



ATL

*Behind
the
Scenes*

TRAINING SESSIONS

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**BUSINESS
DIVERSITY**

W e l c o m e

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TRAINING SESSIONS

PRESENTER

Charlette Wynn

President & CEO

P³Delivery
Project • Process • Performance



Audience ce questi ons

What is your Industry?

Professional Services

Manufacturing

Construction

Transportation

Financial Services & Insurance

Information Technology

Retail & Trade

Government

Health Care

Real Estate

Media & Entertainment

Other

Audience questions

What is your Project Management Experience?

- Novice
- 2-5 years
- 5-10 years
- Over 10 years
- PMP Certified
- PgMP Certified



Why is Project Management so Important?

Statistics Hard to **Ignore**





Managing Projects in a

Remote Environment

Agenda

Project Management Basics

Agenda

Project Management Basics

Remote Project Management

Agenda

Project Management Basics

Remote Project Management

Selecting and Using Remote Tools

Agenda

Project Management Basics

Remote Project Management

Selecting and Using Remote Tools

Project Management

Key Concepts

Generally, there are four concepts that are critical to know about management:

1. **Project Characteristics**
2. **Project Lifecycle Processes**
3. **The Knowledge Areas (PMBOK)**
4. **The “Triple Constraints”**

Key Characteristics of a Project

1 Definite beginning and ending date

2 Temporary in nature

3 Performed by people and constrained by limited resources



Key Characteristics of a Project

A project produces unique products, services, or results:

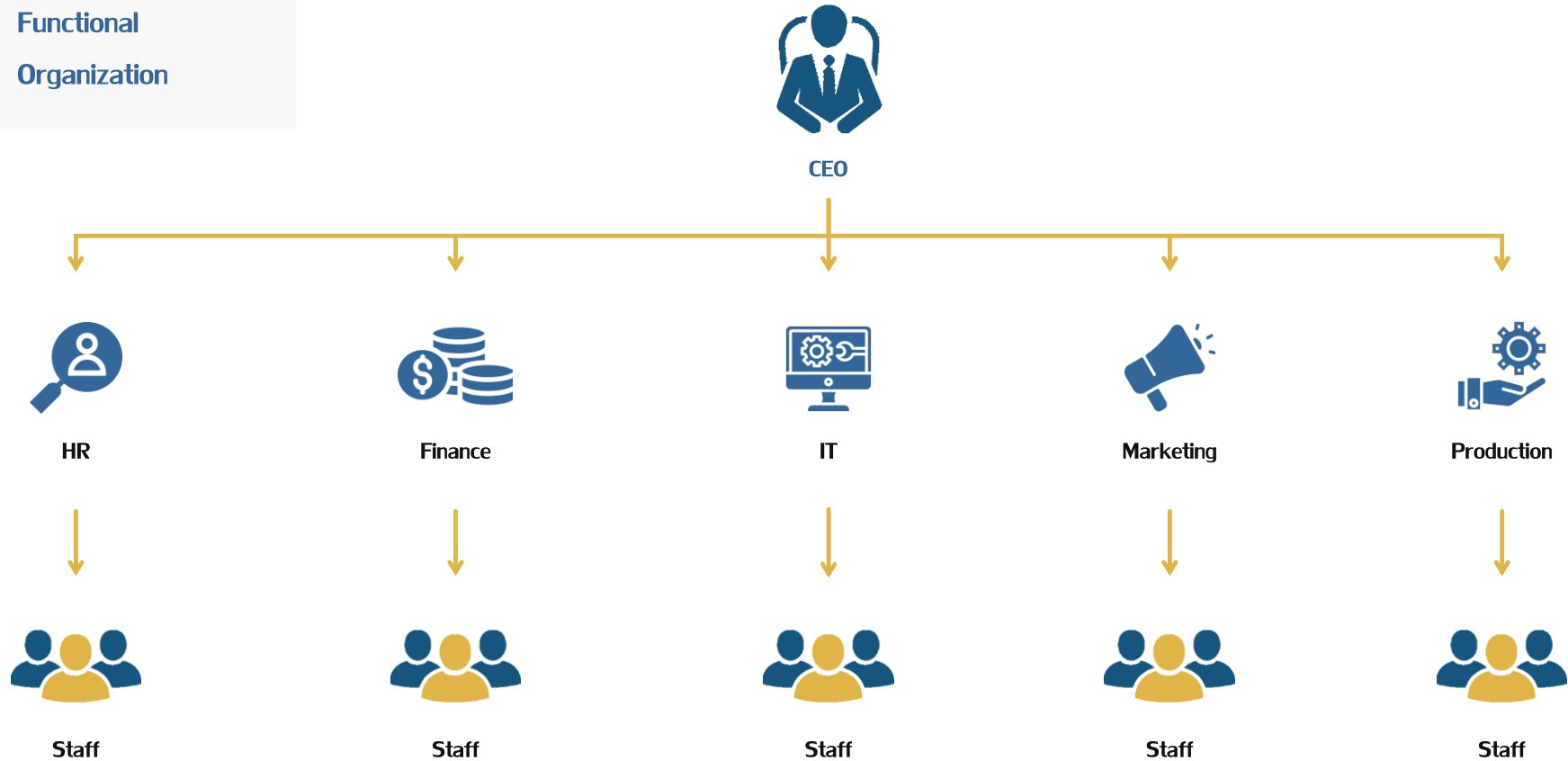
- P** Product that is quantifiable
- S** Capability to perform a service
- O** Outcome such as a document

