



INF 151: Project Management

Week 1: Tuesday

Today's Agenda

Oops, no quiz!

Meet Your Team

Starting a Project

Next steps



Meet Your Team

Social Science Lecture Hall - Bldg. 212

SSLH 100

399 fixed seats

- # Left-Handed Tablet Arm
- # Left and Right Tablet Arm
- # HCP Transfer Armrest

- # HCP Armrest/NO TABLET
- # HCP Reserved Seat
- Power Outlet Available





Meet Your Team

Agenda:

- **Introductions** (~10 mins)
- **Team Identity** (~15 mins)

Introduce Yourself:

- First name
- Where you were born
- One challenge you faced when growing up

(Make sure everyone has a chance to participate!)



Meet Your Team

Agenda:

- Introductions (~10 mins)
- **Team Identity** (~15 mins)

Team Identity

- Team Tools
- Team Name
- Team Logo

(Make sure everyone has a chance to participate!)



Selecting Project Management Software

Asana
Basecamp
Microsoft Project
OpenProject
Trello
Wrike



Starting a Project



What is a Project?

“...a temporary endeavor undertaken to create a unique product, service, or result.”

Attributes of a project:

- Unique
- Temporary
- Developed progressively
- Requires resources, often from various areas
- Has a primary customer
- Involves uncertainty



Example Projects

Which are NOT examples of a project?

Information Technology Projects:

1. Serving customers on the help desk
2. Replacing 10 computers in a lab
3. Adding new features to a website
4. Upgrading WiFi on campus
5. Running servers
6. Deciding what email infrastructure to purchase and how it will be implemented



Example Projects

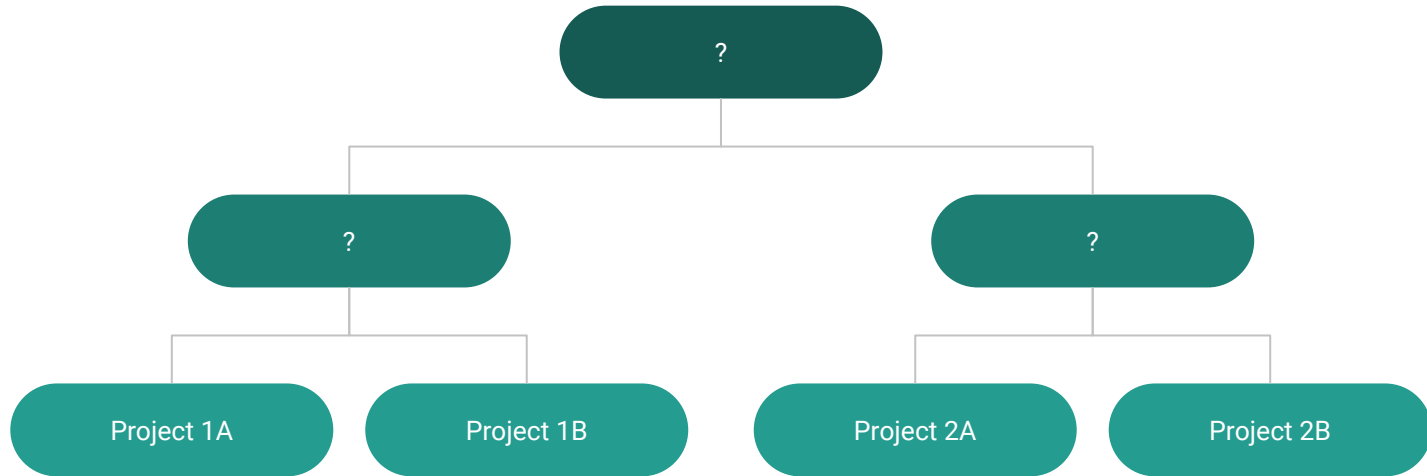
Why?

