

# NETS Large Project Coordination

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# Types of Projects

- Rewire/infrastructure projects
- Fork-lift upgrades
- Large-scale reengineering
- Long-term efforts

# Communicate Effectively

- Identify the team
  - Get everyone on board - Leadership
  - Understand your role - Ownership
- Review timelines frequently
- Planned outages / disruptions
  - Notification channels? E-mail, outage lists?
  - Appropriate lead times

# Leverage past projects

- Task lists
- Template for Project home page
- Timelines

# Be Realistic about Dates

- Have you taken into account:
  - Team member PTO
  - Holidays
  - Ongoing duties of team members
  - Testing time, lab work
  - Dangerous assumptions

# Be Realistic about Dollars

- Budget overruns cause stress
- Old quotes may not be relevant

# Comparison of Project Tools

- Documents in a folder on netserver
  - E-mail to notify about updates
  - Easily translates to web page
  - Combination of doc, xls, ppt, etc
- Wiki
  - All of us can access
  - Not designed expressly for project planning
  - Organization and archiving challenges (David)
- Extraview
  - Split into multiple tickets for big projects

# Comparison of Tools (2)

- MS Project
  - Limited to licensed users
  - Easy visualization of timelines
  - Create a pdf for the web or wiki?
- Visio or CAD
  - Export to jpeg, png, pdf for web?
- Face-to-face meeting
  - Call a meeting if communication breaks down
- Conference call updates



# Ongoing versus Short Term

- Does every project have an end?
- Pages preserved as documentation
  - Or else archived
  - Where do these pages go?

# Team Etiquette

- Encourage team mates along the way
- “Thanks for your help”
- “Good job”, etc
- Close it out with a bang!