Completed when the project goals are achieved.

Key Characteristics of a Project

There are three types of project teams:

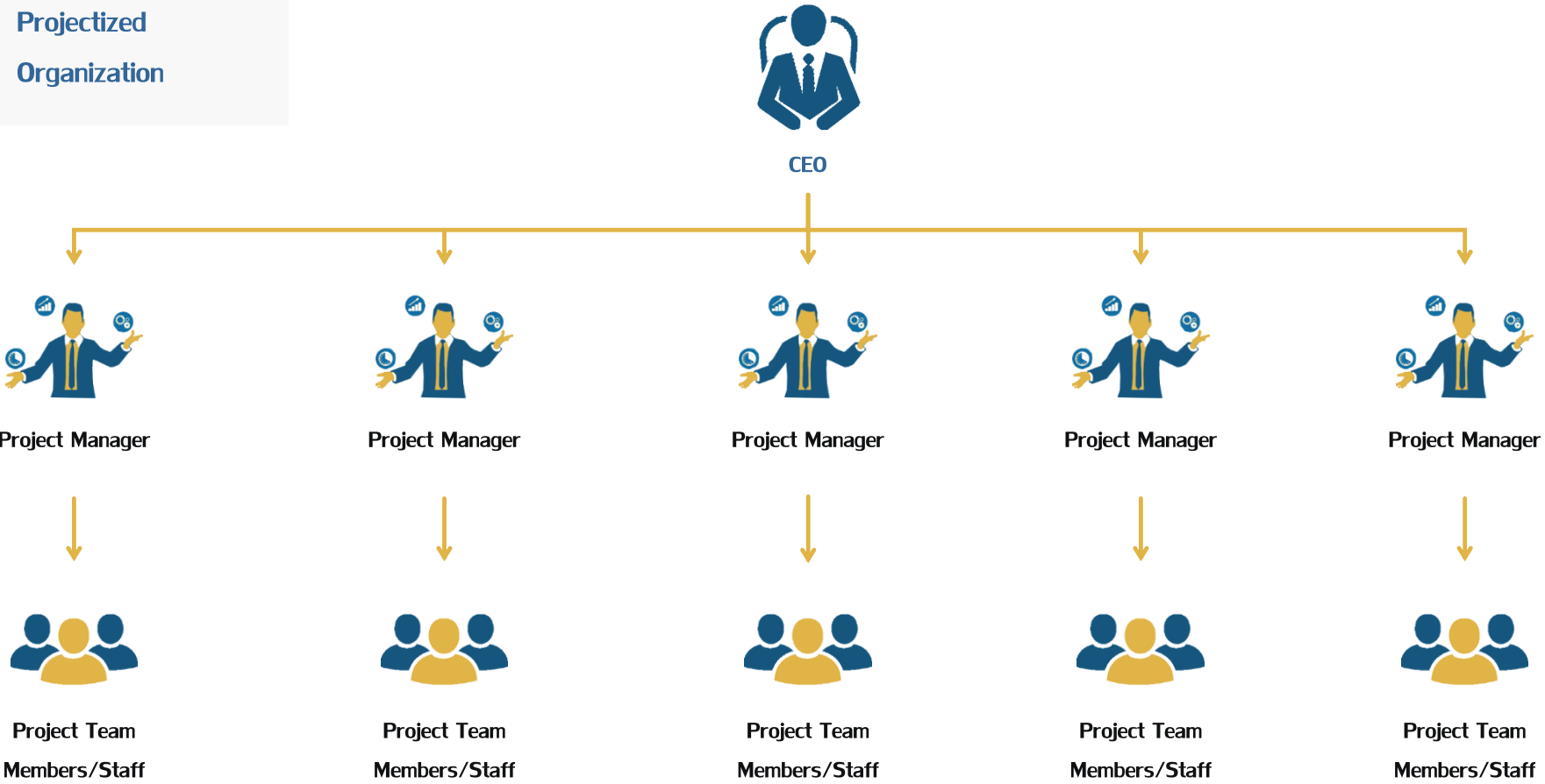
1 Functional Organization



Key Characteristics of a Project

There are three types of project teams:

