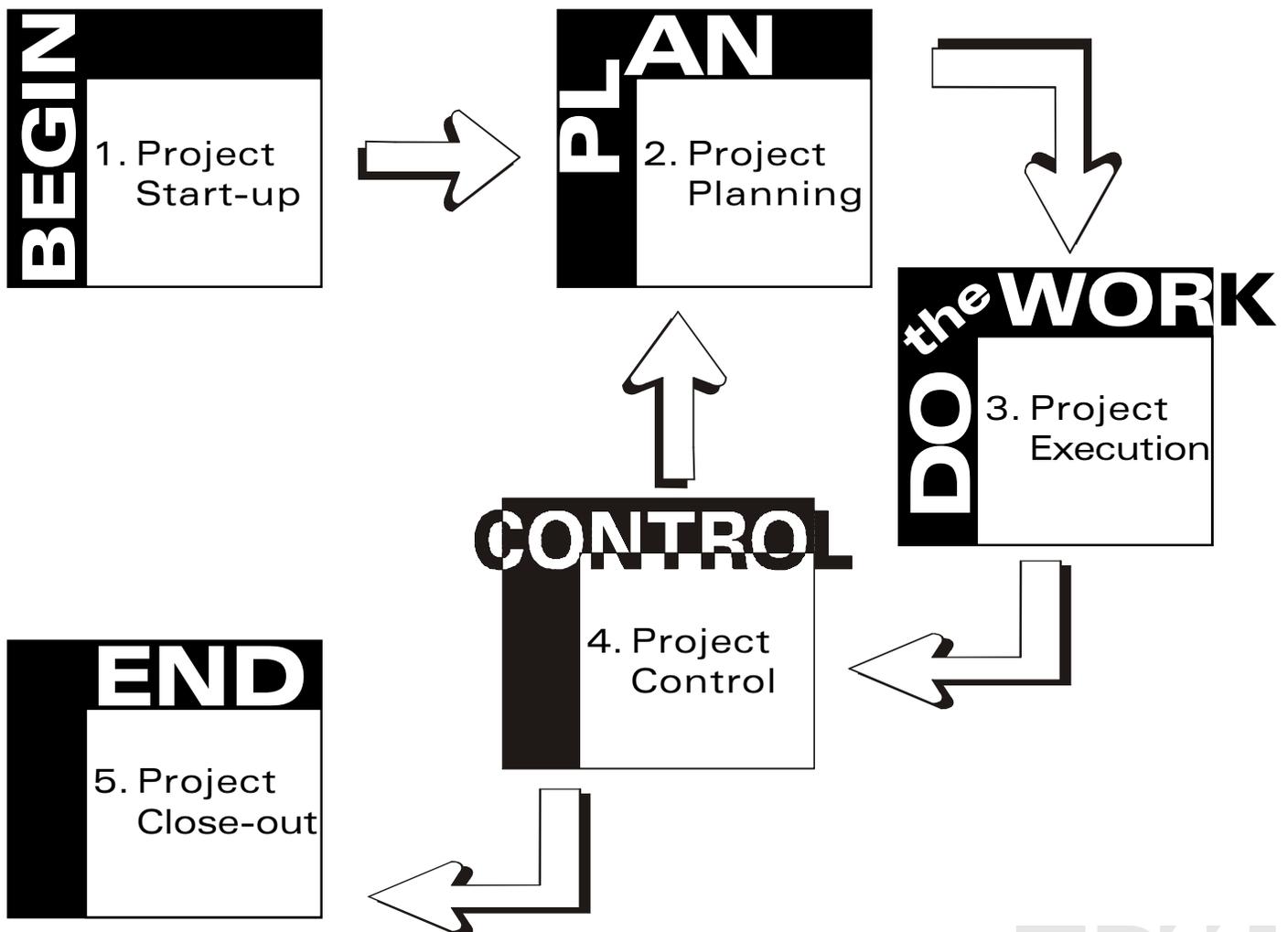


Project Management

“Manage Your . . .”

