Managing the Project

Week 7: February 24, 2016

Assignments Due Today

- Deliverables:
  - Present Design Documentation

Topics To Cover Today

- Guest Speaker – Daniel Macadar
- Break
- Present Design Documentation
- Managing the Project
  - Feature Creep
  - Revisions and Change Control
  - Project Terms

Assignments For Next Class

- Reading:
  - A Project Guide to UX Design (Unger)
    - Ch15 Transition: From Design to Development and Beyond (pg311-319)
    - Ch16 A Brief Guide to Meetings (pg321-332)
- Deliverables:
  - Add remaining sections to the project plan.
  - Prepare short presentation (5 minutes) about one communication tool.
    - Jira, Trello, Asana, Basecamp, Slack, Wiki, Email
    - What is it
    - What does it look like
    - What functionality does it have
    - Pros and Cons
    - How much is it
    - Would you use it

Managing the Project

Feature Creep

- Projects always change
- Especially
  - Design – Wouldn't it be cool if …
  - Development – What happens when …
  - Testing – We need to fix …
- Not a bad thing, you just need to manage it

Revisions and Change Control

- Signed Statement of Work
  - Project Overview
  - Activities & Deliverables
  - Schedule
  - Budget
  - Project Terms
  - Signatures
- Change Control
  - Add a section before Project Overview that outlines changes that have been agreed to by both parties.
    - What is the change
    - How does it affect schedule
    - How does it affect budget
    - Stakeholders sign off on changes

Project Terms

- Section at the end of the project plan and SOW that outline legal and financial aspects of project.
  - Assumptions & Dependencies
  - Risk Mitigation Strategies
  - Approvals & Termination
  - Intellectual Property Rights
  - Additional Costs & Fees

Assumptions & Dependencies

- Detailed description of what is needed from your client to ensure a successful project.
- Examples:
  - Assets
  - Content
  - Resources
  - Hardware
  - Software
  - APIs
  - Code
  - Access to users, stakeholders

Risk Mitigation Strategies

- What could possibly go wrong with the project.
  - How are you going to prevent that from going wrong.
  - What will you do when it does go wrong.
- Examples

Approvals & Termination

- Include an approval schedule if needed for payments.
- Document when it is acceptable to terminate the project early.
- [Client] has the right to terminate the agreement at the end of Phase 1 or at the end of any subsequent phase if services are no longer required or [Client's] needs have changed. [Firm] requires a 14-day notice if [Client] anticipates termination of the project.

Ownership & Rights

- Put it in writing who owns IP (Intellectual Property)
  - Work for hire
  - Licensed work
- Intellectual Property Rights:
  - Any materials, innovations or other deliverables that [consulting company] or its subcontractors may make, conceive, develop or reduce to practice solely and exclusively for [Client] in the course of performing the services outlined in this proposal shall be owned by [Client]. [Firm] and [Client] agree that all work products including worldwide patent rights, copyright, trade secret rights and any other intellectual property or proprietary rights will be owned by [Client].
  - You can't share any work product in your portfolios unless explicitly given permission.

Additional Costs

- Outline what additional costs may be associated with your project.
  - Stock photography
  - Participant honorariums
  - Travel expenses
  - Software
  - Hosting
  - Taxes

Meetings Best Practices

- Include on all meeting invitations
  - Name the meeting something meaningful
  - Date, time, duration
  - Location (physical) or Call in (conference call # or online meeting link)
  - Agenda
    - What will you go over
    - Are attendees responsible for doing something before the meeting
    - If multiple presenters, how long each person has and what they will be going over
  - Include any materials to go over with the meeting invite
- Keep meetings as short as possible (30 minutes)
- Keep on track. Schedule sidebar meetings if needed.
- Take notes on shared screen so everyone is responsible for them.
  - What did you go over
  - Decisions
  - Action Items – what, who, when it is due
  - Send out to team immediately after meeting

Questions?