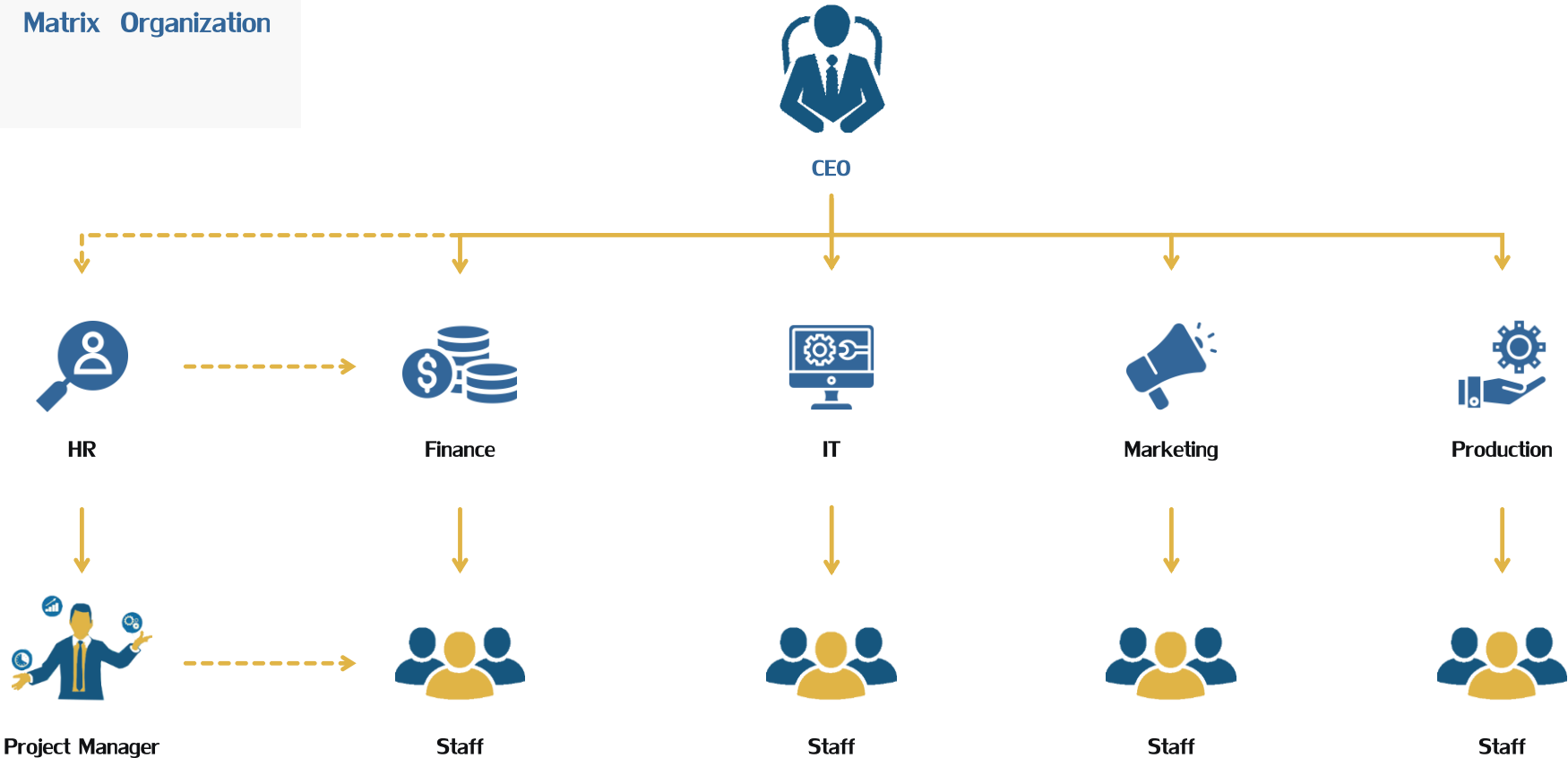
2 Projectized Organization



Key Characteristics of a Project

There are three types of project teams:

