



PROJECT MANAGEMENT
CENTER FOR EXCELLENCE

A.J. CLARK SCHOOL OF ENGINEERING
Civil & Environmental Engineering Department



PM 101: SUBTLE WAYS TO IMPROVE EFFICIENCY, BOOST PRODUCTIVITY, AND FOSTER CREATIVITY

Sarah Hoban

2019 Project Management Symposium

AGENDA

INTRODUCTION TO PROJECT MANAGEMENT

GETTING THINGS DONE

EMAIL ORGANIZATION

CAPTURING & REFLECTING

WEEKLY REVIEWS

ADDITIONAL RESOURCES

WHAT IS A PROJECT?

PROJECT

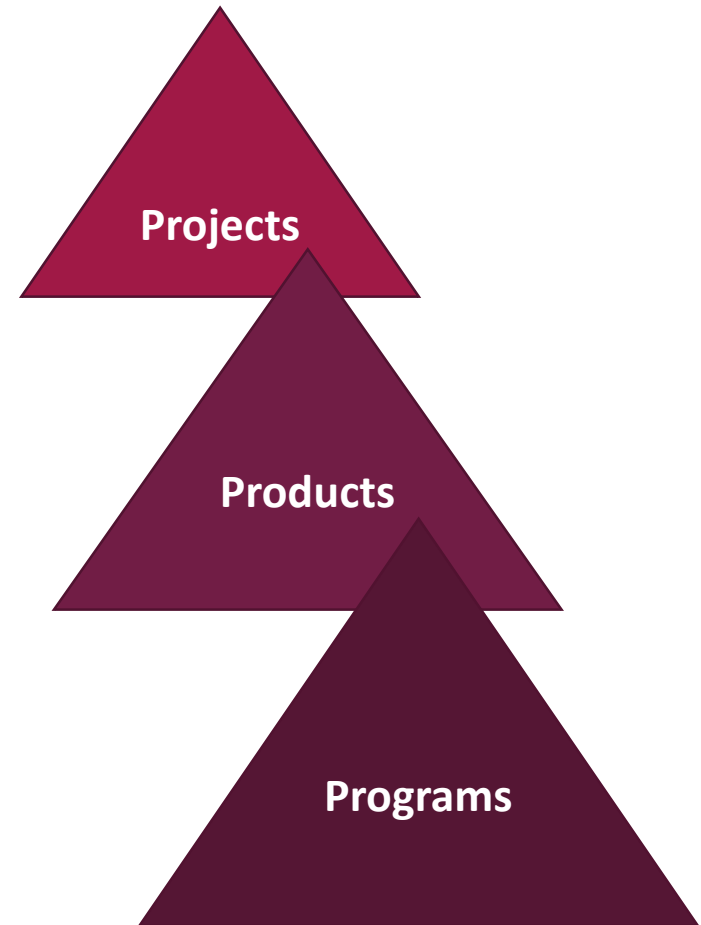
- A temporary endeavor undertaken to create a unique product, service, or result

PRODUCT

- An artifact that is produced, is quantifiable, and can be either an end item in itself or a component item

PROGRAM

- A group of related projects or activities managed in a coordinated way to obtain benefits and control not available from managing them individually



Source: PMBOK® Guide – Sixth Edition, Glossary

WHAT IS PROJECT MANAGEMENT?

