

Small Project Management

Presented
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Objectives

- Show how project management affects a company's bottom-line.
- Understand the unique challenges of small projects.
- Provide a methodology for managing small projects with minimal overhead.

What Is a Small Project?

■ **Defined By Size:**

Less Than 360 hours
3 Months or Less

■ **By Other Factors:**

Number of customers
Amount of Delay
Stability of Area
Unapproved Expense
One Objective

What Percent of Your Projects are *Small* Projects?

Small
Medium
Large
Too Large



What's the Problem?

You spend 75% of your time on project related work, but the work is not managed as a project.

Because it's not managed, it just happens!

Why We Do Not Manage It

- Yeah, I know what you need.
- It's just a couple pages or few lines of code.
- Takes too much time to plan.
- I can get it done in the time it takes to plan it.
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The \$\$\$ Impact of the Problem

The Impact:

On a \$1 million operating budget \$750,000 is spent on small projects.

If 20% of the work is late on average that translates into \$150,000.

How Little It Takes:

On a 1 week project = 8 hours

On a 1 month project = 35 hours

Why You Need SPM

The Manager's Challenge:

- Improve Efficiency
- Increase Customer Satisfaction
- Improve Staff Morale
- Improve Responsiveness
- Increase Quality

Issues of Small Projects

- ⬇ Conflicting Priorities
- ⬇ Thin Staffing
- ⬇ Deadline Pressures
- ⬇ Keeping Projects Small
- ⬇ Difficult to Get Closure

Which Skills Are You Using?