- Career Planning
- College Planning
- Homework Assignments
- School Projects
- Home Projects
- Sports Activities

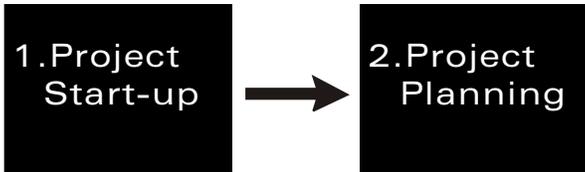
EVERYTHING WE DO IS A PROJECT



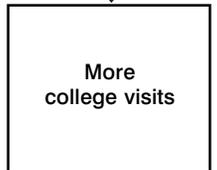
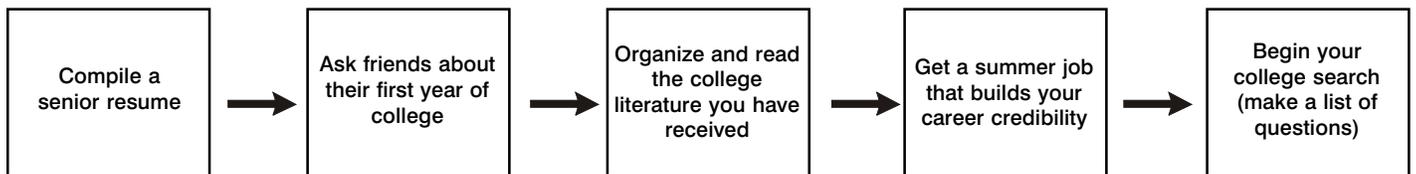
for more info: www.HighSchoolPM.org

HIGH SCHOOL TO COLLEGE - IT'S A PROJECT!