PROJECT MANAGEMENT

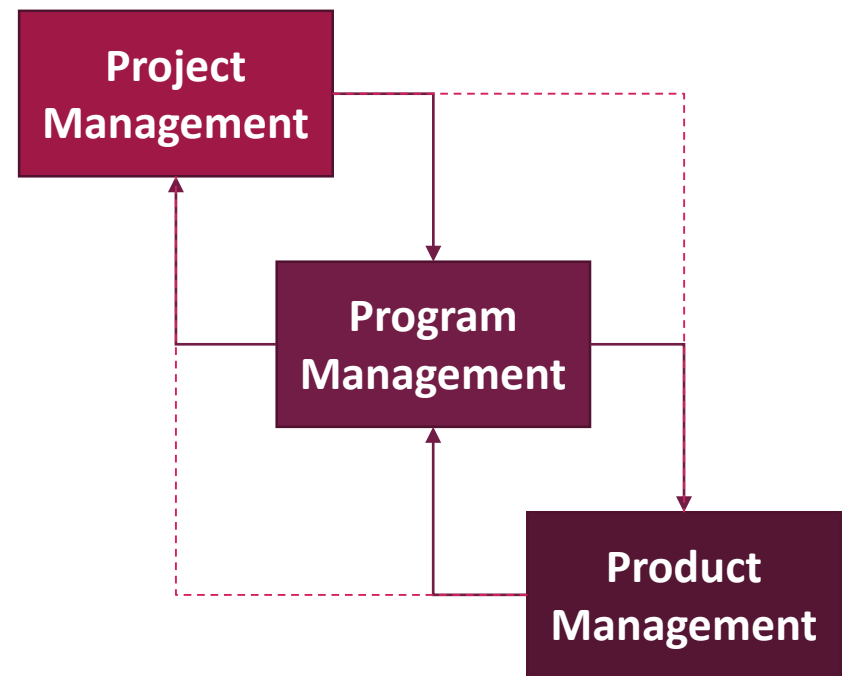
- The application of knowledge, skills, tools, and techniques to project activities to meet project requirements

PROGRAM MANAGEMENT

- The application of knowledge, skills, tools, and techniques to a program to meet requirements and to obtain benefits and control not available by managing projects individually

PRODUCT MANAGEMENT

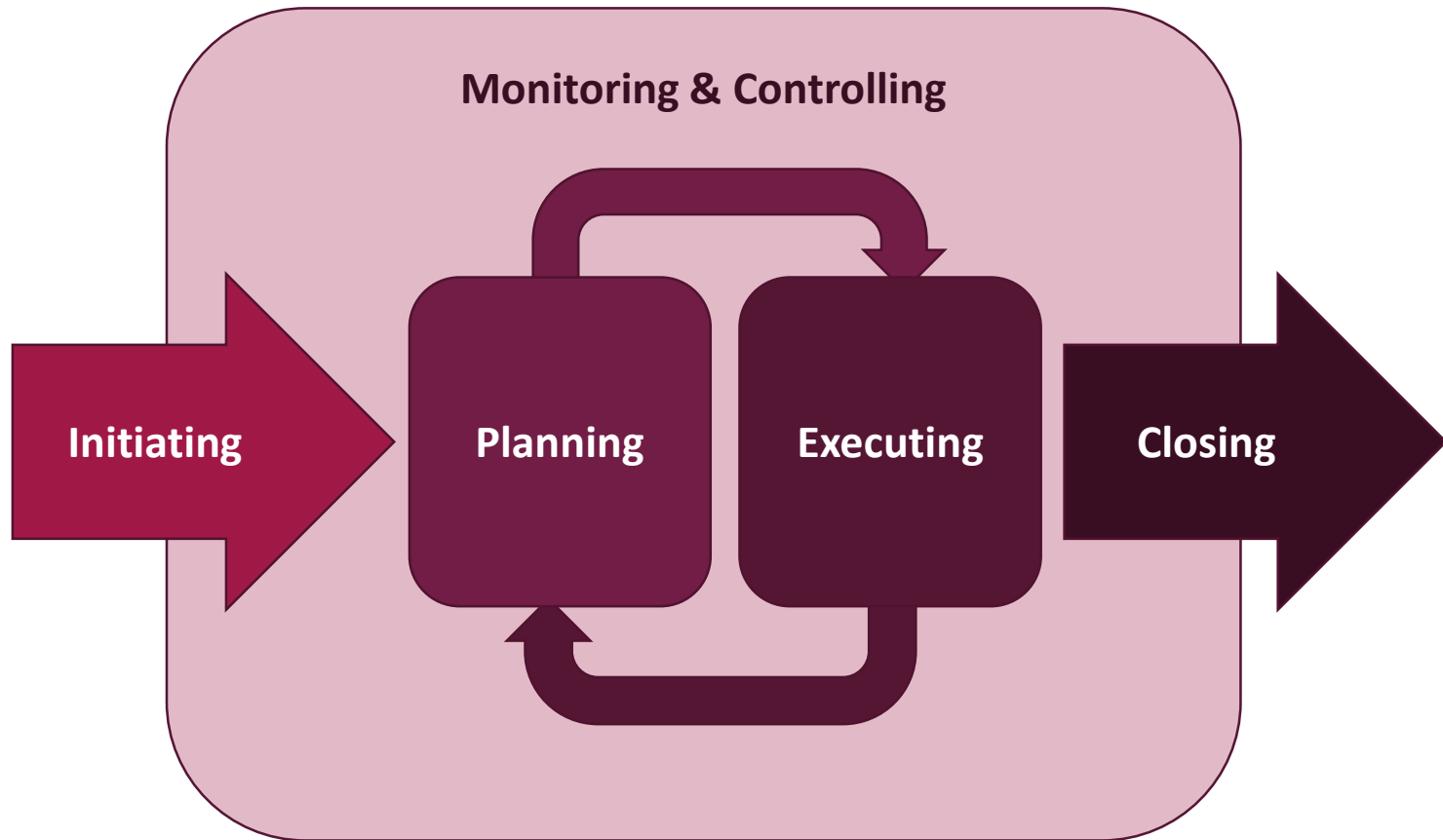
- Ensuring over time that a product profitably meets the needs of customers by continually monitoring and modifying elements of the marketing mix