Information Technology Projects:

1. **Serving customers on the help desk**
2. Replacing 10 computers in a lab
3. Adding new features to a website
4. Upgrading WiFi on campus
5. **Running servers**
6. Deciding what email infrastructure to purchase and how it will be implemented



Project/Organizational Hierarchy

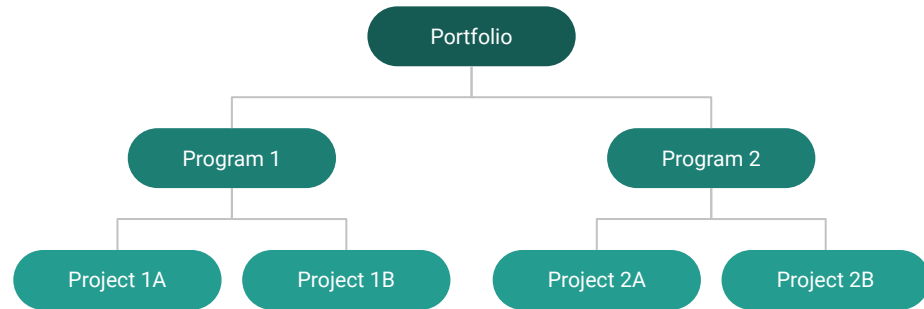


Project Hierarchy

Project - A temporary endeavor

Program - Group of **related** projects

Portfolio - A set of programs chosen strategically to better the organization

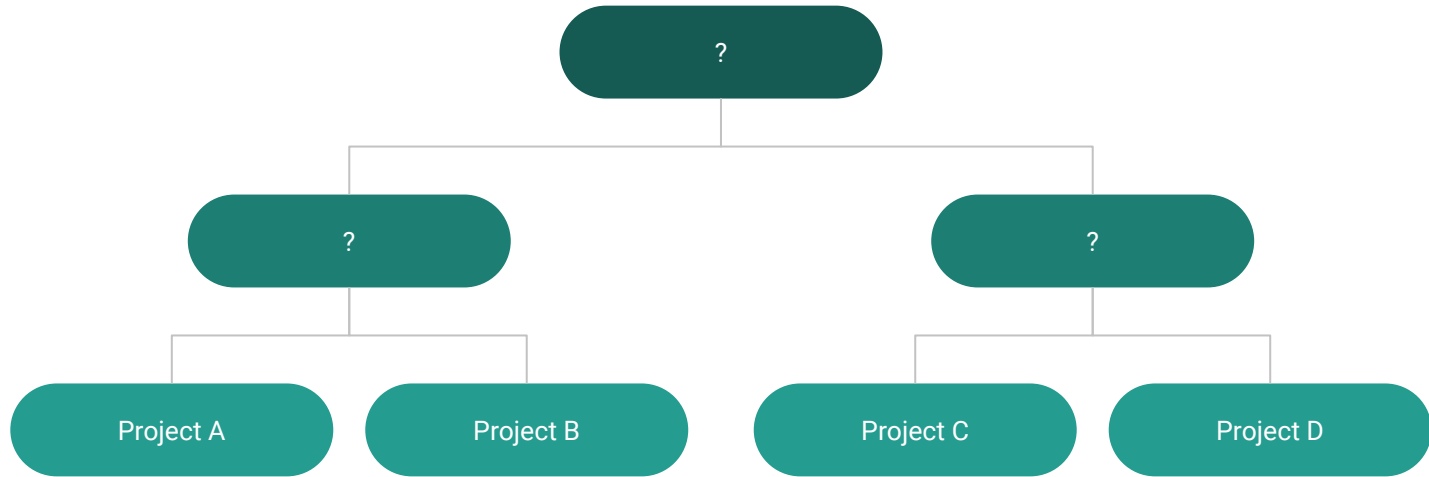


Activity: Build a Portfolio





Microsoft Portfolio



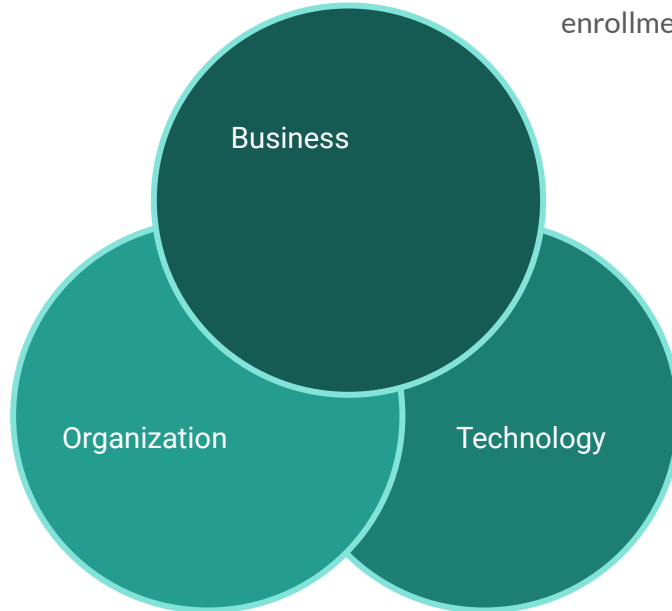
Project Reach

Will the laptop project affect all students or only certain majors?

