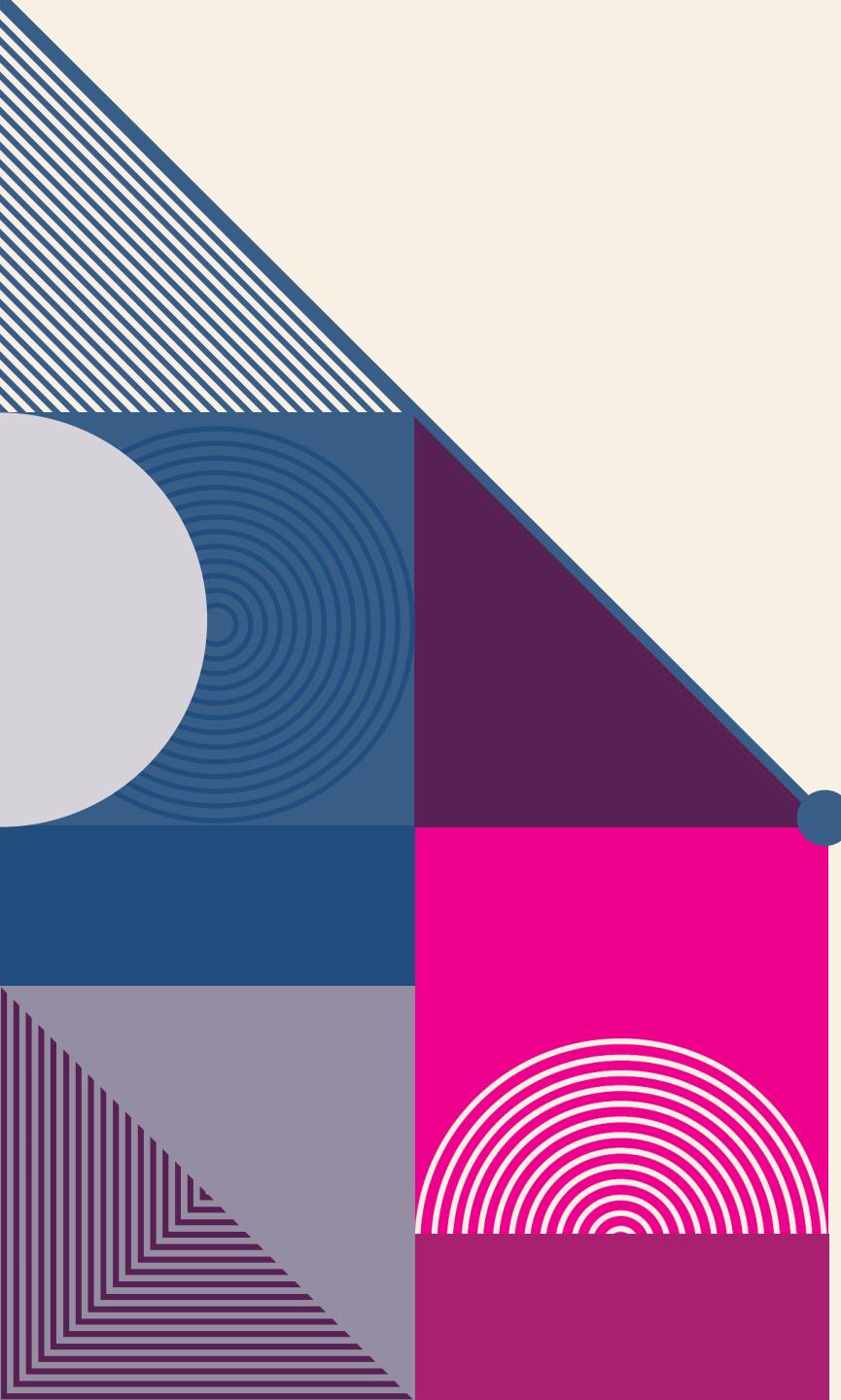




# PROJECT MANAGEMENT PLANNING

JANET DESGEORGES, EXECUTIVE DIRECTOR  
HANDS & VOICES, HEADQUARTERS



## PRESENTED TODAY BY:

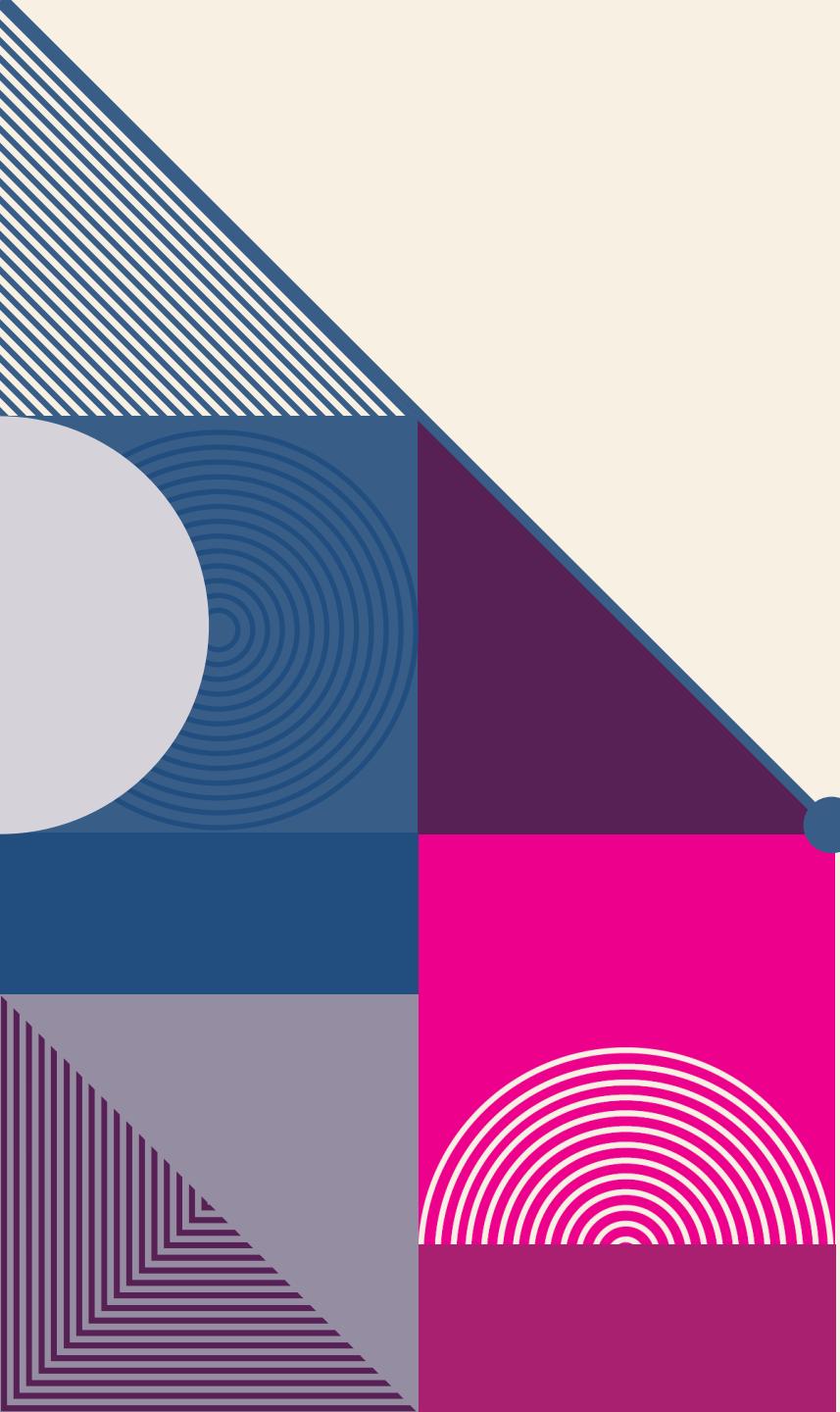
### **Janet DesGeorges**

- Mom of a D/HH Daughter
- Executive Director, H&V Headquarters
- From a project planning perspective in a small, (and at times overworked, over-capacity) non-profit organization.
- From my own experiences in project management planning
- The good, the bad, and the ugly



