Chalkboard Notes from ASPIRE CAFÉ:
Project Management 101
Feb 28, 2017

Tips from the panelists:

- “Do all the important stuff no one else wants to do.”
- 30-50% of time spent doing things
  NOT already on schedule
- Almost NO time to sit and think about a project- break into 20min
- Being organized? Knowing what is on your to-do list!
- Project backlog - Keep a list but just pick a few to focus on weekly.
- Schedule things in on your calendar- block off time instead of just having a list
- Delegate - let others help when you can - learn to develop relationships where you trust so can get it done.

Prioritizing:

1. Important Urgent
2. Important Not urgent
3. Not Important Urgent
4. Not important Not urgent

How to prioritizing
What's next?
Need more brain power? How to best use time based on energy/focus level
Terminology
- Stakeholder
- Dependencies
- Deliverables
- Buy-In

Slack
"Getting things done"
- Assembly - Programming

Basecamp (on)
Document management - not so great
(Used to manage communication better than email)

Pitfalls:
- Reach out to stakeholders
- More than you think necessary/earlier
Transition Challenges

- 30% complete may be good enough to move on to next person
- Get comfortable with decision making when you aren't expected and don't have all info
- Interpersonal skills / relationship management
- Adjust style based on who you are working with
- Your time is not your own
- Flexible mindset - jump from task to task quickly

* Different styles of PM depending on institution/org
  - Learn about differences
  - PMI vs Agile Project Management

PMI / Agile

- Can be very specifically planned - like building a building
- A fixed endpoint that is easily told
- More flexible as needed
- Priorities change, difficult to control timeline/cost

What can you do to prepare/sell yourself for PM

- Skills
  - Time management
- Don't lead resume with research, focus on softer transferrable skills

PMP Book of knowledge
- Stakeholder list
- Quality management