

Project Management

Components

1. Initiation
2. Planning and Design
3. Implementation
4. Monitoring
5. Closing

You may not go through all of the steps or may even repeat steps!

Productivity & Organization

1. Productivity Areas
 - Tasks (general productivity) - Single actions, not related to other actions.
 - Project - Multiple actions needed to achieve a complex goal.
 - Business Process - A series of actions you take based on department work flow.
2. Actively Define types of information that you receive. Define where you will put data types before processing your work. This makes it easier to process information.
 - Actionable? Add it to your preferred task manager
 - Future Actionable? Add to task manager; add a due date
 - Information to be referenced later? Archive it (email), or file it.
 - Something you can Delegate? Delegate (add Follow-Up to your task manager)
3. Weekly Review
 - Schedule time to review your task list.
 - Redefine priorities
 - Delete tasks that have become irrelevant
 - Schedule tasks that need to be done

Things to Remember

- Always define goals, objective, and scope!
- Technology is just a tool
- Technology does not do the work for you
 - Set aside time to manage your tasks/projects
 - Assign an owner of the project who will move it forward!

Potential Software Solutions

Depending on your project, the following may be useful. You will need to decide!

- **Getflow.com**
Easy to Intermediate project management tool and personal productivity tool that allows users to share workspace with others, assign tasks via email, and has mobile interfaces.
- **Google Apps**
A combination of email, calendar, and document options that can be used for collaboration
- **Excel**
Microsoft product with presets to help track dates, tasks, and create charts/graphs for reporting
- **Microsoft Project**
Complex yet robust software for managing projects and collaboration on a large scale

If you have any questions, please do not hesitate to contact us!

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