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!