Source: PMBOK® Guide – Sixth Edition, Glossary

PROJECT MANAGEMENT PROCESS

5 ITERATIVE PROCESSES



Adapted from PMBOK® Guide – Fifth Edition, Figure 3-1, p. 50

HOW DO I GET ORGANIZED AND GET THINGS DONE?

**YOUR MIND IS FOR HAVING
IDEAS, NOT HOLDING THEM**

1. CAPTURE
2. CLARIFY
3. ORGANIZE
4. REFLECT
5. ENGAGE




Adapted from Getting Things Done: The Art of Stress-Free Productivity, David Allen

SAMPLE CAPTURE SYSTEM: MICROSOFT PLANNER

To do

[+](#)

Write charter
📅 04/22 ...


 Hoban, Sarah [USA]

Show completed 2 [v](#)


Follow-up

[+](#)

Check on preliminary scope statement
🌐 📅 04/22 ☑️ 2/3 ...

 Hoban, Sarah [USA]

Check on badge paperwork
🌐 📅 04/25 ...

 Hoban, Sarah [USA]

Show completed 3 [v](#)

[Add new bucket](#)

HOW DO I APPLY GETTING THINGS DONE TO MY EMAIL?

Rules to minimize distractions

Capture system

Keyboard shortcuts for organization

Rules and Alerts

Email Rules Manage Alerts

New Rule... Change Rule... Copy... Delete... Run Rules Now... Options

Rule (applied in the order shown)	Actions
<input checked="" type="checkbox"/> Reserve	
<input checked="" type="checkbox"/> Rozanski, Horacio [USA]	
<input checked="" type="checkbox"/> Rebecca Shambaugh	
<input checked="" type="checkbox"/> InfoZone	
<input checked="" type="checkbox"/> Important Emails (client-only)	
<input checked="" type="checkbox"/> Emails from Katharine (client-only)	
<input checked="" type="checkbox"/> Emails from Chris (client-only)	

Rule description (click an underlined value to edit):

Apply this rule after the message arrives from Accelerator move it to the Admin folder

Description:

@ACTION

Actions: Move to: @ACTION Mark as unread

Shortcut key: CTRL+SHIFT+3

Tooltip: None

Edit Duplicate Delete

CAPTURING AND REFLECTING

The screenshot shows a Trello board named "Life Goals" with a green header. The board is organized into four columns:

