

Project Management Guidance

This document was adapted from guidance documents created collaboratively between the Culture, Heritage and Arts Resource Trust (CHART) and Whangarei District Council for use at the 2014 Northland Youth Summit.

To successfully plan and run a project, you need project management. Project management requires the use of knowledge, skills and tools.

There are five main stages of a project. They are:

- **Conception:** the idea.
- **Planning:** figuring out what to do, how you will do it, developing a list of actions, schedule, and budget.
- **Launch and execution:** assigning the tasks to the team, and doing the tasks.
- **Performance and control:** monitoring the progress of the project and chasing up any late tasks.
- **Close:** project delivery, and evaluation.

Here are a few key principles to help you understand Project Management:

- Projects are **temporary**. They always have a beginning and an end.
- Figure out **what is achievable** with the **time**, **resources** and **budget** that you have.
- Where does your project stop? **Know the boundary**. This can help prevent your project from expanding during delivery.
- **List the risks**. What could go wrong? List every risk and what you will do if it happens.
- **Develop a project plan** with clear actions. Break things into small and manageable parts.
- **Assign tasks to right people!** Consider your team-mates interests skills and experience.
- **Take your responsibilities seriously**. Every job needs to be completed for a project to work. If you don't do it someone else will have to!
- **Celebrate your success**. Catch up after the project.
- **Have fun!** If you are having fun others will too.

Project planning

So now that you have an idea what you need to do, here's an example that you can use to plan your project:

Project scope

Project outline <i>what is your project? be really specific about what you plan to do, and what you are not doing</i>	<i>e.g. Start a careers discussion Facebook page to students that will be new to the workplace. Ensure this page links to careers agencies and other Facebook discussion groups. Run this page for three months then reconsider.</i>
Target audience <i>who is it for?</i>	<i>e.g. School students aged 16-18 in Whangarei</i>
Stakeholders <i>who else does it impact or will be involved?</i>	<i>e.g. Parents, other students, the public of Whangarei, the media, Facebook, other Careers agencies.</i>

Plan summary How are you going to achieve it?	<i>e.g. Design an open Facebook page. Link with other agencies to ensure we have the right information available. Invite members from our personal contacts and through schools. Advertise the site in the media. After three months check how it is going and consider options to hand it off or wind it up.</i>
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Project activities

List all the activities or tasks that need to be done in order for this project to succeed. For each activity or task:

- be really specific about what needs to be done,
- write down how long it will take to do the task, and
- whether doing this task is dependant on any other tasks getting done
- What resources are needed to complete this task

Activity	Duration	Dependencies	Resources
<i>e.g. Contact careers organisations for information – collate this information</i>	<i>e.g. Two weeks</i>	<i>e.g. None</i>	<i>e.g. Phone</i>
<i>e.g. Book advertising in the Leader for 20 July</i>	<i>1 day</i>	<i>Facebook site ready for public</i>	<i>\$140</i>

Project schedule

Decide the sequence of events, and then assign each task to a person. Align the tasks in order of their due dates, making sure tasks that are dependant on other tasks start after the first task finishes.

Activity	Start date	Due date	Assigned to
<i>e.g. Contact careers organisations for information – collate this information</i>	<i>e.g. 1 June</i>	<i>e.g. 14 June</i>	<i>e.g. Sam</i>
<i>e.g. Put careers organisation information on Facebook site</i>	<i>e.g. 15 June</i>	<i>e.g. 20 June</i>	<i>e.g. Jane</i>

Project Budget

Develop the budget, based on the resources needed that you have already identified. Estimate as best you can, base on quotes when possible. A spreadsheet programme such as Microsoft Excel makes this process easy.

Income	Amount \$	Total \$
<i>e.g. Grant from ASB</i>	<i>700</i>	
		<i>700</i>
Costs		
<i>e.g. Phone calls (60 minutes @ 0.33 per minute)</i>	<i>20</i>	
<i>e.g. Leader advertising (2x \$140)</i>	<i>280</i>	
<i>e.g. Printing (200 sheets @0.50 per sheet)</i>	<i>50</i>	

<i>e.g. Postage (20x 1.20 per letter)</i>	24	
		374
Balance		326

Risk Register

Consider risks and try to think of ways to reduce or remove these risks if they arise.

Risk	Severity	Likelihood	Mitigation
<i>e.g. Site not used</i>	<i>e.g. High</i>	<i>e.g. Medium</i>	<i>e.g. Ensure advertising reaches the right audience, and site works well first time</i>
<i>e.g. Site crashes</i>	<i>e.g. High</i>	<i>e.g. Unlikely</i>	<i>No mitigations possible – out of our control</i>

Final things to remember

A few key points to live by:

- make sure you keep records
- keep each other informed (especially the project manager)
- Get your tasks done on time
- Adjust the plan if things change
- Nothing beats verbal communication. You do not know if someone has received your Facebook or text message.
- Enjoy the process - this is about having fun while you are getting things done!

Once you have completed the project, don't forget to:

- 1) Assess how it all went – be critical and find both successes and parts that could have gone better, so you know what to look out for next time you make a plan.
- 2) Celebrate the success of the project, and that you did it!

There are lots of other tools and practices you can use if you want to, do not feel defined by this simple set.

You can also use the Project Management Template which you can access here:

<http://www.wdc.govt.nz/CommunitySafetyandSupport/FundingandGrants/Pages/default.aspx>