# YOU... WHY ARE YOU HERE? WHY IS THIS PRESENTATION UNIQUELY 'YOURS'?

- The message you find in this talk will be up to you as an individual.
  - If you are a parent or a professional, small or large organization - this presentation is for you.
- In this conversation, whatever is happening in your life speaks to you in a different way than anyone else.
- Your project management planning does not have to be the same as the person next to you.
- No magic bullet (sorry).



# H&V MISSION/VISION STATEMENT

## **Mission**

Hands & Voices is a parent-driven organization that supports families with children who are deaf or hard of hearing without bias around communication modes or methodology.

## **Vision**

We envision a world where children who are deaf and hard of hearing have every opportunity to achieve their full potential.

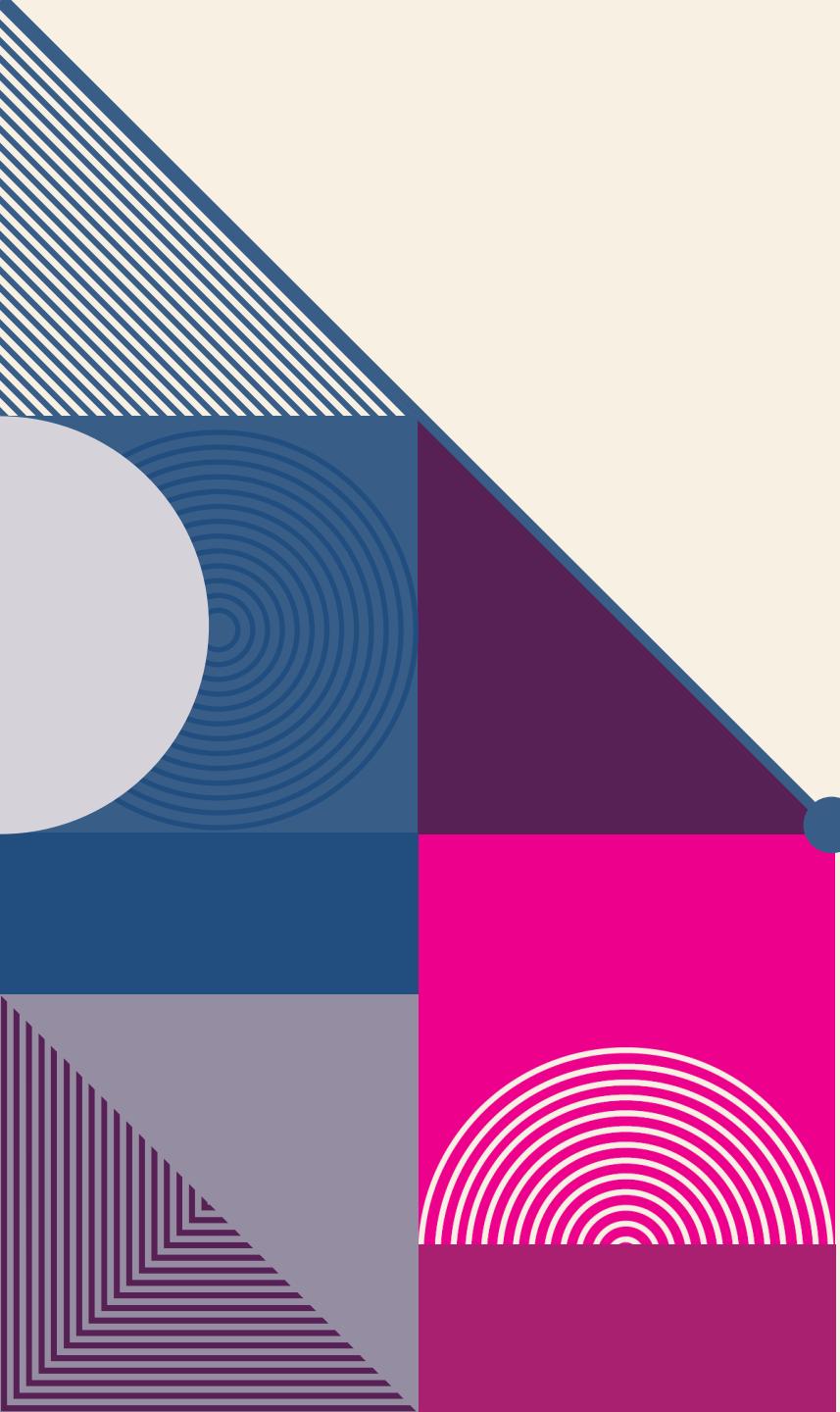
## **Motto**

*“What works for your child is what makes the choice right.”<sup>tm</sup>*

# AGENDA

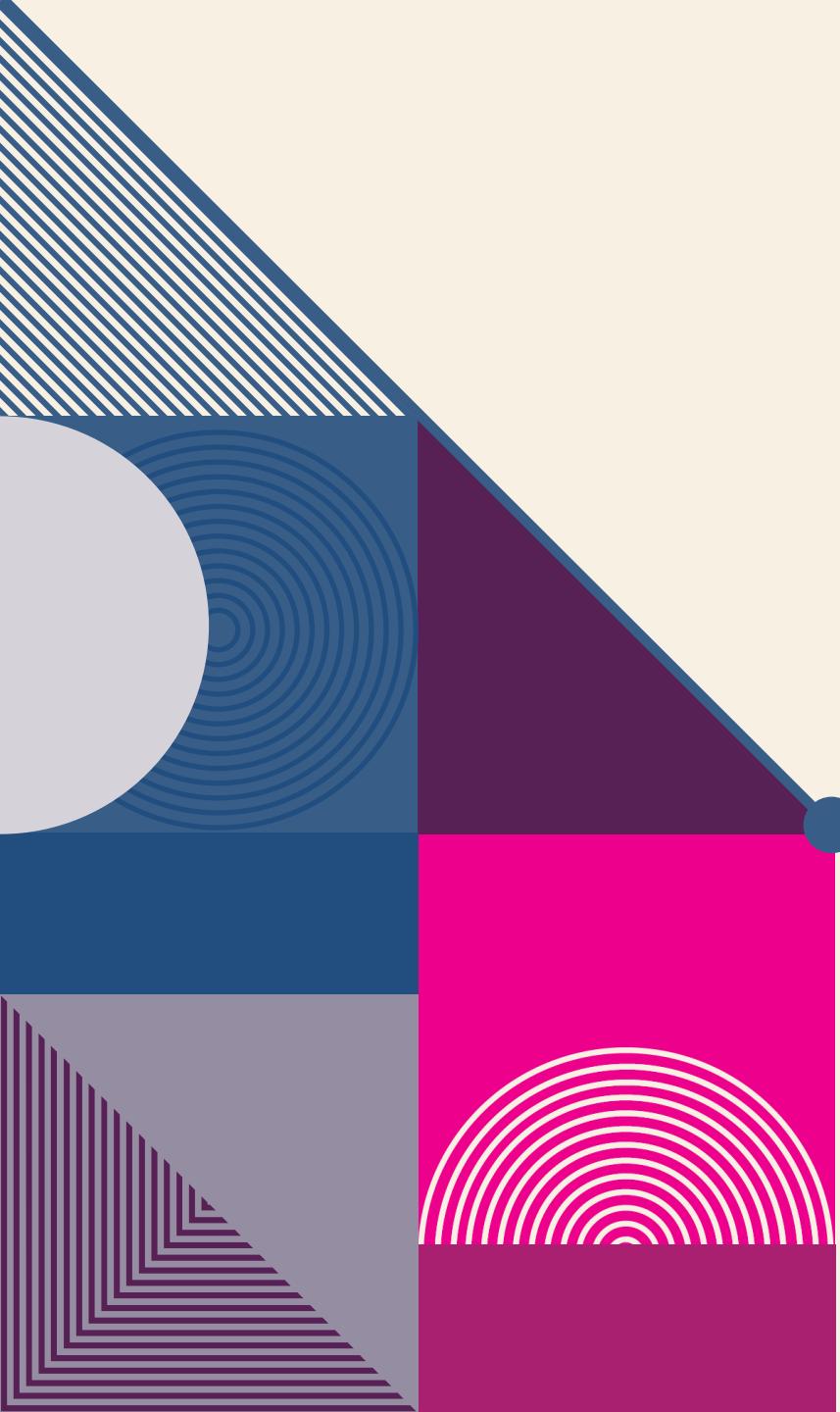


- Introduction
- Know Thyself -Self Assess your own style
- Tips and Tricks
- ABC's of PMP's
- When it goes right
- When it goes wrong
- Sample Platforms
- Time for you to share your successes and strategies



