# PROJECT MANAGEMENT 101

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vanpattenmedia

# NOT A REAL JOB

@NARJCAST

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# PROJECT MANAGEMENT 101

# WHAT IS PROJECT MANAGEMENT?

Coordinating the various elements of a project to complete it on time and on budget

# WHY?

We've all had *those* projects.

It doesn't need to be that way!

PLAN!

Plan the project before you win the project.

# Start with your **proposal**

Not writing proposals? **You should.**

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(You don't even have to share them with the client!)

Proposals help you

**set expectations**

Proposals help you

**share your process**

Proposals help you

**define success**

# BE HONEST

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Bluster *will* come back to bite you.

# SETTING DEADLINES

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(or not)

1. Make a detailed list of deliverable components

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2. Get a calendar (or white board or whatever) and lay out the project components week by week

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3. Better safe than sorry — always give yourself ***much*** more time than you think you need

# WORKING WITH A TEAM?

Include them in the scheduling process

# Assign tasks early

# Spread out their deliverables

# REMEMBER…

We haven’t even won the job yet!

# WE WON!

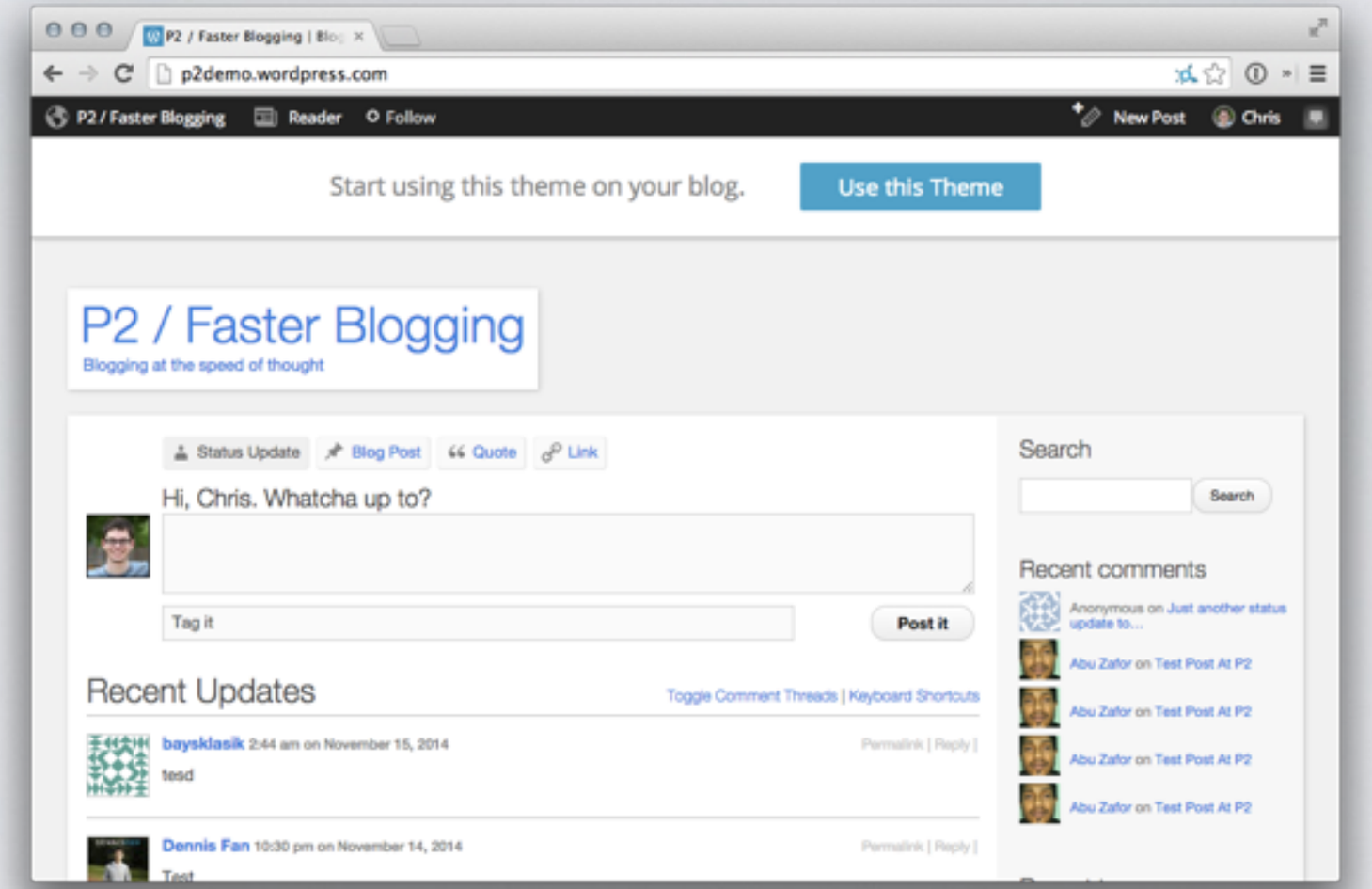
How do you meet the expectations you've set?