How will it affect students who already have laptops?

Who will train students?

Who will administer and support training?



What will the laptop project cost the college?

What will it cost students?

What will support costs be?

What will the impact be on enrollments?

What OS should the laptops use?

What software should be installed?

What will the hardware specs be?



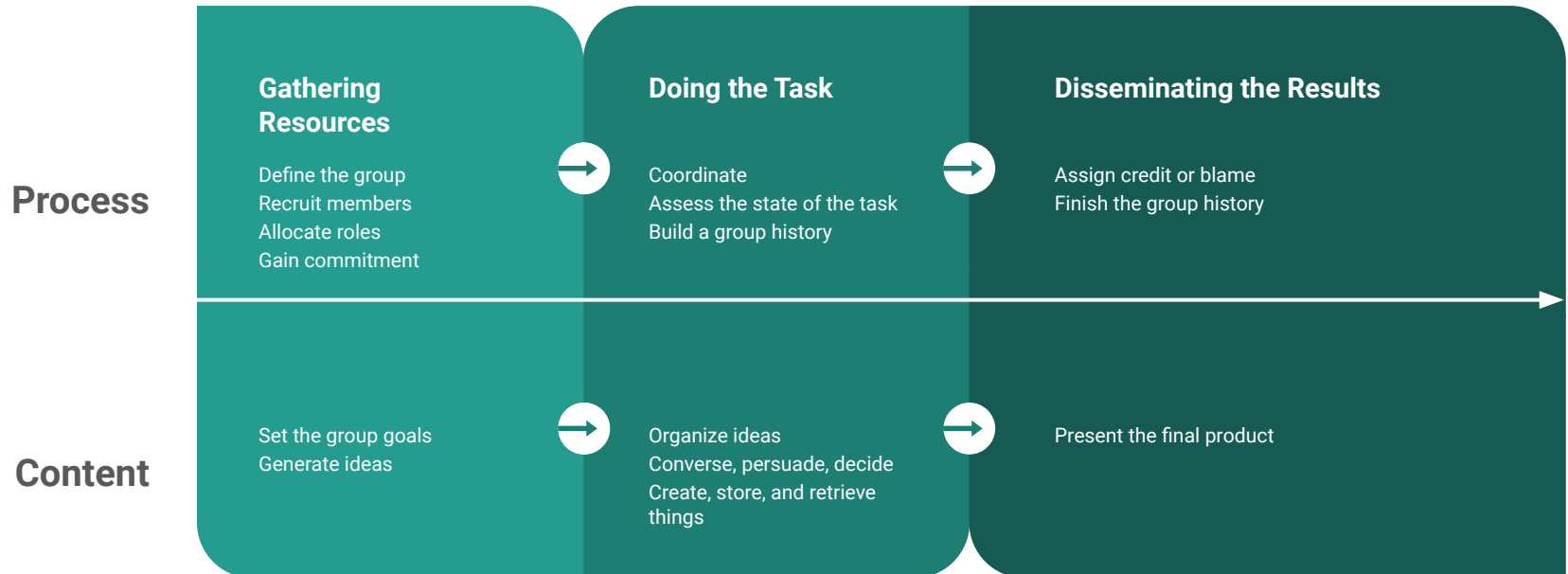
Managing a Project

Ten most important skills of a project manager

1. People skills
2. Leadership
3. Listening
4. Integrity, ethical behavior, consistency
5. Trust building
6. Verbal communication
7. Team building
8. Conflict resolution skills
9. Critical thinking, problem solving
10. Identify and balance project priorities



The Group Over Time





Gathering Resources

A good place to start

1. Decide which tools you will use
2. Agree to rules for communication
3. Establish regular meeting times
4. Outline project
5. Write a project description



Gathering Resources

Rules for Communication or the
“Communication Covenant”

Also, part of assignment 1

Communication Covenant

An agreement between every member of a team:

- Promising to communicate regularly
- Promising to answer your email, X times a day
- Agreeing that you will be using Google Workspace for file management
- Specifying when and where your meetings will occur
- Promising to notify teammates if you can't make a meeting
- Agreeing to reasonable punishments for breaking the covenant
- Promising to do things and to do them well and on time.