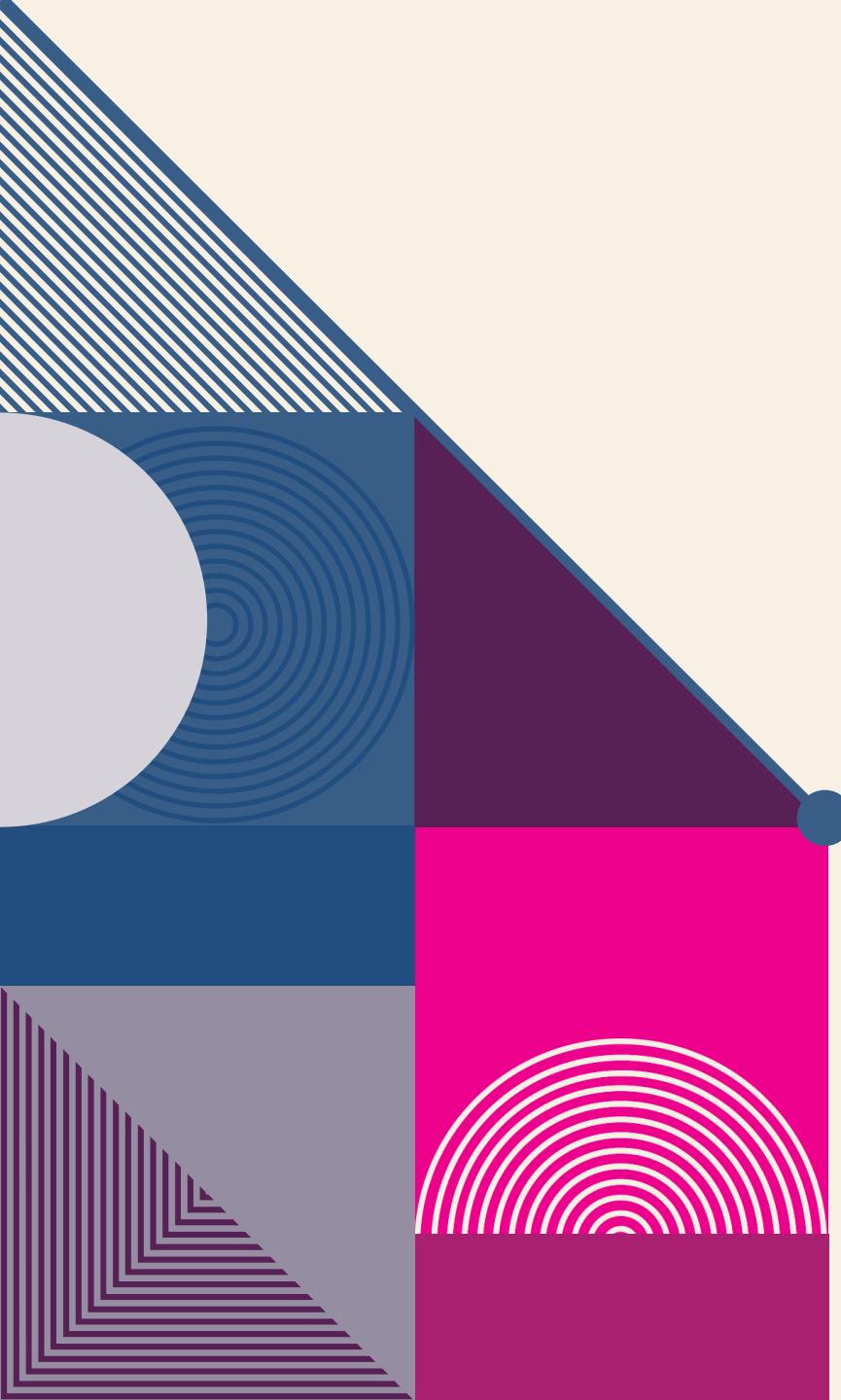
# INTRODUCTION

- Why does it matter how we manage our projects as long as the end result is 'We did it, we got it done!?
- This presentation is a 'no judgment' zone...unless...
- Project management planning (PMP) is not the same as time management, but they are related.
- This presentation is more about the 'soft-skills' of PMP
- Be ready to share your questions, tips and talents later in the hour.