- Ideas Inbox:** Contains three cards: "weeks", "Add image to MailChimp campaigns", and "https://www.fastcompany.com/40544781/do-this-to-write-a-more-emotionally-intelligent-linkedin-profile". A fourth card, "Productivity theory.com - writing opportunity?", is partially visible. Below these is a card titled "How to Make Tasks More Attractive" which includes an image of an open book and a snippet of text. The text snippet reads: "How to Make Tasks More Attractive" and "Add a card...".
- Progress:** Contains three cards: "Conduct weekly review" (dated Mar 24, 3 comments, 0/2 checked), "Conduct monthly review" (dated Mar 31, 1 comment, 3 comments, 0/6 checked), and "Conduct quarterly review" (dated Mar 31). Below these is an "Add a card..." button.
- Health:** Contains three cards: "Sleep 8 hours/night", "Eat right" (1 comment), and "Exercise four times/week". Below these is an "Add a card..." button.
- Career:** Contains an "Add a card..." button.

The Trello interface includes a "Boards" tab, a search icon, and a "Google D" logo in the top right corner.

THE IMPORTANCE OF REVIEWS

WHY ARE WEEKLY REVIEWS IMPORTANT?

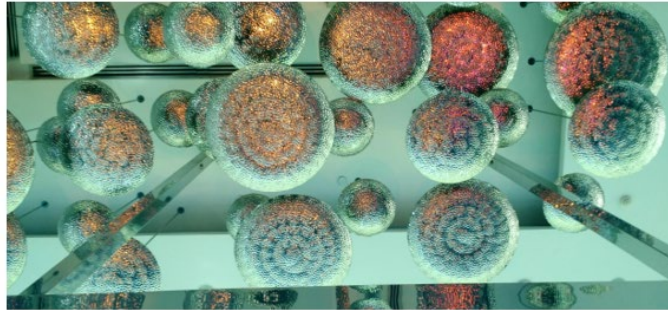
- Help you capture ideas
- Measure progress against your goals
- Document what worked and didn't work and help to refine your plan

COMPONENTS OF A WEEKLY REVIEW

- Review completed items. What did you accomplish last week?
- Review progress against each of the tasks you identified for the week ahead. What worked?
- Enter “Big 3” items for the week ahead
- Create challenge questions associated with your “Big 3” items
- Review ideas inbox
- Review affirmations (optional)

SAMPLE WEEKLY REVIEW TEMPLATE

Sarah M. Hoban



WEEKLY REVIEW: SEPTEMBER 9-16, 2018

Review completed items (Toodledo and Trello)

Accomplishment	Notes

Review progress against each of Trello boards. What worked?

Enter "Big 3" items for week ahead and create challenge questions

- 1.
- 2.
- 3.

Review ideas inbox

Review affirmations

WHAT DO I DO WITH MY EXTRA BRAIN SPACE?

