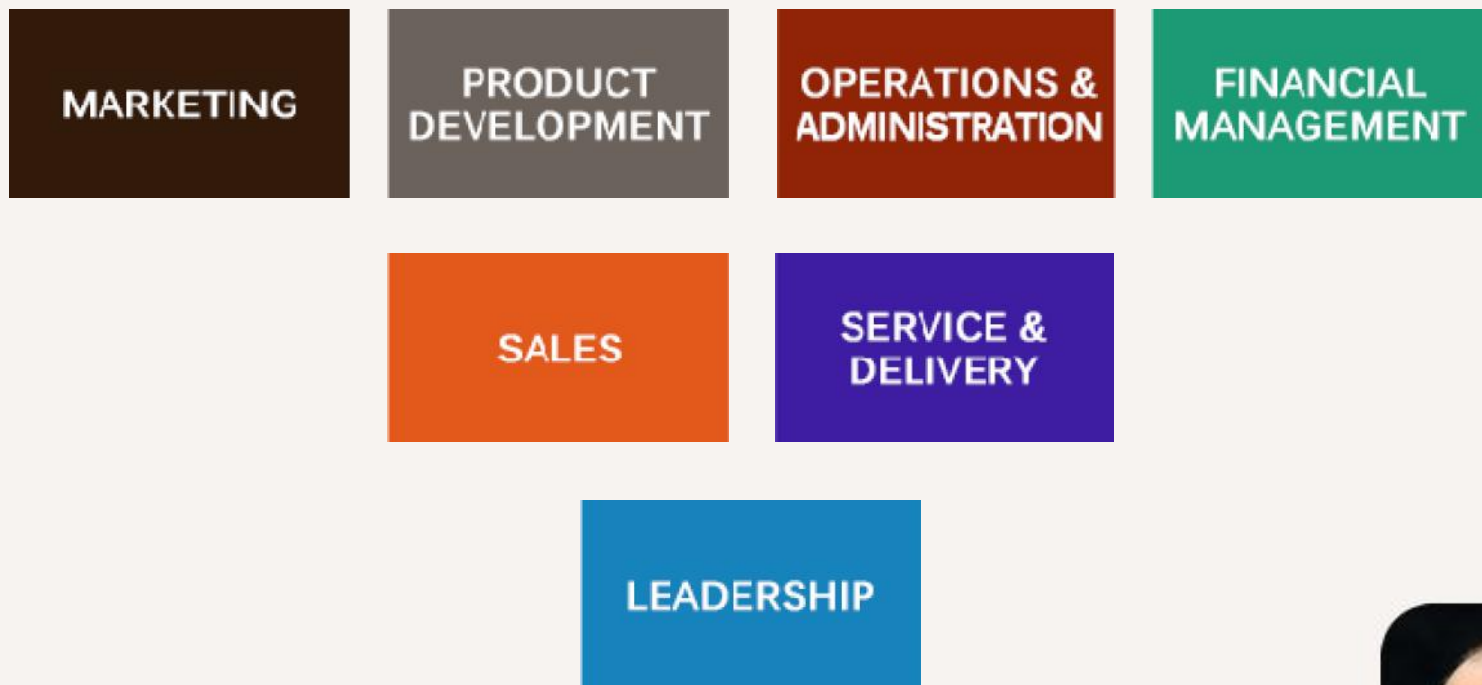
Get 'er Done! – Excellence in Project Management

Based on the book *Practical Project Management* (1995)

by Paul Hoyt



The Key Performance Areas



The Key Performance Areas



The Key Performance Areas



Agenda

- Overview of Project Management
- Project Teams
- Creating the Project Plan
- Challenges in Project Management
- Project Complexity Factors
- Getting it Right
- Tips
- The Bottom Line



Management and Leadership

- Leadership: “Doing the Right Things”
- Management: “Doing Things Right”
 - Operations Management
 - Project Management



