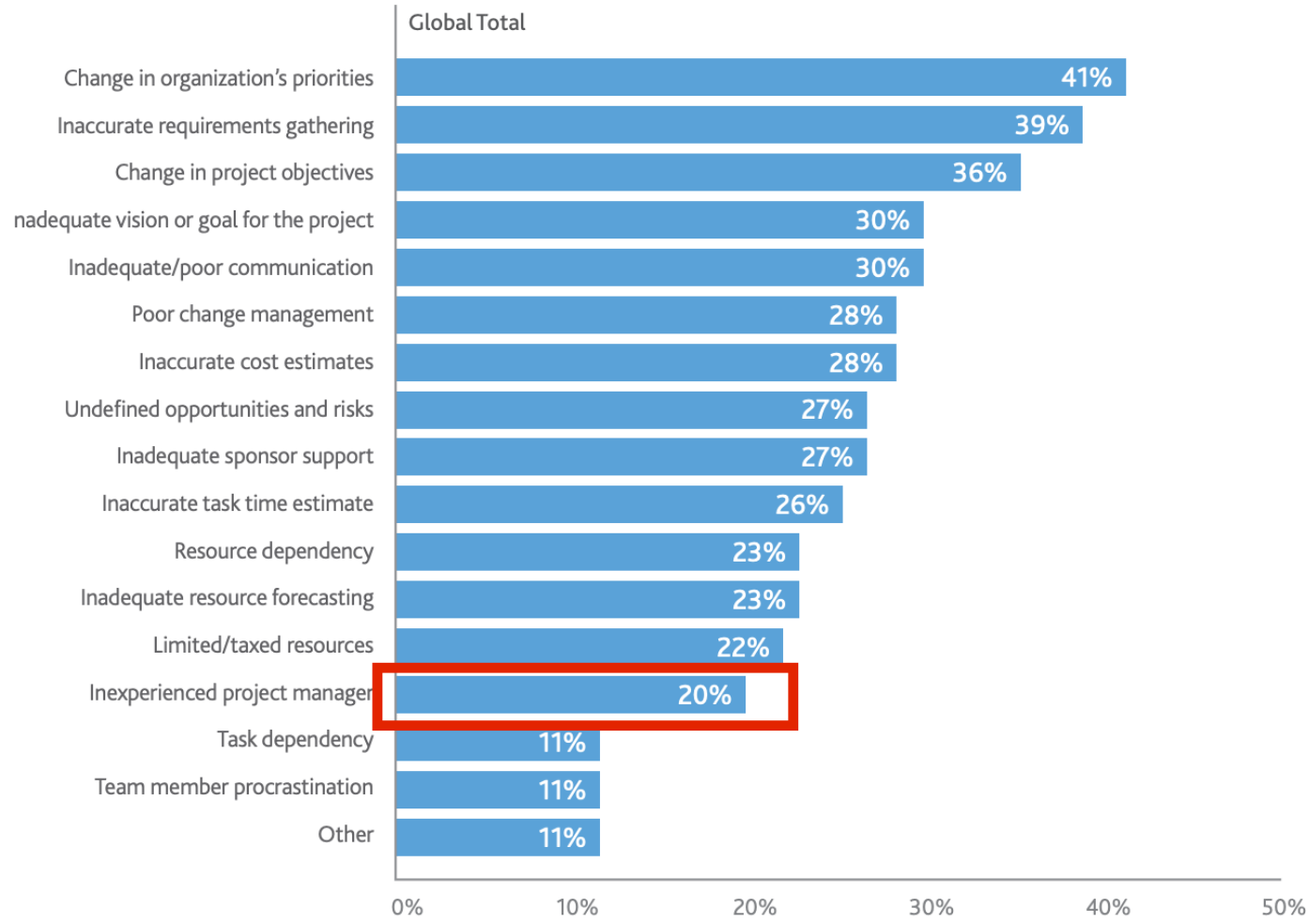


JUMP-START YOUR CAREER IN PROJECT MANAGEMENT

From **ACCIDENTAL** PMs to **EXCELLENT** PMs

Inexperienced project managers account for 20 percent of failed projects*



*PMI's 2017 Pulse of the Profession report

Surprise!

You are now a Project Manager



Congratulations!
You completed your project **successfully**





**10 TIPS TO
JUMPSTART**

**YOUR
PM CAREER**

#1

Be the “Go To” person

Scope Management



1. Know your project goals



2. Have clear picture of project



3. Focus on acceptance criteria

#10 – Be Proactive

#2 – Protect the Scope

Be the “Go To” person

Amid the chaos at work, there's always that go-to person.



#1

#2

Protect the scope

Scope Management



1. Do impact analysis of change



2. Stakeholders agree to this analysis



3. Do not accept any and every change

#1 – Be the “Go To” person

#3 –Communicate regularly

#1

#2

Protect the scope

“



*you don't have
TO DO*

-- Louis Fried

#1

#2

#3

Communicate regularly

Stakeholder Management



1. Project progress & issues



2. Effective and efficient



3. Regular and focused

#2 – Protect the scope

#4 – Support your customers

#1

#2

#3

Communicate regularly

"Unengaged sponsor sinks the ship."

