Comp20140 Introduction to Project Management

Learning Journal Questions

**If you omit any of the questions below, you should still put the question number with “Not completed” beside it in your journal.**

**Do not put your journal into a plastic wallet!**

**Week 1 and 2**

1. Write your Goal Entry for this module – see Assessment Details on Moodle for explanations of this entry.
2. What are the other entries for your Learning Journal ?
3. How should the Learning Journal be structured ?
4. How are the marks for this course allocated ? What are the compulsory elements ?
5. Your time and your important “things”  
   In the lecture we carried out a “time alignment” exercise where we wrote down the 5 things that we spend most time on and the 5 things that are most important to us. Do this as a personal exercise. You do not have to record your 10 things in the journal. **Write a short reflection on what you have learned from this exercise.**For more information see Moodle document: “The Time Management Secret to Eliminate Your Time Wasters” or the url: <http://www.asianefficiency.com/goals/the-time-management-secret-that-will-eliminate-all-your-time-wasters/>
6. In Lecture 3 I presented an Excel weekly timesheet. Download this sheet and complete it for your tasks. Feel free to add/delete/edit the rows. Print and paste this sheet into your journal.
   1. What do you notice about where you spend your time
   2. Does this surprise you?
   3. Are there obvious changes you might consider making?

7 Download and install Evernote on your PC or smartphone or tablet

* 1. Create a list and store it in Evernote
  2. Print and paste this list into your journal
  3. Why is a cloud-based system useful?

8 When dealing with lists, what is a context and why is it useful to note the context for a task

9 Which computer-based list system do you think might be useful for you?

10 Explain the idea of filing your “stuff” using the 43-folders methodology.

**Week 3**

1. What do think of Covey’s notion of P/PC balance – can you give a personal example of where it might apply to you ?
2. Give 2 or 3 examples of where Covey’s 1st habit might apply to you.
3. Covey argues that you choose to become angry and it is your responsibility if you do, as opposed to being the fault of the person who “mad” you angry. Do you agree with this proposition ?
4. Name 3 things that might be in a typical student’s circle of concern and 3 things in their circle of influence.

**Week 4**

1. Give 2 reasons explaining why setting goals can be important and useful
2. Give 2 reasons explaining goals can be dangerous
3. Do you set yourself goals ? Do you write them down if you do ?
4. Why is visualising the goal so important in O’Connell’s view ?
5. What is a BHAG ? Is it useful for a leader to set BHAGs ?
6. Do you think O’Connell is fair to Scott in his description of Scott and Amundsen and their expeditions ?
7. What do you think about Covey’s Habit 2 ? Is it sensible ? Does it apply to you and if so where ?
8. Where does Covey 3rd habit apply in your life ? What is the most important pint from the *The Empty Pickle Jar* Youtube video

*(https://www.youtube.com/watch?v=uoxup9cy07M)*

1. What is the first Law of Project Management ? Does it always apply in your opinion ?

**Week 5**

1. Construct a RASIC and a Role Responsibility Chart for your group project either as it is or as you think it should be.
2. What is the Milestone Schedule for your project as it is or as it should be.
3. What SWAG are you using in your project or can you think of one ?
4. Give at least one example of the idea of opportunity cost in terms of time that applies in your project or life
5. Give one example of where the Pareto principle applies in your life

**Week 6**

1. What does Covey mean by the “abundance versus scarcity” mentalities and use a personal or business example to explain them?
2. Can you describe a situation where using a win-win strategy would be useful in your personal/working life?
3. Can you give some examples of where you have adopted a *leader* or a *bystander* role. Did you consider the role you were adopting at that time ? Would it be useful to ask yourself the question “Am I leader or a bystander in this situation?” in the examples you have described above?
4. What is a Gantt chart and why is it useful in project management?
5. Using MS Project (or another PM tool such as Smartsheet), create a Gantt chart for the following Building Project. You should paste the chart into your Learning Journal.

The project starts on May 2nd 2016

* 1. Task 1 – Site preparation taking 5 weeks
  2. Task 2 – Complete foundations and base, taking 4 weeks after Task 1 completed
  3. Task 3 – Build walls and finish floors – taking 8 weeks after Task 2 completed
  4. Task 4 – Roof work – taking 5 weeks after Task 3 completed
  5. Task 5 – Choose kitchen and bathroom fittings – starting in week 4 for 6 weeks
  6. Task 6 – Choose general furniture for kitchen, bedrooms, sitting room – starting week 10 for 4 weeks
  7. Task 7 Plumbing – taking 3 weeks starting at same time as Task 4
  8. Task 8 Electrical work taking 3 weeks starting in 4th week of Task 4
  9. Task 9 – Install kitchen and bathroom facilities taking 2 weeks after Task 8 completed
  10. Task 10 – Painting and decorating, taking 3 weeks after Task 6 completed

**Week 7**

1. Give a personal/professional example of Covey’s 5th habit and of a deposit/withdrawal in your EBA.
2. What does it mean to “advise someone from your own autobiography” ? Has this ever happened to you, for example, in terms of the phrase “I know how you feel, I had the same experience …”? Can you ever really understand how someone else feels ?
3. Where could you apply the idea of “bright spot” (positive deviant) in a UCD context ?
4. Have you applied O’Connell’s Step 3 in your project group ? If not, should you, if yes, was it difficult ?
5. Have you applied O’Connell’s Step 4 in your project group ? If not, should you, if yes, was it difficult ?
6. As PM, how do you manage categories 3, 4 and 5 of people that O’Connell identifies in Step 4? Have you some of these categories in your group?
7. How many hours in a standard working week, how many weeks in a month and how many days in a standard working year for PM planning purposes ? How much time would a PM spend managing a large 24 person month project?
8. What is reciprocation in terms of influencing people and why is it important? Can you give a personal example of where it has been “used on you” or where you have applied it.

**Week 8**

1. How did Scott and Amundsen deal with managing expectations and providing contingency?
2. Give an example of where you did allow for contingency or where you might do so in the future
3. What does O’Connell mean by not signing up for “mission impossible” in Step 5?
4. What does O’Connell say about committing in Step 5 ?
5. How does O’Connell’s suggest dealing row 5 of Table 6.1 (page 76)? What categories would you use for the individuals in your group – you may use numbers instead of names e.g. Team member 1 is a row 1 category A.
6. Explain Figure 6.4 (page 80)
7. Can you identify what might be a keystone habit in your life ? Why was O’Neill’s Alcoa habit so important ?
8. What is a thinking environment – See Kline’s handout on Moodle?
9. Give an example of where you would use the “time to think” methodology in dealing with a work or personal encounter.
10. What limiting assumption might be holding you back at the moment ? What incisive question might help clarify your thinking ?

**Week 9**

1. What is Step 6 and explain O’Connell’s Table 6.1
2. Explain the importance of Steps 7, 8, 9 and 10.
3. Write a note on dealing with difficult people. What was the most useful point you found from this material.
4. What are the economic costs of an AH to an organisation ?
5. John Prine’s song “The other side of town” suggests a way of dealing with some AH behaviour – what is your opinion of this approach?
6. What is the difference between a fixed and a growth mindset ? Why is a PM’s mindset important ?
7. How would you classify your own mindset ? Do you think your team members all have the same mindset?
8. What is positional bargaining ?
9. What is principled negotiation ?

**Week 10**

1. What are the 4 villains according to the Heath brothers when it comes to making decision
2. Write notes on each step of the WRAP process
3. What is meant by “ooching”, “vanishing options”, “setting a tripwire”