Gathering Resources

Rules for Communication or the
“Communication Covenant”

Also, part of assignment 1

Communication Covenant

- We expect you all to give your **all!**
- We expect you to rotate positions
- Read Assignment 1 for details on format and submission requirements



Gathering Resources

Establish regular meeting times

Also, part of assignment 2

Weekly Group Meetings

- Plan on meeting at least **twice** a week, three times is ideal.
- Use a Gantt Chart to plan your week (more on Thursday)

Gathering Resources

Outline the project

https://www.mindtools.com/pages/article/newTED_03.htm

The screenshot shows a web browser window with the URL https://www.mindtools.com/pages/article/newTED_03.htm. The page features the MindTools logo at the top left, with 'Join Mind Tools' and 'Login' buttons to the right. A search bar is located below the logo. The breadcrumb trail reads: 'You are here: Home / Decision Making / Choosing Between Options / Decision Matrix Analysis'. The article is attributed to the 'Mind Tools Content Team' and has a '6 MIN READ' indicator. It has a rating of 5 stars (88 reviews). The title is 'Decision Matrix Analysis' with the subtitle 'Making a Decision by Weighing Up Different Factors'. A note in parentheses states: '(Also known as Grid Analysis, Pugh Matrix Analysis, and Multi-Attribute Utility Theory)'. The main text begins with: 'Imagine that your boss has put you in charge of taking on a new outsourced IT supplier. You've already identified several different suppliers, and you now need to decide which one to use.' It continues: 'You could decide to go with the low-cost option. But you don't want to make your decision on cost alone – factors such as contract length, underlying technology, and service levels need to be taken into consideration. So how can you make sure you make the best decision, while taking all of these different factors into account?' The next paragraph states: 'Decision Matrix Analysis is a useful technique to use for making a decision. It's particularly powerful where you have a number of good alternatives to choose from, and many different factors to take into account. This makes it a great technique to use in almost any important decision where there isn't a clear and obvious preferred option.' The final paragraph reads: 'Being able to use Decision Matrix Analysis means that you can take decisions confidently and rationally, at a time when other people might be struggling to make a decision.' At the bottom, there is a 'Cookie consent' notice and a blue banner that says 'You are viewing 1 of 2 free articles' with a button that says 'Try our Club for just \$1 >'. The browser's address bar shows the URL and navigation icons.



Gathering Resources

Outline the project

Deciding on a Project

- “Weighted Decision Analysis”
- What are the choices (e.g., project ideas)?
- What dimensions are important to the group? Examples:
 - ◆ Time requirements
 - ◆ Uniqueness
 - ◆ Interest/excitement
 - ◆ Safe (low risk)
 - ◆ Fits group skill set
- Assign a score (0-5)



Weighted Decision Analysis

	Time	Unique	Interest	Safe	Skills
Project A					
Project B					
Project C					
<i>Weight</i>	5	2	3	5	5



Weighted Decision Analysis

	Time	Unique	Interest	Safe	Skills
Project A	3	2	5	1	4
Project B	5	1	4	5	3
Project C	4	3	2	1	4
<i>Weight</i>	5	2	3	5	5



Weighted Decision Analysis

Weighted Score = (Dimension x Weight)+(DxW)...

	Time	Unique	Interest	Safe	Skills	Score
Project A	3	2	5	1	4	59
<i>Weight</i>	5	2	3	5	5	



Gathering Resources

Outline the project

Deciding on a Project

- “Weighted Decision Analysis”
- The highest score will give you a good sense of which project to select
- Remember: If something seems off, rely on your intuition before deciding
- If necessary, reset dimensions and weights



Next Class



Thursday 9/29

Project Management and
Organizations, Gantt Charts

- Assignment 1 DUE by 11:59 PM
- Assignment 2 due Oct 4!