3 Matrix Organization



The Project Management Lifecycle Processes

1 Initiation

2 Planning

3 Executing

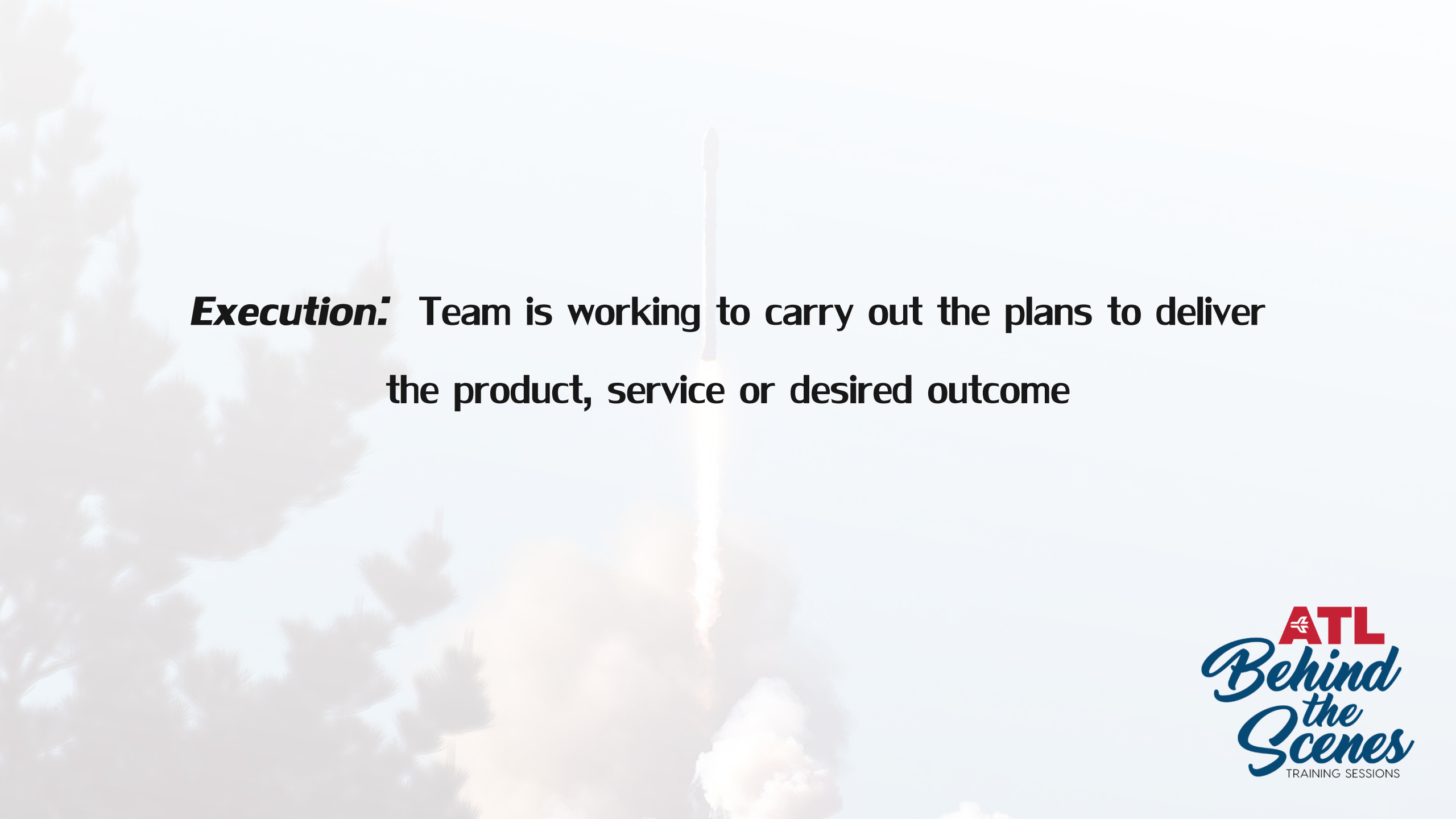
4 Monitoring/Controlling

5 Closing

Initiation: Project approval, kick-off, building the team and infrastructure

A person in a dark suit is sitting at a desk, looking at a document on a laptop. The document features several colorful charts, including a pie chart and a bar chart. The person's hands are visible, with one hand pointing at the document and the other holding a pen. The background is a blurred office setting with another laptop and a window.

Planning: Objectives/goals and activities and tasks to carry out the plan with price and resource estimates



Execution: Team is working to carry out the plans to deliver the product, service or desired outcome

A hand holding a pen points to a bar chart on a desk. In the background, there are glasses and books. The scene is brightly lit, creating a professional and focused atmosphere.

Monitoring/Controlling:
Activities to keep the project on track

Closing: Formal acceptance of the deliverables. Disbandment of all project elements including financial and contract closure