Operations Management

- Repetitive
- Permanent tasks
- Permanent teams
- Optimized
- Methodologies:
 - Continuous Process Improvement (CPI)
 - Statistical Process Control (SPC)
 - Total Quality Management (TQM)
 - Six Sigma



Project Management

- One time, with a beginning and an end
- Temporary teams
- Typically inter-departmental or cross-functional
- Generally hasn't been done before
- Focus on quality, timelines, and budget
- Difficult to estimate time and budget



Examples

- Software development
- New website
- Launching a new product
- Publishing a book
- Custom homes and office buildings
- Moving, physically and virtually



Project Teams

- Project Owner / Funder
- Project Champion
- Project Manager
- Project Coordinator / Administrator
- Technical / Design Lead
- Other Team Members

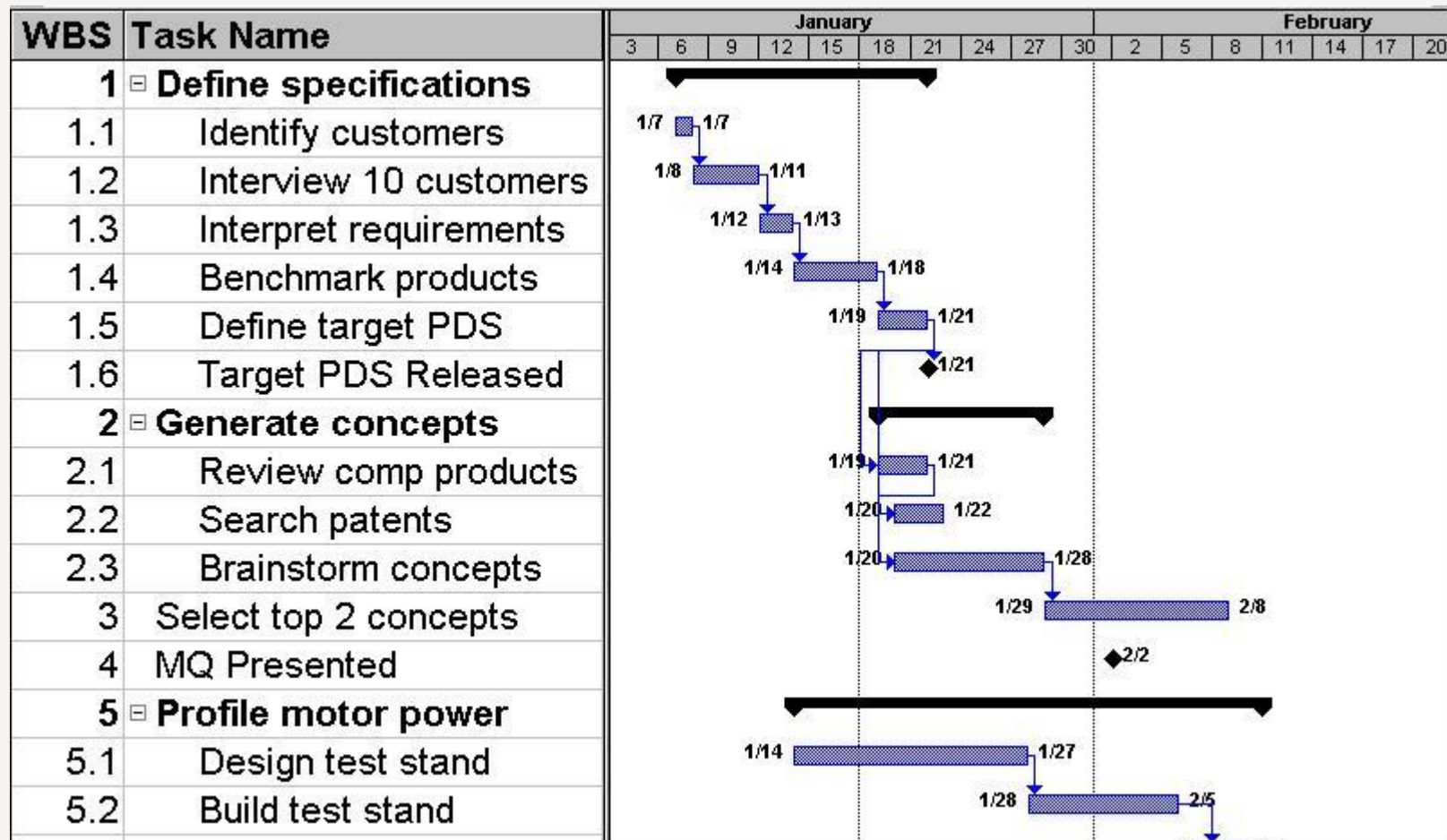


Creating the Project Plan

- Define the outcomes
- Delineate the tasks
- Determine the sequence and the dependencies of the tasks
- Determine the resources required
- Estimate the time to gather the resources and complete the tasks
- Gather the resources required
- Launch the project



Project Plans



Challenges in Project Management

- A project is never problem free!
- Poorly defined goals and objectives
- Scope creep
- Poor estimates
- Missing tasks
- Miscommunication
- Unstable resources
- Natural disasters
- Treachery and deceit



Complexity Factors

- Experience of the team
- Team dynamics
- Stability of the components
- Scale of the project
 - Number of tasks
 - Number of people on the team
 - Length of the project
 - Size of the solution
- Mission critical nature



Getting it Right

- Right Team
- Right Agreements
- Right Tools
- Right Planning
- Right Methodology
- Right Communications



Right Team

- Roles properly defined and staffed
- Great experience
- Winning attitudes
- A winnable game worth playing



Right Agreements

- Fixed bid
- Time and materials
- Incentives and rewards



Right Communications

- Clear plans
- Regular meetings
- Agendas and materials
- Minutes and action items
- Reminders
- Status updates
- Acceptance forms



Right Tools

- Simple documents and spreadsheets
- Smartsheets
- MS Project
- Clarizon and other online collaborative tools