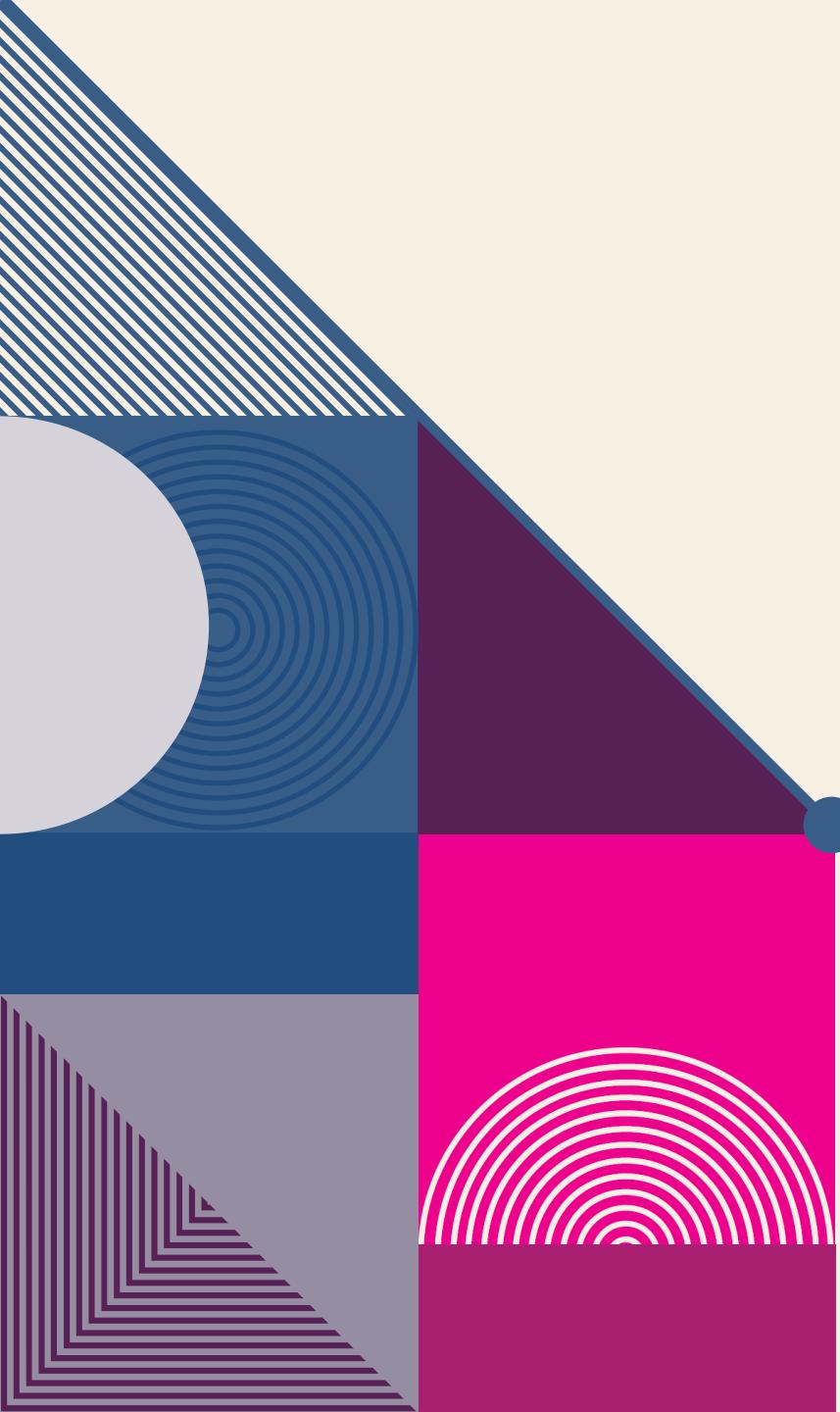
# KNOW YOURSELF

- Do you have good people skills? Project planning is almost always done with others.
- Do you have good organizational skills and time management that works for you?
- Do you have control issues?
  - Are you flexible?
  - Do you know how to communicate effectively to those 'above' you in the process?
  - Can you let others have autonomy to get the job done?



# TIPS AND TRICKS

- One Project at a time (if only)
  - How do you manage several projects at once?
- Variables (with different timelines, teams, 'control', and platforms).
- Setting a culture of follow through and excellence.
- Communication is key.



# ABC'S OF PMP'S

**FIRST AND FOREMOST - YOU KNOW YOUR 'WHY'**

## **Categories:**

- Initiating/Start up
- Planning
- Executing
- Close Out

## **Under each category:**

- Tasks (what we will do); Start date/end date (when); responsible lead (who); participants (who's helping); status (track progress); notes (keeping everyone in the loop).



# WHEN IT GOES RIGHT

- You've taken time to think your project through.
- You pivot effectively when unexpected things happen (they always do).
- You agree on what platform to use.
  - i.e., email, Google Docs, Dropbox, organizational platform (we use Zoho), commercial platforms.
- You trust your team.

# WHEN IT GOES WRONG



- The leader says yes to everything without considering capacity.
- Someone has a great idea but hasn't thought it through.
- Managing different personalities on a team that leads to conflict.
- Holding the line and giving grace -knowing when to do what.
- Projects outside of your control.
- You expect everyone to use a platform that no one will use.

# PLATFORMS (SOME) PEOPLE REALLY LOVE

## Popular & Versatile Platforms

**ClickUp** - All-in-one project management with tasks, docs, chats, timelines, and automation.

**Website:** <https://clickup.com> [Wikipedia](#)

**Trello** - Simple, visual board-style task management (great for beginners).

**Website:** <https://trello.com> [U.S. Chamber of Commerce](#)

**Asana** - Task lists, timelines, reporting, and strong team collaboration features. **Website:** <https://asana.com> [U.S. Chamber of Commerce](#)

**monday.com** - Customizable workflows and dashboards for a variety of projects. **Website:** <https://monday.com> [CIO](#)