The Project Management Lifecycle

Inputs*

Project Management Team

Idea

Phases

INITIATE

PLAN

EXECUTE

MONITOR

CLOSE

Project management outputs*

Goals

Scope Definition

Resources
Budget
WBS

Baseline

Acceptance

Approval

Lessons Learned

Key project deliverables*

Project
Charter

Communications Plan

Schedule

Issues/Risk logs

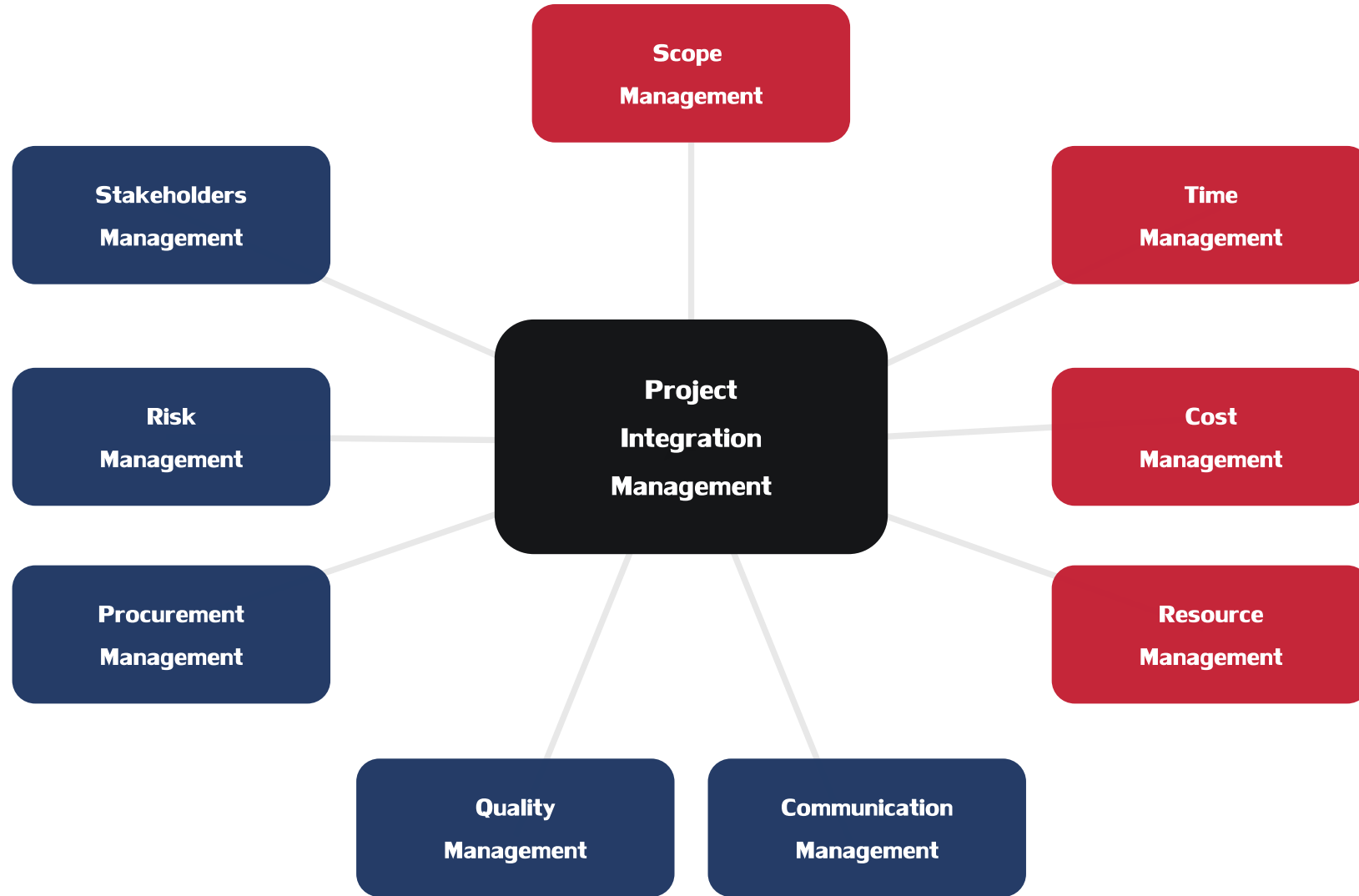
Status
Reports