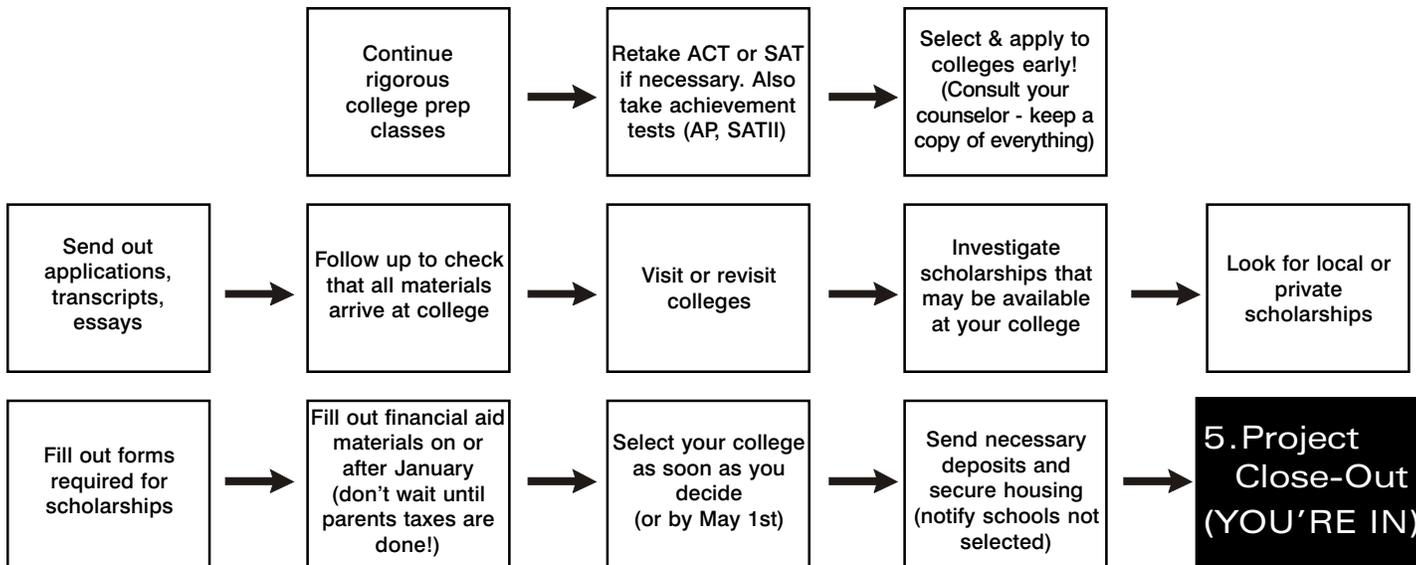
JUNIOR YEAR



SUMMER BEFORE SENIOR YEAR



SENIOR YEAR





HOW TO USE PROJECT MANAGEMENT

1. Start your project with the end in mind, picture your goal, how much budget you have to spend, and a target date when you want to finish. Write a sentence or two describing your project. This is the *Start-Up*.
2. The next five steps are called *Project Planning*. They include identifying *stakeholders*, making a *schedule*, calculating an *estimate*, determining *contingency*, and setting a *baseline*.
 - 2.1 Find out who may be interested in your project and can help or hinder you from reaching your goals and target date. Ask for their cooperation. These people are called the *stakeholders*.
 - 2.2 Make a list of the tasks to achieve your goal. Estimate how long each will take to get done and how they fit together (first things, first, etc., this is a *schedule*.)
 - 2.3 Make a list of things you need to meet your goal, check to see if you have them available or need to buy them and estimate how much they will cost. This is called the *estimate*.
 - 2.4 Think of any risks that you may encounter in doing the project, some thing or some one that might prevent you from achieving you schedule or estimate. Use your best persuasive skills to get cooperation from your opponents. Add more time or money to minimize your risks and prevent surprises. This is called *contingency*.
 - 2.5 Compare your goal and target date with your schedule, estimate and contingency and adjust either to fit your available budget or time to finish. Notify your stakeholders of your plans and get their buy-in. Set up checkpoints or milestones to keep track of progress and accomplishments. This is called a *baseline*.
3. Do the work following the plan (*Project Execution*.)
4. Use the checkpoints and milestones to keep track of progress and accomplishment. When things don't go according to plan, (and they rarely do) make adjustments and trade-offs, keeping the end in mind and the original budget and time to finish. This is called *Project Control*.
5. Review the finished project goal, budget, and time. Write down the things you learned while doing this project as a reminder for next time. This is called *Project Close-Out*.

STUDENT PROJECT EXPERIENCE

Using Project Management for a Biology Poster Project - Lessons learned by Heidi S.

By using the project management method for my assignment, I was able to visually see what needed to be accomplished for my project. I was able to plan how my time was to be spent and how efficient our group had to be. The project management method allows for critical analysis of every aspect of a project. This is important in order for the endeavor to be successful. Also, this method gave me a chance to check off small goals leading up to the final product, which made it easier to revise parts of the project (schedule, budget, etc.) throughout the process of doing it.

Using Project Management to Prepare for a Wrestling Tournament - Lessons learned by Nick L.

By using the project management process, I realized how much actually went into the intricate process of preparing to wrestle. Seeing as it was all second nature to me, this process has taught me and will hopefully inform others in how to successfully prepare themselves.

PLATO'S* RULES OF PROJECT MANAGEMENT

1. Always begin with the end in mind.
2. Don't plan more than what you can do.
3. Look for risks which can ruin your plan.
4. Get agreement of the people in the project.
5. Keep track of your accomplishments.
6. Make changes only when necessary.
7. Know when you are done.

** Project Language and Training Order Sequence*

TERMS TO KNOW

- Baseline:* The original plan for a project against which progress is measured and includes the budget and time to finish with stakeholder buy-in.
- Bar Chart:* A graphic display of schedule related information. Task are listed down the left side of the chart and are represented by a horizontal bar whose length depicts time and is positioned along the horizontal axis which is the time scale.
- Contingency:* Additional time or money in the project baseline to reduce the impact of risks and/or potential problems, which may jeopardize project goals and time to finish.
- Critical Path:* The longest single path of connecting tasks, which are absolutely essential for the completion of the project.
- Estimate:* The sum of all costs for things and people needed to achieve project goals.
- Milestone:* A significant event in the project, usually an important accomplishment.
- Project Management:* The application of knowledge, skills, tools and techniques to project tasks in order to meet stakeholders needs and expectations.
- Project:* A temporary endeavor undertaken to create a unique product or service.
- Risk:* The possibility that something can go wrong and interfere with the completion of project work.
- Schedule:* The planned dates for performing tasks and planed dates for meeting milestones.
- Stakeholders:* Individuals and organizations who are involved or may be affected by project tasks.
- Trade-offs:* A corrective action of give and take between goals, budget, and time to finish. While all three are important for a successful project, sometimes the budget must be increased to meet a milestone schedule, or a goal might be sacrificed because of limited budget.