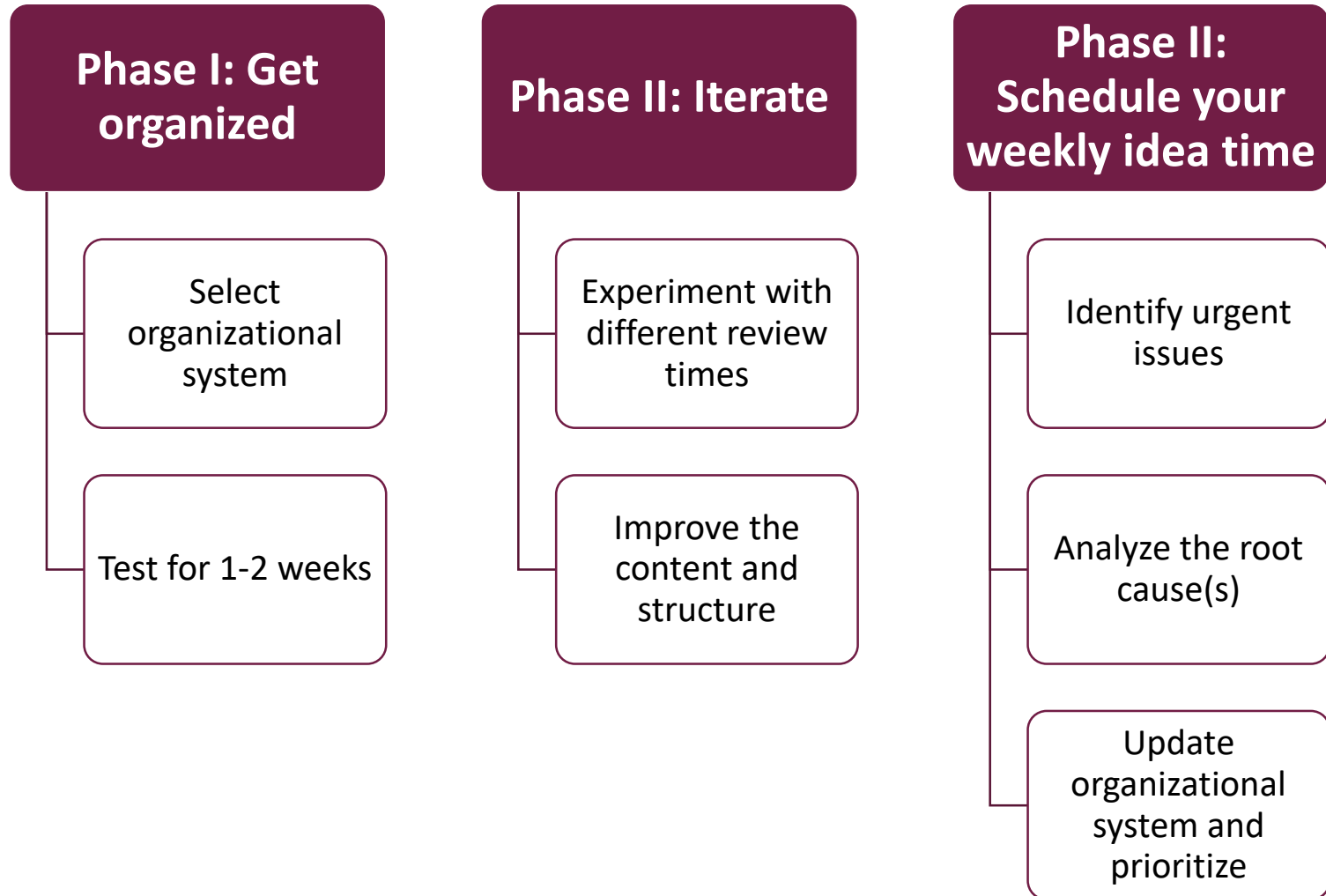
IDEA TIME!

- Carve out 1 hour each week to brainstorm how to solve the challenge questions that you generated during your weekly review
- Log new ideas in your trusted capture system
- Have fun disconnecting!



Adapted from The Accidental Creative: How to Be Brilliant at a Moment's Notice, Todd Henry

THIS IS A LOT. WHERE DO I START?



ADDITIONAL RESOURCES

PROJECT MANAGEMENT INSTITUTE

- <https://www.pmi.org/>
- A Guide to the Project Management Body of Knowledge (PMBOK® Guide)

BLOGS

- The Stealthy Project Manager (Sarah's blog): <https://www.sarahmhoban.com/subscribe/>
- The Digital Project Manager: <https://thedigitalprojectmanager.com/>

BOOKS

- Getting Things Done: The Art of Stress-Free Productivity – David Allen
- The Accidental Creative: How to Be Brilliant at a Moment's Notice – Todd Henry
- The Productivity Project: Accomplishing More by Managing Your Time, Attention, and Energy – Chris Bailey
- The Power of Habit – Charles Duhigg

QUESTIONS

PRESENTER



SARAHMHOBAN.COM

SARAH HOBAN

Sarah is a PMP-certified project/program manager and strategy consultant with 11 years of experience directing complex multi-million dollar projects. Passionate about being resilient in the face of uncertainty, Sarah's career has focused (sometimes stealthily) on incorporating project management techniques to improve organizational business processes.

She is a project management thought leader and author of a weekly [blog](#) and [podcast](#), The Stealthy Project Manager, focused on project management and productivity.