– Angela Waner

#1

#2

#3

#4

Support your customers

Stakeholder Management



1. Become an Extended team



2. Assistance in issue resolution



3. Highlight their team's support

#3 –Communicate regularly

#5 – Do not overstep

#1

#2

#3

#4

Support your customers

*Your most unhappy customers
are your greatest source
of learning.*

- Bill Gates

#1

#2

#3

#4

#5

Do not overstep

Stakeholder Management



1. Believe in your team member's capabilities



2. Keep your team in loop



3. Do not Bad mouth a team member

04 – Support your customers

06 – Build Rapport

#1

#2

#3

#4

#5

Do not overstep

A lack of
boundaries invites a
lack of respect.

#1

#2

#3

#4

#5

#6

Build Rapport

Human Resources Management



1. Develop Trust & Respect



2. Getting to know your team



3. Foster a culture of collaboration

05 – Do not overstep

07 – Recognize team's work

#1

#2

#3

#4

#5

#6

Build Rapport

One man can be a crucial ingredient on a team, but one man cannot make a team.

Kareem Abdul-Jabbar

#1

#2

#3

#4

#5

#6

#7

Recognize team's work

Human Resources Management



1. Recognize good work



2. Celebrate small wins



3. Keep the team morale high

06 – Build Rapport

08 – Shield your team

#1

#2

#3

#4

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#6

#7

Recognize team's work

"PEOPLE WORK FOR MONEY
BUT GO THE EXTRA MILE
FOR RECOGNITION, PRAISE
AND REWARDS"

— *Dale Carnegie*

#1

#2

#3

#4

#5

#6

#7

#8

Shield your team

Human Resources Management



1. Protect them from external intrusions



2. Discourage unnecessary overtime



3. Handle senior management requests at your level

07 – Recognize team's work

09 – Do proper Project closure

#1

#2

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#8

Shield your team

Be a proxy between your
team and the outside
world.

#1

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#6

#7

#8

#9

Do proper Project closure

Best Practices



1. Communication with stakeholders



2. Team dispersal



3. Acknowledge team

08 – Shield your team

10 – Be Proactive

#1

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#7

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#9

Do proper Project closure

The human mind
appreciates closure and a
clean ending.

Jeff Davidson

#1

#2

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#6

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#8

#9

#10

Be Proactive

Best Practices



1. Anticipate problems



2. Long-term focus



3. Act on feedback

09 – Do proper Project closure

01 – Be the “Go To” person

#1

#2

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#9

#10

Be Proactive

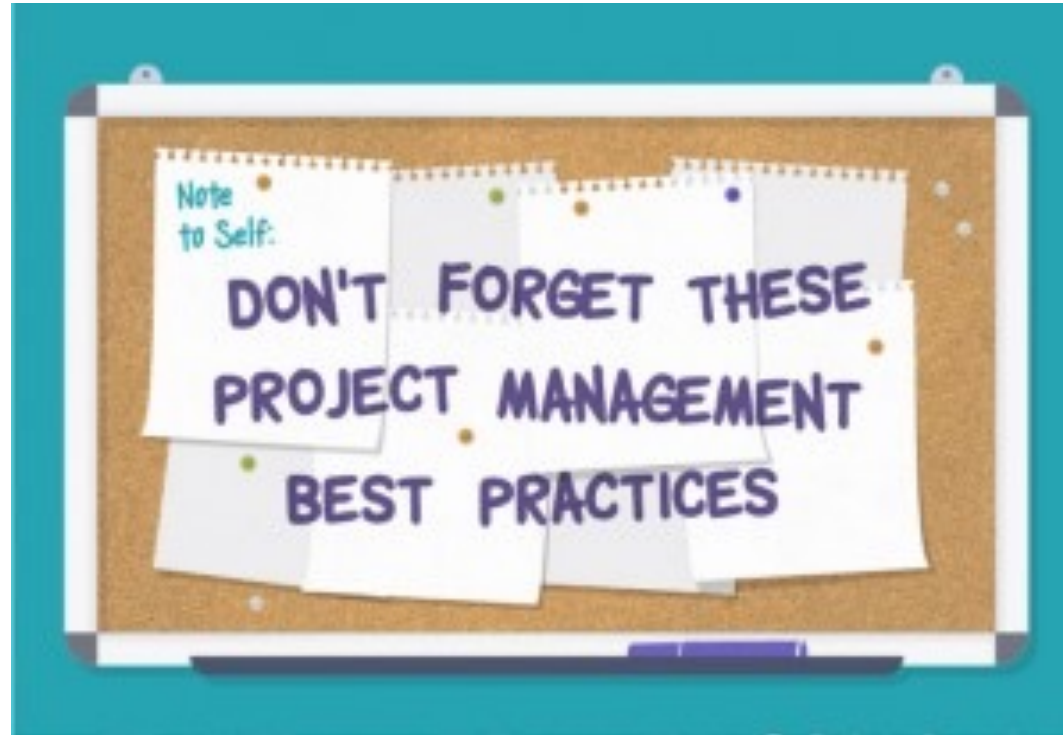
ONE OF THE TESTS
OF LEADERSHIP IS THE ABILITY
TO RECOGNIZE A PROBLEM BEFORE
IT BECOMES AN EMERGENCY.

- Arnold Glasow



Accidental PM

+



=



Excellent PM

