Implementing Project Management and Practicing Good Documentation Techniques

Tuesday, September 25, 2012
10:10 am to 10:55 am, WORKSHARE
Room: St. Augustine D

Presenters:
Mr. Patrick Roberts, Research Analyst
Dr. Jayne Perkins Brown, Senior Associate-VP
Office of Strategic Research and Analysis
Georgia Southern University
SAIR 2012, Orlando, FL
…Who We Are

- Located in Statesboro, Georgia
  - about an hour from Savannah, GA
- Founded in 1906
- Part of the University System of Georgia (USG)
- Public co-educational USG Regional University
- Carnegie Doctoral Research University
- Fall 2012 Preliminary Enrollment Numbers
  - Total Enrollment 20,550+
  - 1st time Freshmen Enrollment ~3,200
  - Undergraduate Enrollment ~18,050
  - Graduate Enrollment 2,500+
How many of you use project management in your office?
How many of you consider it to be a formal process versus an ad-lib?
Project Management

…..Is planning and guiding of project processes from start to finish.

‘At its most fundamental, project management is about people getting things done,’ Dr. Martin Barnes, Association for Project Management (APM) President.
Why Use Project Management?

1. Increases Productivity
2. Decreases Risk
3. Improves Product Quality
4. Helps Meet Strategic Goals
Project Management In Institutional Research

1. Accomplish Project Goals
2. Focus on Stakeholders' Needs and Objectives
3. Identify Target Audience
4. Meet Target Due Dates
Project Management Processes

- Initiating the Project
- Executing the Project
- Planning the Project
- Closing the Project
- ...Next Project
Initiating the Project

A structured approach to kicking off a project is essential to the project management process. The initiation phase starts as soon as the project has been identified.

- Determine whether or not the project has sufficient justification to proceed
- Set up kick off meeting with stakeholders to gain insight and resolve any questions about the project
- Gain an understanding of requirements and expectations for the project
- Determine Want Versus Need
Planning the Project

The key to a successful project is in the planning.

1. Determine Resources
2. Identify Risks
3. Project Schedule

4. Task/Duty (Who is Responsible?)
5. Communication with Stakeholders
Executing the Project

In the executing process, the work of the project takes place.

1. Communicating the Project Status
   - face to face, email, Google Docs, Sharepoint

2. Managing the project

3. Obtaining Resources
   - staff
   - financial
   - time, competing needs

4. Getting the Work Done
Closing the Project

Ending the project and handing it to the stakeholder(s).

1. Handing Final Product
2. Organizing Your Documentation to Stakeholder(s)
3. Arranging for a Celebration for the Work Completed
4. Conducting Post Project Reviews or Evaluations
Our Post Project Evaluation Tools

Example of Project Evaluation

Example of Project Support Evaluation
What Makes a Successful Project

• Client is satisfied
• Project is completed on time
• Stakeholder involvement throughout the project cycle
• Commitment to success
• Project's requirements have been met
• Realistic estimates and schedules
Factors that Contribute to the Failure of a Project

• Lack of stakeholder/user input
• Insufficient planning
• Insufficient resources
• Unclear objectives
• Unrealistic timeframes
  ➢ Need Versus Want
Why is Project Documentation Important?

- Provides detailed information about project meetings
- Details resources obtained to complete the project
- Outline steps took to complete the project
- Details issues and questions already resolved
- Staff turnover or reassigned projects
Examples of Project Documentation

Project Abstract

Project Documentation (Additional documentation files are emails, meeting agendas, and query logic)

Project Checklist

Survey Checklist
Microsoft Sharepoint 2010

- Can make it easier for people to work together.
- Set up Web sites to:

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<th>Cons</th>
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<td>Easy sharing capabilities</td>
<td>Time commitment</td>
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<tr>
<td>Manage documents</td>
<td>Project team agreement to use</td>
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<td>Publish reports</td>
<td>Multiple documents on same topic if protocol not accepted</td>
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<td>Minimize emails and meetings</td>
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Response to Institutional Effectiveness CS 3.3.1.1

The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in the following area: 3.3.1.1 educational programs (part of Comprehensive Standard 3.3.1), to include student learning outcomes.

Judgment

☐ Compliant  ☐ Non-Compliant  ☐ Not Applicable

Narrative Institutional Effectiveness CS 3.3.1.1

Georgia Southern University's institutional effectiveness program guides the academic program assessment process, which includes identifying expected outcomes, assessing the extent to which it achieves those outcomes, and providing evidence for improvement. After examining evidence, Georgia Southern University finds itself in full compliance with Comprehensive Standard 3.3.1.1.
Part I: **Signatures Attesting to Integrity**

Part II: [Commission on Colleges Request for Referral Report](#)

Part III: Compliance Certification

- Faculty CR 2.8
- Institutional Effectiveness CS 3.3.1.1
- Title IV Program Responsibilities CS 3.10.3

Judgments

- Compliant
- Non-Compliant
- Not Applicable
## Project Documents

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### Add document
Short Video About What We Do
Questions?
Contact Information

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The Office of Strategic Research and Analysis at Georgia Southern University http://services.georgiasouthern.edu/osra/
Source References


