

PROJECT MANAGEMENT

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Albion Associates LLC

Project Management

- Organization
- Planning
- Execution



Planning

- What?
- When?
- How?



Planning

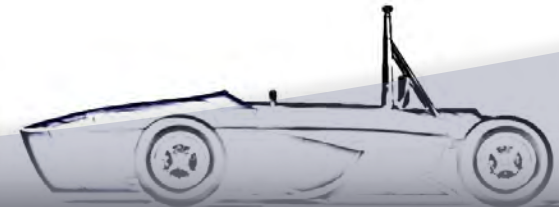
- What?
 - Goals & Objectives
- When?
 - Timing
- How?
 - Processes



Planning - The What?

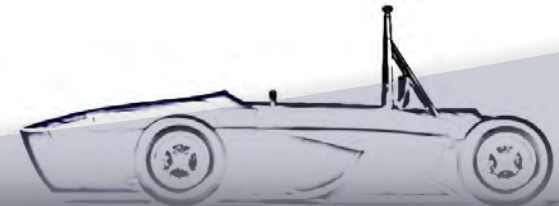
Goals

- Review the 2014 Goals
- Set new (2015) Goals



Planning - The What?

- Review of 2014 Goals
 - What were the 2014 Goals?
 - What went right or went wrong this past year?
 - Where are the reports on the design and development of the 2015 car?

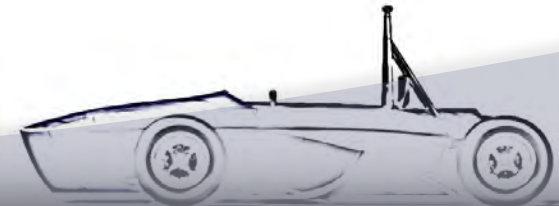


Planning - The What?

2015 Goals

- Team Goals
- Systems goals
- How do the team plan to reach these goals
- What changes are needed?

Goals must be realistic. Stretch is OK, but...



Planning - The When?

- Major Milestones
 - All major design decisions made
 - All parts ordered
 - Dyno testing complete
 - Car complete and running
 - Car shipping date (if competing overseas)
- Systems Milestones
- Detailed timing
- Gantt Charts
- Murphy's law
- The Law of Pi



Basic Gantt Chart

Security and Access Control System

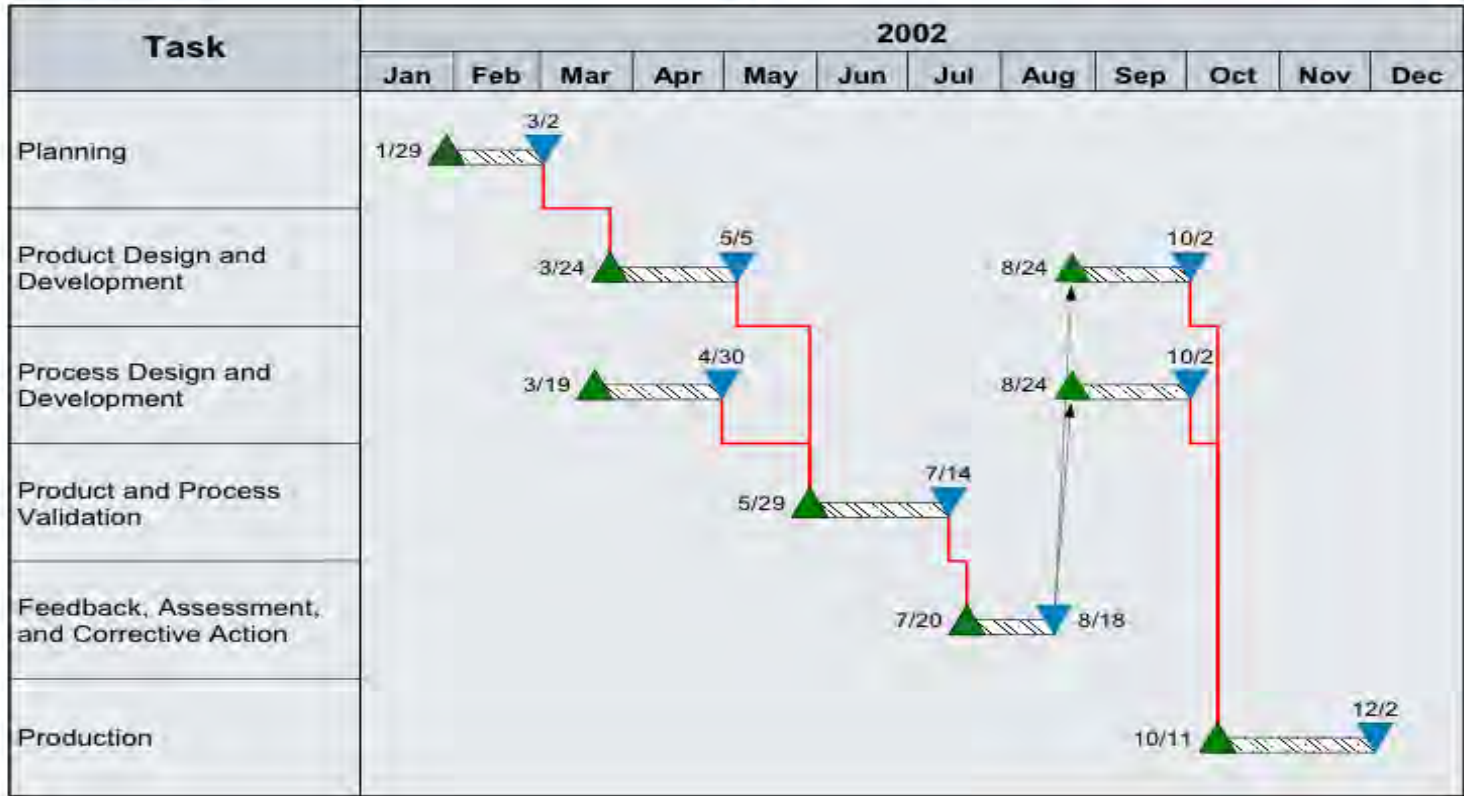
Created Using Milestones Software
www.kidasa.com