Closure Report
Customer Satisfaction Survey

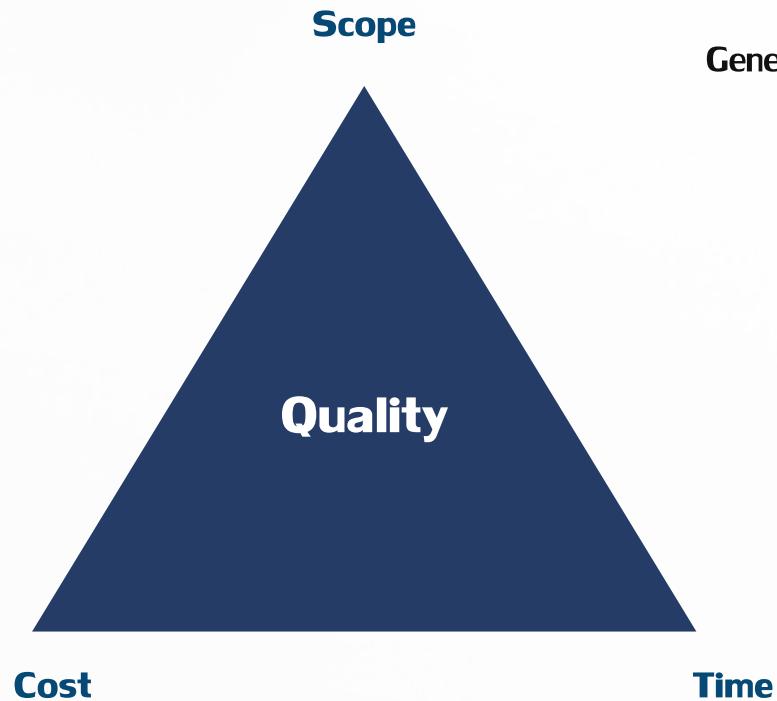
* Not Inclusive



Project Management Knowledge Areas



The “Triple Constraints”



Generally, there are four key elements in the “triple constraints”:

1. Projects must be cost-effective.
2. Projects need to be delivered on time.
3. There must be scope for projects.
4. Projects must satisfy the demands of client quality.

