NETS Project Management

April 1, 2011
10:30am - NETS meeting
Jeff Custard and Fabian Guerrero
Agenda

• Project Management: high level background concepts
• Roadmap: Where we’ve been and want to go
• Proposal
• Questions/input
"A carelessly planned project takes three times longer to complete than expected; a carefully planned project takes only twice as long."
What is a project?

• Many ‘official’ (e.g., pmi.org) definitions
• For NETS purposes, a project will be something we track in these 4 process phases:
  – Initiation *
  – Planning
  – Implementation
  – Closeout *
• Including monitoring and control for each of those phases – project manager’s responsibility

* Project: has a start and an end
Project Manager

• Assigned to achieve objectives
  • coordinate project team
  • keep team on task
  • facilitate communication among all groups

• Not (necessarily) the person doing the work
  • can be same but roles must be separated
Where we’ve been

• We evaluated lots of software and methods, including
  – Microsoft Project
  – Wiki
  – Other project software and web based services
  – Spreadsheets

• Pros/cons to all
  – Tried to focus on a more generic, open framework that would be useful to how NETS operates

• How to incorporate a staff time/availability tracking option
  – This method under discussion
Where we want to go

• Implement minimum standard templates with elements that all projects will incorporate
  – Web based and/or Spreadsheet

• Summary of elements can push into various groupings or dashboards automatically

• Ability to sort by category
  – Project health indicator
  – Chronological sort, etc.
Dashboard

Summary of all project metrics
Project schedules/Staffing

Optional Layer (by default, projects will feed up to Dashboard.

Description,
Objective
Project Metrics (to be pushed to Dashboard):
- Percent complete,
- Status (color)
- etc.

Updates: meetings/discussions
Resource links
Minimum template elements
Project Framework (initiation)

- Standardize with templates and “dashboard” tracking page
  (at a minimum)
  - Top level [Wiki page] with project description, objective(s) and metrics
  - Meetings/discussions
  - Project specific documentation (or links to)
  - Project photos (or links to)
Planning and Implementation

• Weekly project reviews
  – Or more or less frequently as needed
  – At high level as well as team check-ins via meetings and email as needed

• Recorded in Meetings/Discussions page

• Project schedule
  – Staff (resource) time tracking [TBD]

• Project documentation
Closeout

• Closeout punch list
  – Postmortem meeting notes
    • What worked, what could have worked better
    • Final documentation
  – Move [or tag] project complete

• NETS procedures closeout
  – Extraview
  – Materials
  – Chargeback, etc.
"A project is complete when it starts working for you, rather than you working for it."
Wiki example

Wiki top level page example:
https://wiki.ucar.edu/display/nets/Test+Dashboard+using+Pagetree+Macro
NETS input/questions

• Other input or questions on items we did or didn’t cover?