

■ What is Project Management?

- Clear project scope: definition of the problem, solution, and outcomes
- Assigned roles and responsibilities
- Defined timeline with milestones
- System to track tasks

Goals: Everyone involved is aligned and project is completed to a high standard of excellence, on time, on budget, and without negative side effects.

■ What does a Project Manager Do?

- Removes obstacles to progress
- Facilitates meetings and discussions
- Tracks progress
- Keeps the project within scope, on time and on budget

We are all project managers in some way!

■ When do we need Project Management?

- Small, short projects
- Large, lengthy projects

Examples:

- Establishing a new sidewalk maintenance program
- Allowing online payments for monthly parking passes
- Implementing a new staff report approval process



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Project Planning



■ Purpose of a Project Plan

- Set a direction with a clear project scope
 - *Use the Learning Lab “Challenge statement definition” exercise*
- Set a timeline, identify tasks, and assign roles & responsibilities
- Establish a *shared understanding* of what needs to be done to get there

■ Components of a Project Plan

- Scope (what is included and what is not)
- Tasks
- Roles & Responsibilities
- Schedule



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Roles & Responsibilities



■ Purpose of Roles & Responsibilities

- Prevent tasks from slipping through the cracks
- Clearly defines who should be involved
- Agreement on who is doing what for each task



■ Assigning Roles & Responsibilities

- Director
- Owner
- Helper
- Resource
- Informed

Adapt appropriately to the scale and needs of each project.