Critical Success Factors

Project Management

Key Benefits



**Save time and
money**



**Achievement of business
goals**



Customer satisfaction

Project Management

Key Benefits



**Informed Decision
Making**



Clear Focus



Quality Control



Remote Project Management

Same level of coordination in terms of scope, schedule and budget
but often different level of challenges

Issues that Impede Remote Project Management

My questions are not being responded to quick enough

That's the wrong version

They are not available to meet at that time

That's not what I said

I am having problems with logging on

I thought she was working on that

I feel isolated

Confusion and Frustration

Too much noise in the background

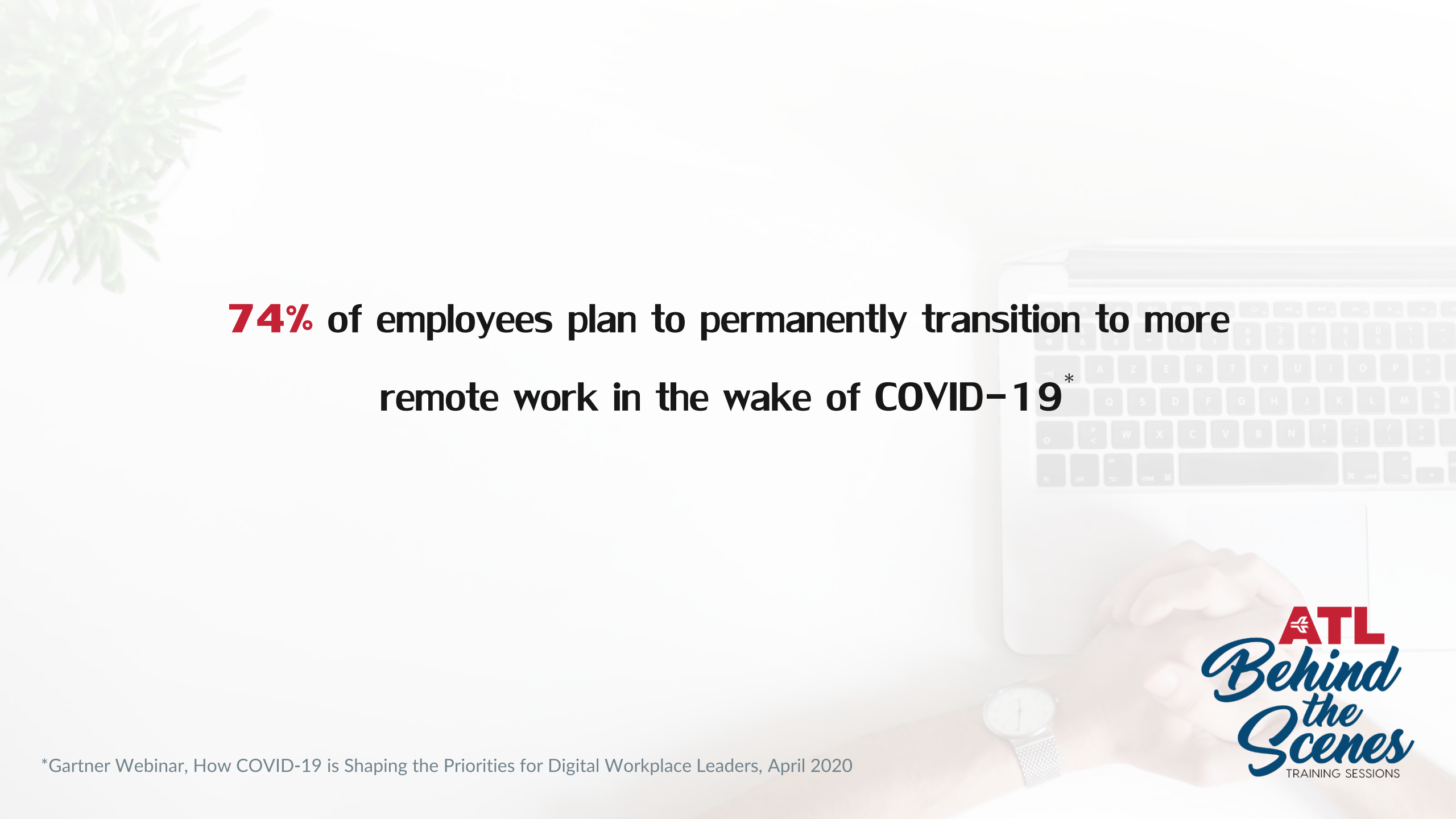
Audience questions

What are the challenges your team face when running projects remotely?