Business Analysis

Define business case

Set an objective

Understand situation

Identify requirements

Evaluate alternatives

Implement solution

Assure quality

Evaluate product

Task Management

Prioritize

Structure

Estimate

Schedule

Track time

Control change

Manage risk

Evaluate process

Leadership

Feel ownership

Get power

Communicate

Brainstorm solutions

Choose solution

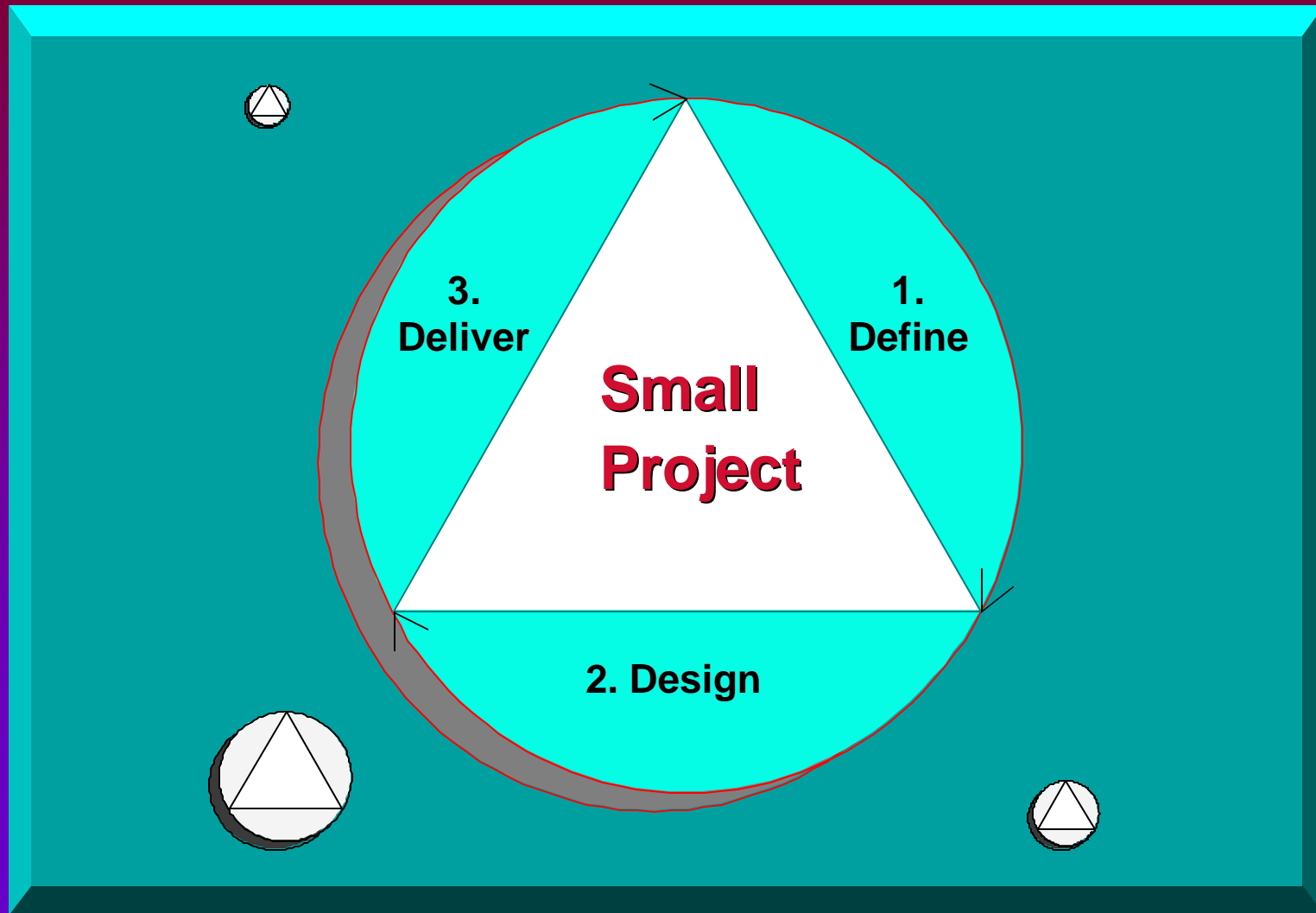
Get commitment

Sustain morale

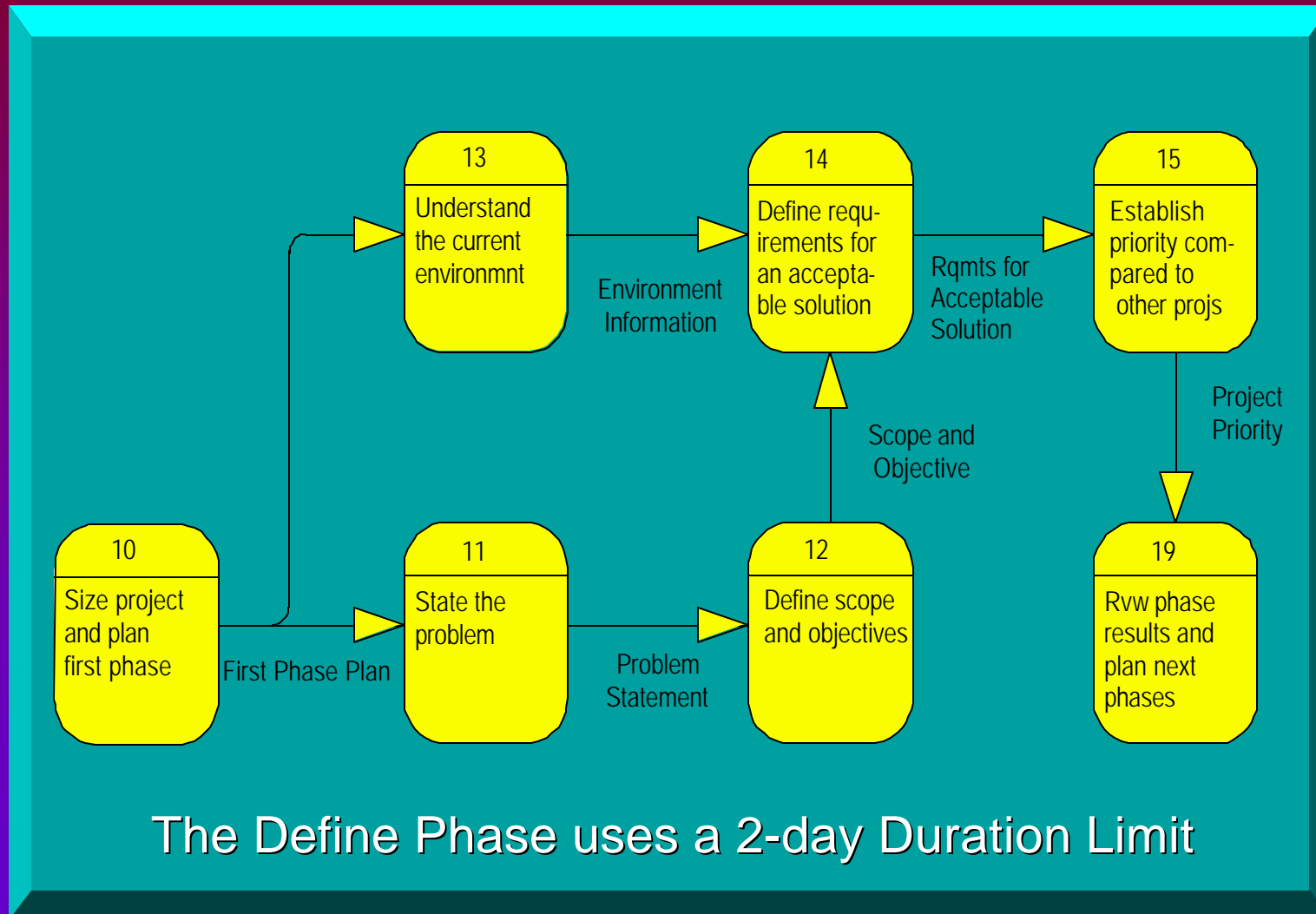
Celebrate

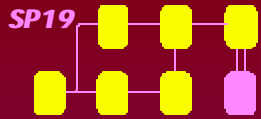
Relevant Experience

The 3-D Life Cycle



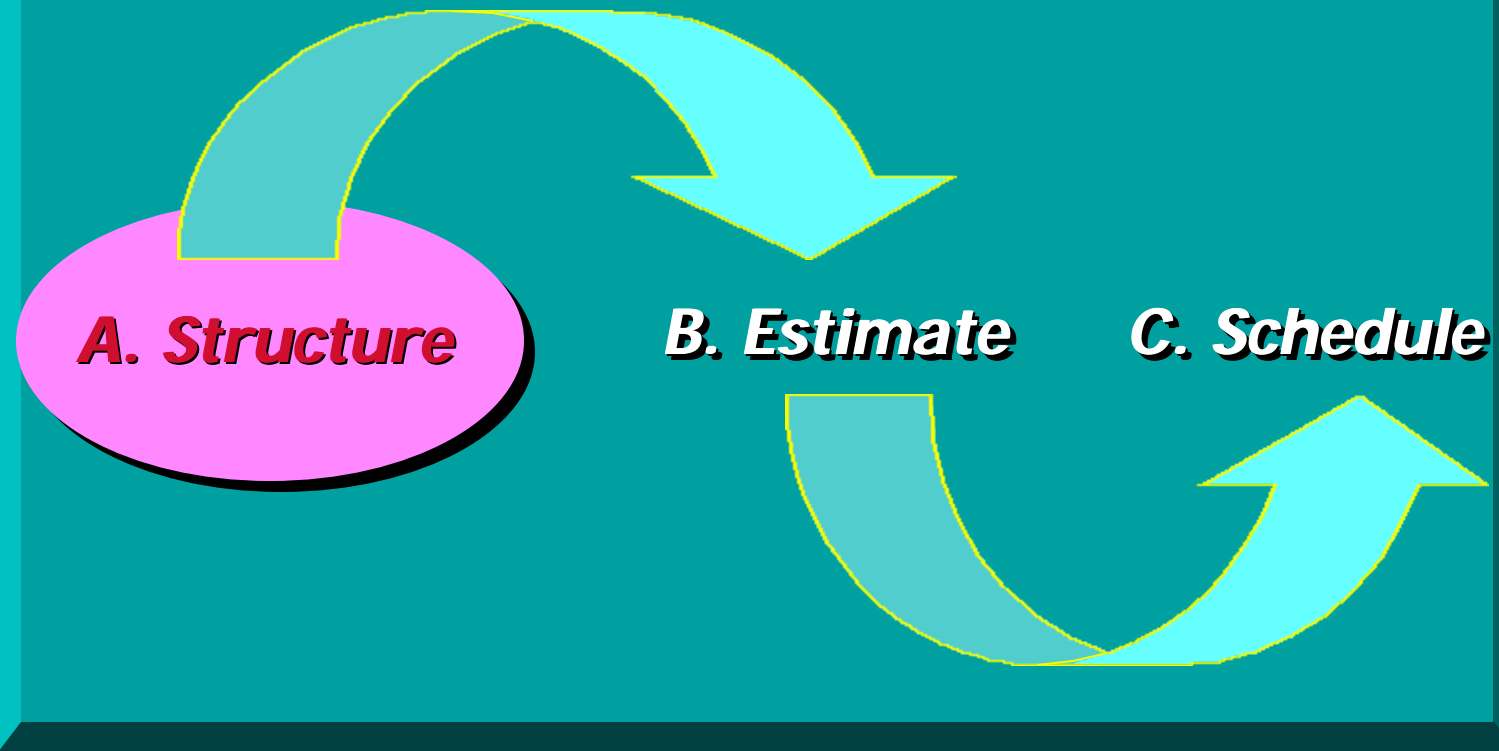
Improved Definition

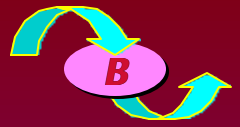




Plan the Next Phases: as Easy as A, B, C!