| P-R-O-J-E-C-T | 2000 | | | 2001 | | | | | | | | | R-E-S-P |
|----------------------|------|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----------------------|------------------------|
| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | |
| ENGINEERING | | | | | | | | | | | | | ENGINEERING |
| Site Survey | 18 | | 15 | | | | | | | | | | Marwell Engineering |
| Draft Survey Results | 18 | | 4 | | | | | | | | | | Marwell Engineering |
| GMBH Review | | 4 | | 29 | | | | | | | | Lost Creek Point Mgmt | |
| Survey RPT (Final) | | | 1 | | 22 | | | | | | | Electrical Contractor | |
| GMBH RFV Approval | | | 3 | | 6 | | | | | | | Lost Creek Point Mgmt | |
| System Design | | | | 14 | | 20 | | | | | | Marwell Engineering | |
| HMBC Review | | | | | 20 | | 4 | | | | | | Electrical Contractor |
| Bid and Award | | | | | | 4 | | 4 | | | | | Marwell Engineering |
| Construction Support | | | | | | | 27 | | | | 5 | | Marwell Engineering |
| CONSTRUCTION | | | | | | | | | | | | | CONSTRUCTION |
| Buy Cable Conduit | | | | | | | 24 | | 16 | | | | Electrical Contractor |
| Install Cable | | | | | | | 2 | | 7 | | | | Electrical Contractor |
| Procure Hardware | | | | | | | 24 | | 21 | | | | A & J Security |
| Install Hardware | | | | | | | 21 | | 20 | | | | A & J Security |
| Deliver Console | | | | | | | 9 | | 11 | | | | A & J Security |
| Load Data | | | | | | | | 13 | | 11 | | | Lost Creek Point Mgmt. |
| Configure Software | | | | | | | | 1 | | 26 | | | A & J Security |

Gantt Chart with Dependencies

Product Development Schedule Phase One

Created Using Milestones Software
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Planning - The When?

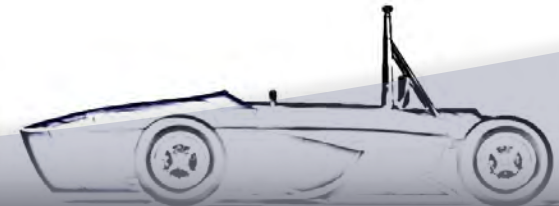
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Planning, The How?

Processes

- Organization in place?
- Decision Process
- Design Process
- Review Process
- Monitoring Process
- Contingency Plans
- Knowledge Transfer Process



The Execution of the Plan

- Team organization
- Processes
- Monitoring
- Communications
- Contingency plans
- Discipline



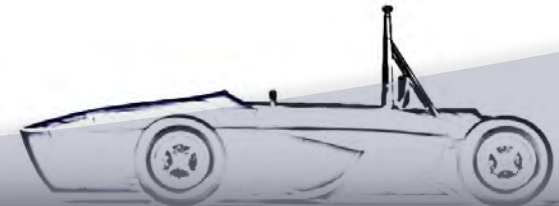
The Execution of the Plan

- Execute the Agreed Processes
 - Design Process
 - Decision Process
 - Review Process
 - Monitoring Process
- Recovery Plans
- Contingency plans



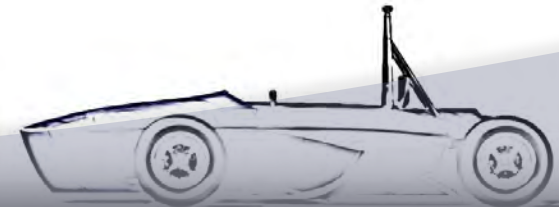
The Execution - Communications

- Communication is a key
- Put things in writing
- Record key decisions
- Team meetings - how often, how organized?
- The “Book of Knowledge”



Execution - Discipline

- Mandatory!!



“Royce Rules”

- The 2 “T’s”, Teamwork & Timing
- Respect
- Honesty
- Discussion but no dissention
- Fess up early
- Blame gets us nowhere
- Communicate
- Put important things in writing
- Confirm
- Don’t miss major milestone dates
- Discipline, Discipline, Discipline



Questions?





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