# PROJECT MANAGEMENT SOFTWARE

…will not solve your problems

…but it can help.

# WP OPTIONS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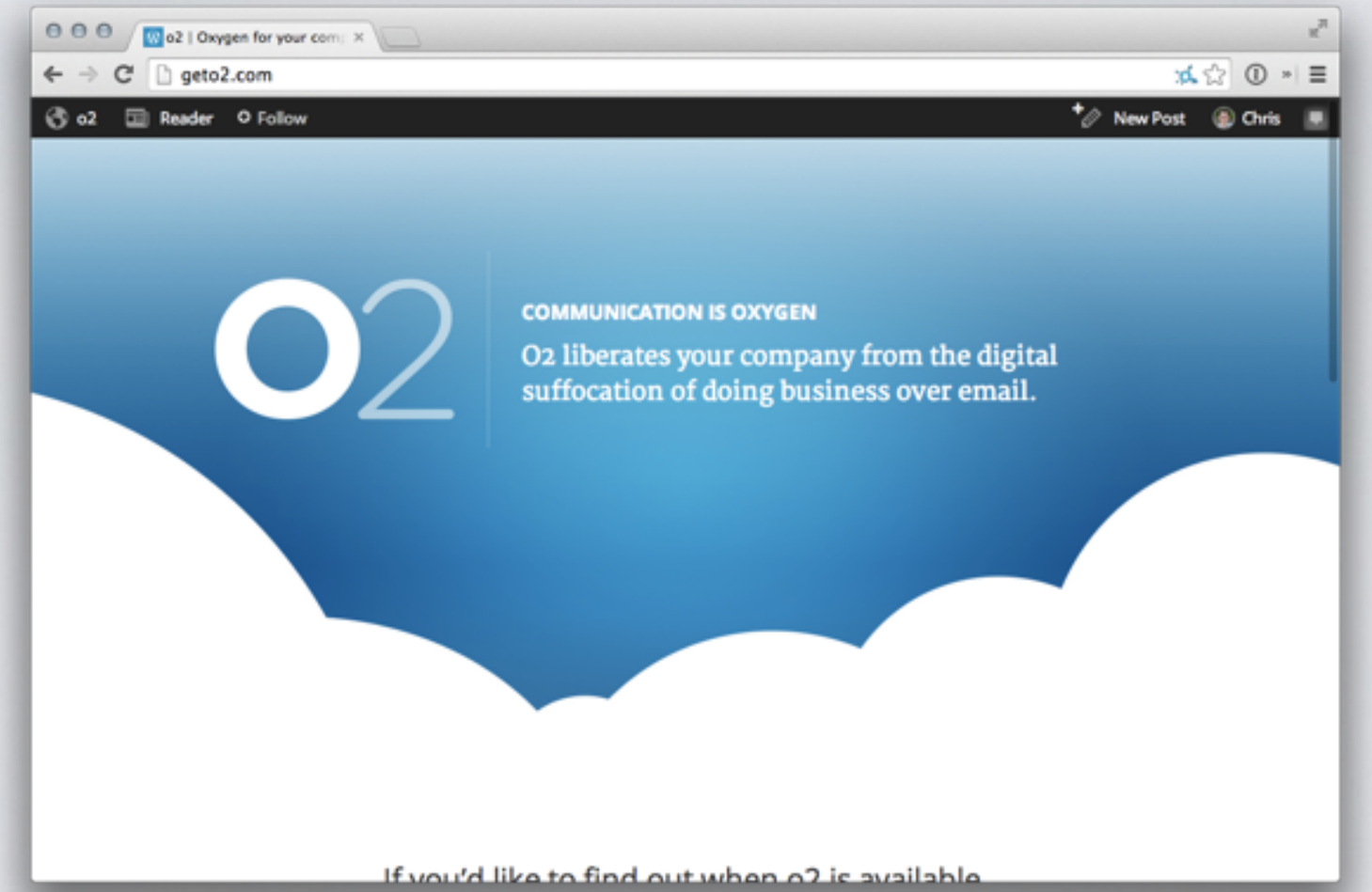
# P2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COMMUNICATION IS OXYGEN
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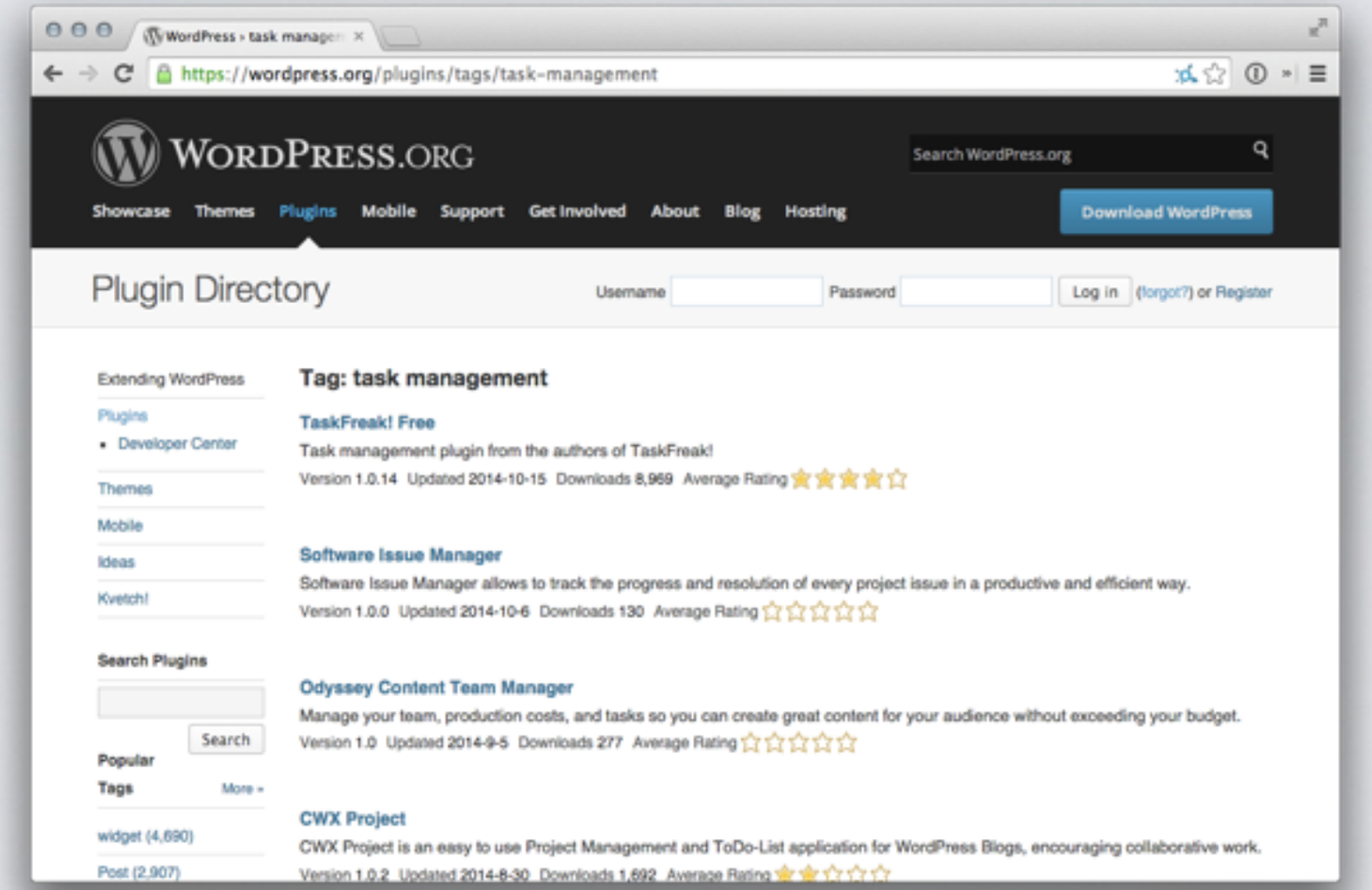
# O2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widget (4,690)
Post (2,907)