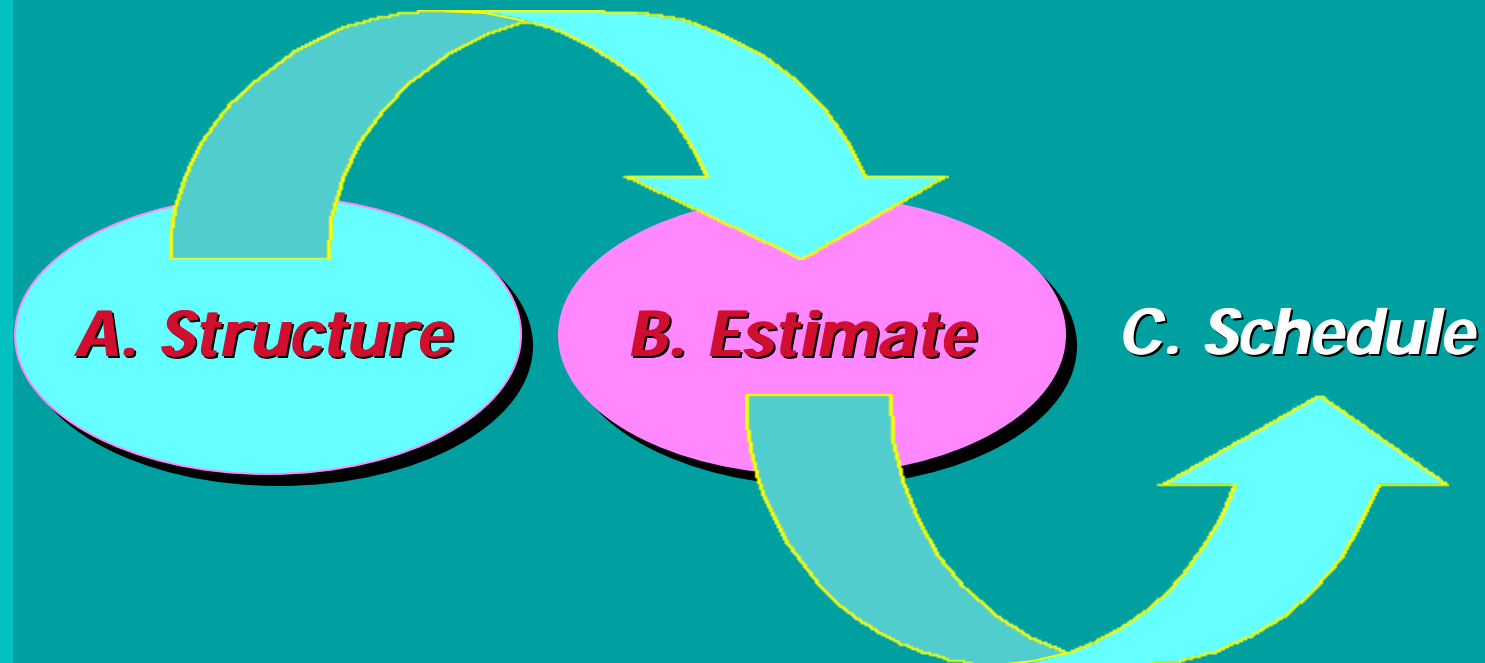
Objective: Tailor the Small Project Work Breakdown Structure template to create a work plan framework at an appropriate level of detail.