## ✖ Tools for Task Tracking & Collaboration

**Smartsheet** - Spreadsheet-style planning with Gantt charts and automation.

**Website:** <https://smartsheet.com> [U.S. Chamber of Commerce](#)

**Basecamp** - Simple team communication + task coordination tool.

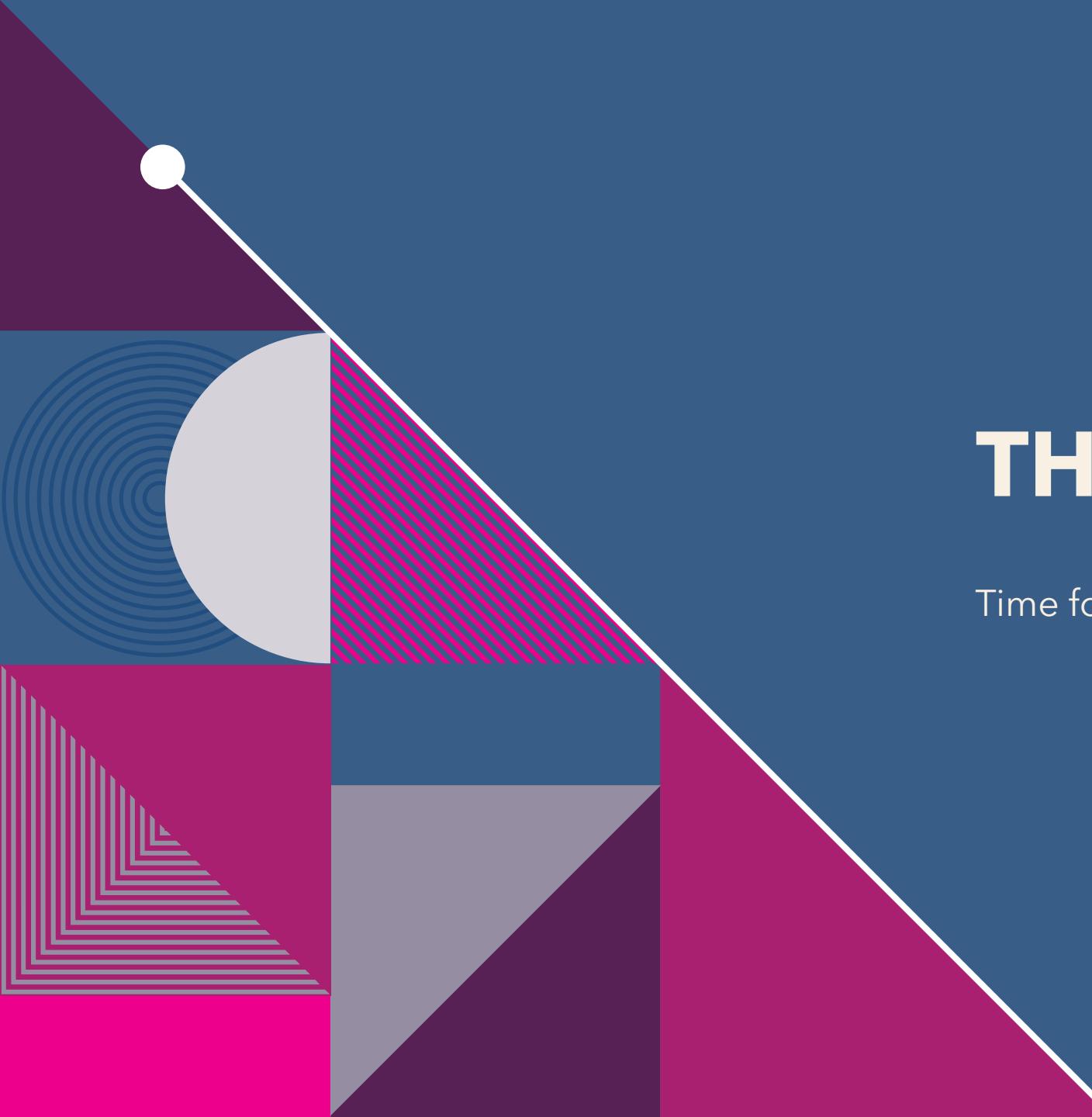
**Website:** <https://basecamp.com> [Worksection](#)

**Notion** - Combines notes, docs, databases, and project tracking in one workspace.

**Website:** <https://notion.so> [LinkedIn](#)

**Nifty** - Project and task management with milestones and team chat.

**Website:** <https://nifty.com> [U.S. Chamber of Commerce](#)



# THANK YOU

Time for your wisdom, questions, comments....