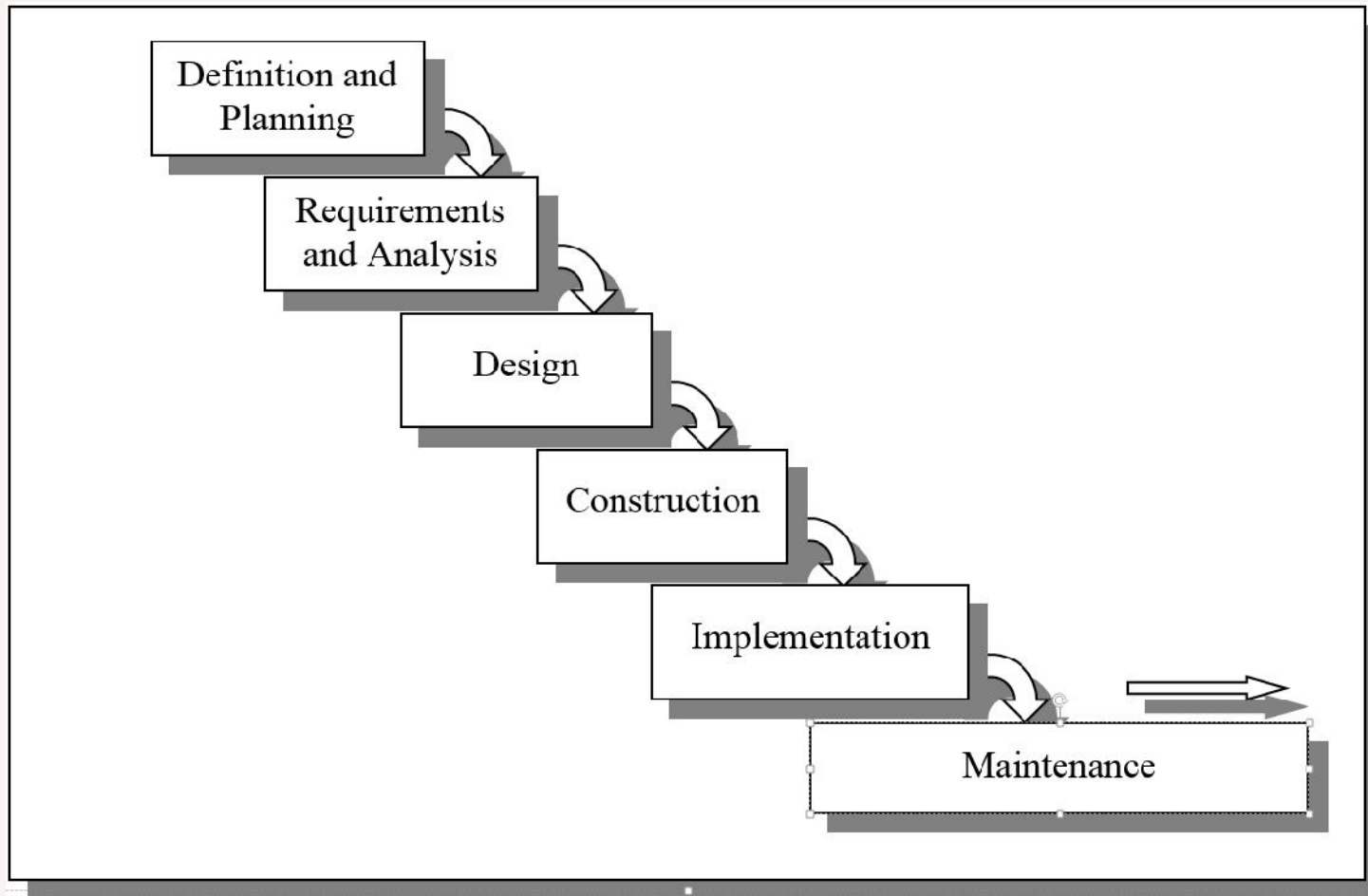


Right Methodology

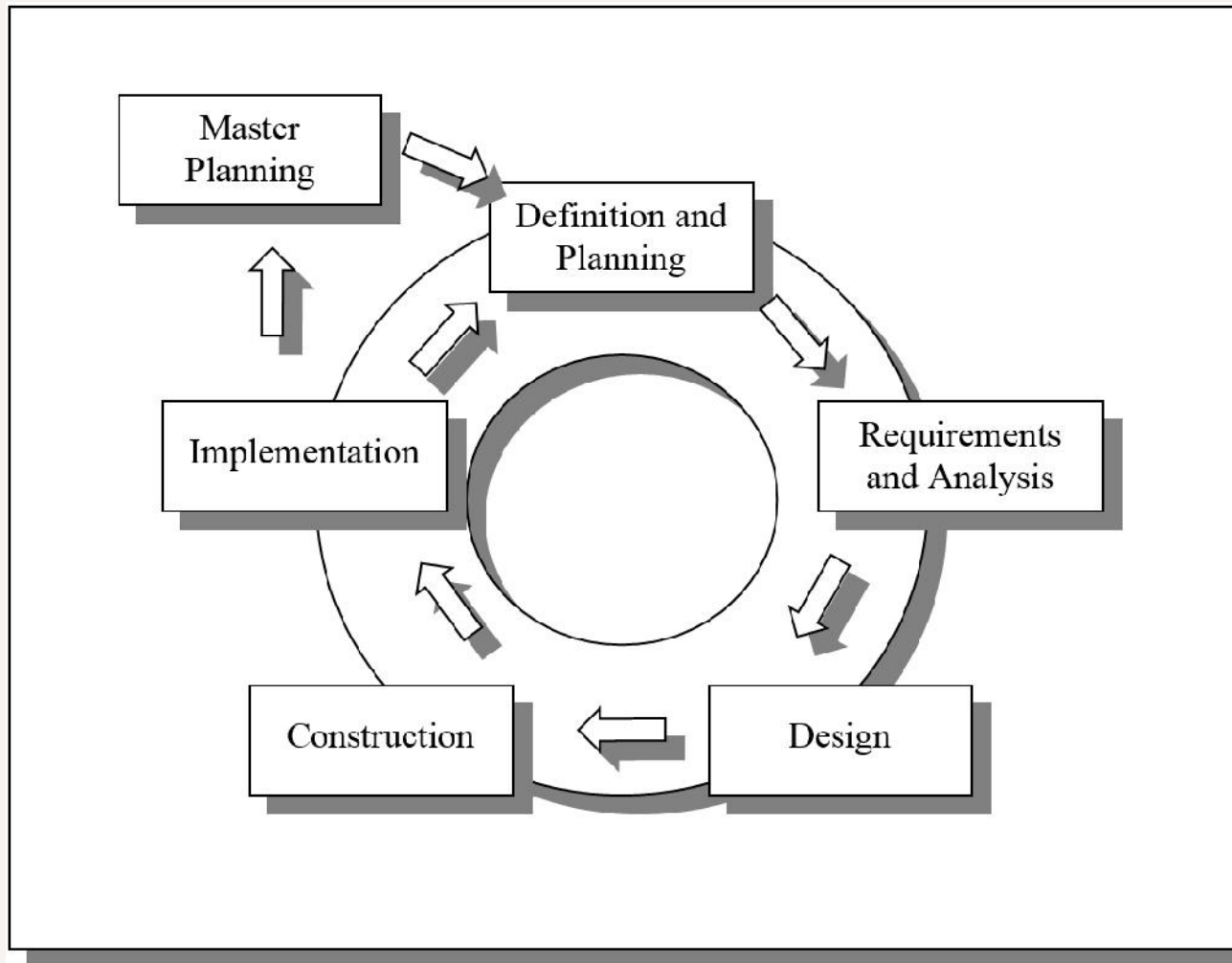
- Waterfall Methodology
- Iterative Methodology



Waterfall Methodology



Iterative Methodology



Tips

- Avoid “Star Trek Projects”, which boldly go where no man has gone before.
- The larger the project, and the greater the complexity, the more contingency time and money you need
- Celebrate success and milestones



Bottom Line

- Project management is a critical competency of any CEO or Entrepreneur
- Get Project Management experience on your team
- Get someone with a “driver” personality
- Focus on meeting your commitments!



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Homework / Exercise

- Talk with project managers
- Focus on becoming a great project manager
- Read books, take courses in project management
- Get coaching and support to outsource project management and to improve your skills



Open Q & A – in a minute

- Comments and questions on the topic of the day
- Any other issues
- Tell me what your biggest “take-aways” are and what insights you gained from this presentation
- Tell me what you are going to focus on



My Distinctions

- I don't want a lot of your money. I just want you to get the support you need, can use, and can afford
- I don't want you to jump into the deep end before you learn to swim
- I don't believe that Belief and Persistence will guarantee success



Our Support Services

- Education
- Training
- Consulting
- Coaching
- Growth Management



Sign up for our New Business Growth Acceleration Kit

- www.PaulHoyt.com/CEOBonus
- “Five Choices of Winning CEOs”
- Article on “10 Things You Should Know about Raising Capital”
- Samples of inspirational works
- Free Business Clarity Session
- Surprise bonuses
- The value could be enormous!



Purchase My CEO Training Program

- www.BeyondBusinessSurvival.com
- “What You Need to Know When You’re the CEO!”



Next Office Hours: Sept. 29nd

- Topic is: Operations Management
- Let me know what topics you would like for me to address: www.PaulsSurvey.com
- Do your homework!



Open Q & A

- Comments & questions on the topic of the day
- Any other issues
- Your take-aways and insights
- Survey: www.PaulsSurvey.com

Contact Me at paul@paulhoyt.com

call or text: 415.997.8001

www.SchedulePaul.com