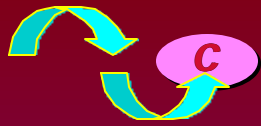




Step B: Estimate Phase Activities

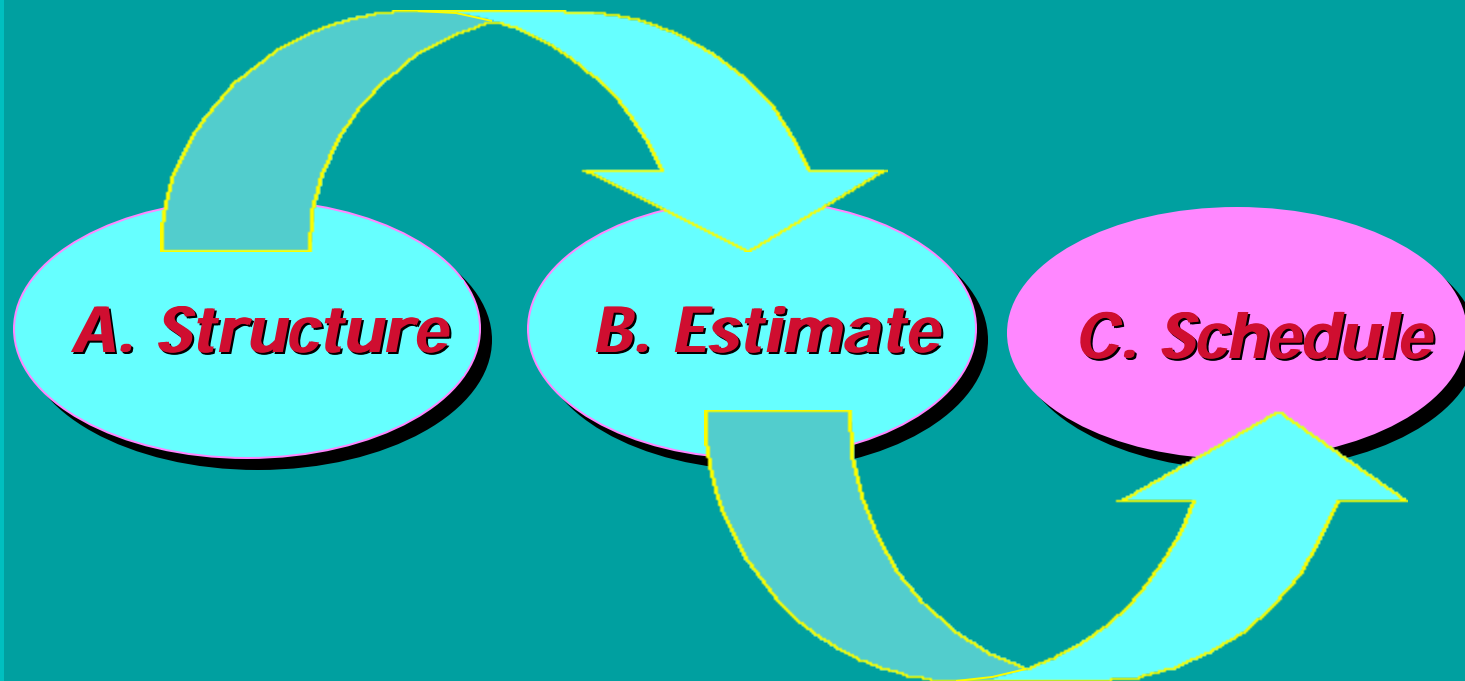
Objective: Estimate activity effort and duration using the Small Project Worksheet. Describe how to produce more accurate, useful estimates.

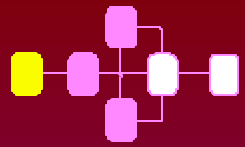




Schedule the Project

Objective: Schedule the project using methods that work best for single-person and multi-person staffing.





The (Wrongly) Forgotten Activities



Testing



Documentation



SP36-1

Training

The Basic 9 Results

The minimum results of any project . .

1. *Problem or Opportunity Statements*
2. *Objective and Scope*
3. *Initial Project Plan and Ongoing Updates*
4. *Quality Assurance Review Points*
5. *Requirements Document*
6. *Change Control Plan*
7. *Design Documents*
8. *Test Plans with Expected Results*
9. *Training Plans*

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Which of these do we *start* in the Define Phase?

The Manager's Role

- ☐ Assure communication with Customer
- ☐ Support proper definition
- ☐ Manage Priority: Important + Urgent
- ☐ Allocate Resources
- ☐ Monitor Progress and Reward Staff

How SPG Helps You ...

Better Management Information:

- Costs
- Durations
- Priorities
- Resources

Better Communication:

- With Staff, Customers, and
Upper Management

For More PM Information

- www.pmcorner.com
- www.projectexperts.com
- www.pmi.org
- www.ganttthead.com

Or

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