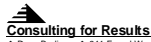


Supercharge Your Project Teams

Doug Bedinger, P.E., MHROD
Teambuilding and Organization
Development Consultant



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Presentation objectives:

- An overall introduction to the project management process
- A chance to work with selected project management tools
- An introduction to the approaches and theories of teambuilding
- Interactive “teamwork challenge” activity



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Project Management Reality:



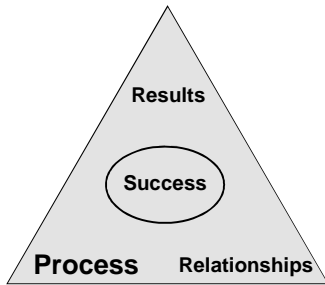
It's a juggling act!

Got projects?



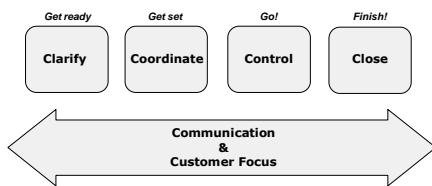
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Defining Success:



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The 6 C's of Project Management:



- Clarify** *Aligning the players to the project*
- Coordinate** *Planning the details for the trip ahead*
- Control** *Putting the plan into action, making adjustments along the way*
- Close** *Orchestrating the hand-off and finishing well*
- Communication** *Keeping everyone informed throughout the process*
- Customer Focus** *Ensuring project outcomes will satisfy customer needs*

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Tools to Use:

- PDD – Project Definition Doc *Clarify*
- Stakeholder Analysis
- Communication Plan *Coordinate*
- Task List
- Responsibility Matrix *Control*
- Project Schedule
- Contingency Plan
- Close-Out Punch List *Close*
- Metrics Tracking Sheet

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Stakeholder Analysis:



Stakeholder	Position re Project			Reason(s) for Position	Strategies to Gain Support
	For	Neutral	Against		

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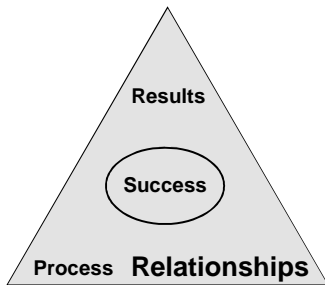
Contingency Plan:



Contingency: Describe what could go wrong - one sheet per contingency.	
Possible cause(s):	1. 2. 3.
Prevention strategies: How can you keep this from happening?	1. 2. 3.
Contingency plans: What to do if this occurs.	1. 2. 3.
Triggers: What must happen before we apply our plan?	1. 2. 3.

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Defining Success:



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It's the people stuff...

5. Inattention to Results
4. Avoidance of Accountability
3. Lack of Commitment
2. Fear of Conflict
1. Absence of Trust

Reference: *Overcoming the Five Dysfunctions of a Team - a Field Guide* by Patrick Lencioni

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It's the people stuff...

- Focus on results**
 - Set goals, establish metrics
 - Celebrate success!
- Embrace accountability**
 - Take responsibility for your actions
 - Give open and honest feedback
- Achieve commitment**
 - Develop a decision making process
 - Be decisive
- Manage inevitable conflict**
 - Establish ground rules to manage differences of opinion
 - Make it "OK" to disagree
- Build trust**
 - Identify the expertise on the team
 - Build on each other's style, strengths and experience

Reference: *Overcoming the Five Dysfunctions of a Team - a Field Guide* by Patrick Lencioni

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Defining Success:

Results

Success

Process **Relationships**

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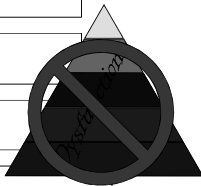
Teambuilding Challenge!



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It's the people stuff...

5. Focus on results
4. Embrace accountability
3. Achieve commitment
2. Manage inevitable conflict
1. Build trust



Reference: *Overcoming the Five Dysfunctions of a Team - a Field Guide* by Patrick Lencioni

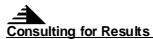
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Tools & Templates

The following tools and templates are included in this handout:

- ⊕ Project Definition Worksheets
- ⊕ Stakeholder Analysis Worksheet
- ⊕ Communication Planning Worksheet
- ⊕ Project Task List
- ⊕ Responsibility Matrix
- ⊕ Schedule Worksheet
- ⊕ Contingency Planning Worksheet
- ⊕ Close-Out Punch List
- ⊕ Metrics Tracking Sheet

Other documents you may need:

- ⊕ Project Budget
- ⊕ Functional Specification
- ⊕ Service Level Agreement

These tools and templates may be copied or reproduced as needed to help manage your projects.

Project Definition

Project Name: _____ Today's Date: _____

Project Manager: _____ Approval: _____

1. Project Concept	
2. Project Objective	
3. Project Deliverables	
4. Project Metrics	
5. Project Priorities	
6. Assumptions List	
7. Change Control Process	
8. Project Team	
9. Project Team Logistics	

Communication Planning Worksheet

Project Name: _____ Today's Date: _____

Project Manager: _____

Audience	Messages	Frequency	Vehicle	Strategies/Schedule
	1.			
	2.			
	3.			
Audience	Messages	Frequency	Vehicle	Strategies/Schedule
	1.			
	2.			
	3.			
Audience	Messages	Frequency	Vehicle	Strategies/Schedule
	1.			
	2.			
	3.			

Contingency Planning Worksheet

Project Name: _____ Today's Date: _____

Project Manager: _____

Situation: Describe what could go wrong – one sheet per contingency.					
Tasks affected:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; text-align: left; border-bottom: 1px solid black;"><u>ID</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Task Name</u></th> </tr> </thead> <tbody> <tr> <td style="height: 50px;"></td> <td></td> </tr> </tbody> </table>	<u>ID</u>	<u>Task Name</u>		
<u>ID</u>	<u>Task Name</u>				
Possible cause(s):	1. 2. 3.				
Prevention strategies: How can you keep this from happening?	1. 2. 3.				
Contingency plans: What to do if this occurs.	1. 2. 3.				
Triggers: What must happen before we apply our plan?	1. 2. 3.				

High = 5
Medium = 3
Low = 1

Priority for this contingency:

Probability	
Impact	
Total priority score:	

Close-Out Punch List

Project Name: _____ Today's Date: _____

Project Manager: _____

Task Category:

Status	ID	Task	Resp	Due	Notes

Task Category:

Status	ID	Task	Resp	Due	Notes