- Time Zone Barriers
- Communication Differences
- Tracking Progress
- Knowing that everyone is on the same page
- Delayed Feedback
- Efficiency and Success
- Visibility into Project Info
- Other, please explain

Remote work is here to **Stay** 

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TRAINING SESSIONS



74% of employees plan to permanently transition to more remote work in the wake of **COVID-19***

*Gartner Webinar, How COVID-19 is Shaping the Priorities for Digital Workplace Leaders, April 2020

Best Practices for Remote Project Management

Telework Policy



- › Clear guidelines for the work environment
- › Technology requirements verified
- › Security requirements and controls
- › Expectations of working hours
- › Authorization

Best Practices for Remote Project Management

Security Requirements



- › **Company provided laptops**
- › **List of approved and restricted apps and data**
- › **Regularly device scans and updates**
- › **Secured Wi-Fi Networks**
- › **Encryption**
- › **Enforce password security and hiding of passwords and pins**
- › **Prohibit use of unknown USB connections**

Best Practices for Remote Project Management

Leading Project Teams



- › Set out clear roles and responsibilities.
- › Discuss concerns, expectations, and targets frequently with employees.
- › Schedule work hours, holidays, meetings and calendar ground rules.
- › Track projects and performance through remote work management tools.
- › Encourage honesty and transparency in work.

Best Practices for Remote Project Management

Communications



- › Frequent communications
- › Consider time zone and cultural differences
- › As much face time as possible
- › Technology to enable ongoing communications
- › Check in often
- › Align messaging to audience



Remote Tool

Selection & Usage

There are many types of remote tools



Remote Tool

Selection & Usage

Examples of Remote Tools

- 1. Video Conferencing**
- 2. Project Collaboration**
- 3. Instant Messaging**
- 4. Enterprise Social Networking**
- 5. Tools to Capture/View Jobsites**
- 6. Workflow automation**



Remote Tool

Selection & Usage

Best Practices

1. **Develop requirements**
2. **Invest time in research and planning**
3. **Document a prioritized list of desired features**
4. **Consider integration requirements with other tools**
5. **Ensure tools fit your unique requirement before purchase**

Audience questions

What is your process for selecting a remote tool?

- Research and Planning
- Advice from Colleague
- Advertisement
- Google Search
- Other, please explain

Audien
ce
questi
ons

What type of remote tools do you use?

Ten Tips for Better Remote Team Project Management

1

Get to know people as individuals – embrace diversity

2

Find ways to encourage team morale

3

Be open to feedback

4

Monitor communication effectiveness

5

Make objectives clear

6

Set boundaries with remote workers

7

Be flexible in your working time

8

Have more meetings

9

Have multiple designated work areas

10

Conduct an awesome project kick-off



Managing a project in a remote environment can be challenging

Advantages of a proactive remote project management strategy

conclusion



Lower project costs



Improved work/life balance



Increased efficiency and decreased travel time



Increased ability to attract top talent

question

at Bane

1

Audience questions

Of these topics, what are your top 3 of interest?

- Prioritizing and Assigning Projects Across Remote Teams
- Assembling Cross Functional Remote Teams
- Coordinating Remote Project Kick-off Meetings
- Scope and Change Management (onsite and remote)
- Issues and Risk Management (onsite and remote)
- Ways to Measure Project Management Success

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Thank you
for attending

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Best Practices for Remote Project Management

Risk Management



- › Process and logs are documented
- › Updates maintained in centralized repository
- › Potential constraints, issues and risks researched ahead of time
- › Legal and regulatory constraints are understood
- › Ownership of resolution is evident

Best Practices for Remote Project Management

Document Management Process



- › Documented and communicated
- › Standards for file naming and formatting
- › Process for sharing, protecting, updating and archiving data
- › Centralized repository
- › Version control and ownership
- › Daily upload of work created

Best Practices for Remote Project Management

Quality Management



- › Holds teams accountable
- › Regularly held team meetings and/or checkpoints
- › Metrics to measure team effectiveness
- › Employee feedback system
- › Lessons learned maintained in centralized repository