Explanation of Key TPM Terminologies

## Ambiguous/Vague/Fuzzy Vision into Clearly defined and achievable deliverables.

We have to define very **clear start and stop points with objectives**. If I am defining a User Story I follow the Role-Action-Result/Benefit template. In defining a User Story I will write: As a ROLE, I want to perform ACTION, so that I see RESULT/BENEFIT. providing very specific information about the role, action, result and benefits.

Working with cross functional team from various domains with varied culture, putting together a team to achieve a milestone is second nature to me. I pride myself on my communication style, empathy and service leadership model to motivate people. I believe there should be a personal touch with Professional Attitude to help solve problems to build teams. My belief is your team is only as strong as your weakest player. So I take everyone together and organize various sessions, trainings and Lunch and learns to motivate and grow team. I encourage team to contribute their technical expertise by blogging about it or creating side projects which can and does benefit company overall as team starts to think for the bigger picture.

Using ADO, JIRA for managing, executing, tracking and reporting progress is my daily signoff activity so that its ready for team for next morning. If we identify any risk, making necessary changes, informing various stakeholders, trying to resolve any blockers for any issues which can be solved becomes easy if you keep your sprint board as well as Backlog organized. Sometimes we have to make tradeoffs by looking at the priority and need of the team.

Planning And Preparation Strategies:

1. Finalize Project Details. ...
2. Set Clear Expectations. ...
3. Choose the Right Team and System. ...
4. Define Milestones. ...
5. Establish Clear Communication. ...
6. Manage Project Risks. ...
7. Avoid Scope Creep. ...
8. Evaluate the Project After Completion

Balance and Prioritize Multiple Projects:

1. Communicate loud clear and often
2. Identify Project Dependencies
3. Project Priority
4. Draw A Project/Program Portfolio Board
   1. Make a list. By thinking through and writing down each item that needs completion, you can see it on paper.
   2. Mark what is urgent or essential. ...
   3. Order each task based on effort and estimated value.
   4. Consider due dates and how long it will take to do each item.

Meet with Program Board Team every so often to review overall workload and guide the program teams.