Tag: task management
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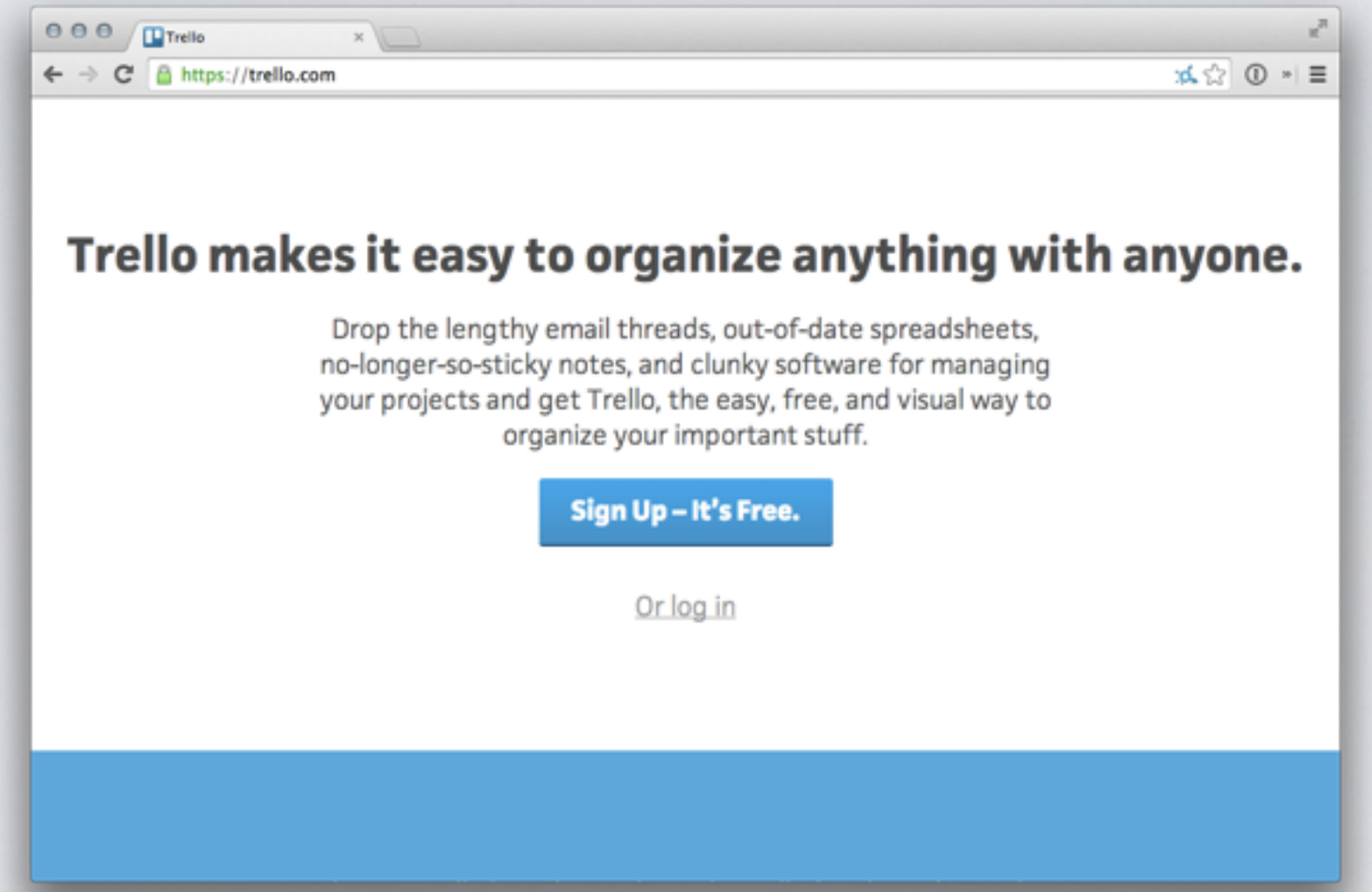
Task management plugin from the authors of TaskFreak!
Version 1.0.14 Updated 2014-10-15 Downloads 8,969 Average Rating
Software Issue Manager
Software Issue Manager allows to track the progress and resolution of every project issue in a productive and efficient way.
Version 1.0.0 Updated 2014-10-6 Downloads 130 Average Rating
Odyssey Content Team Manager
Manage your team, production costs, and tasks so you can create great content for your audience without exceeding your budget.
Version 1.0 Updated 2014-9-5 Downloads 277 Average Rating
CWX Project
CWX Project is an easy to use Project Management and ToDo-List application for WordPress Blogs, encouraging collaborative work.
Version 1.0.2 Updated 2014-8-30 Downloads 1,692 Average Rating

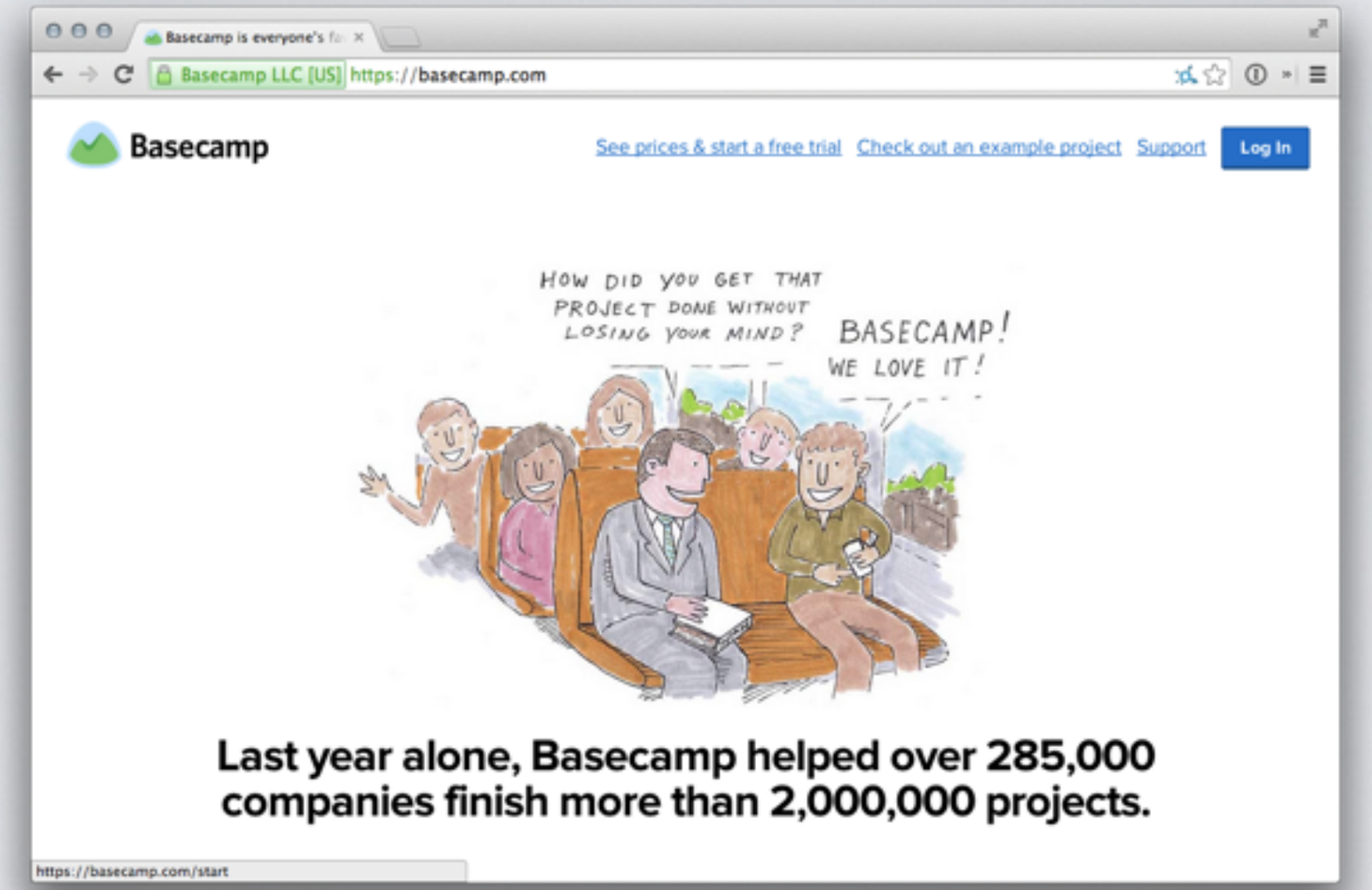
# More…

Just because you can use WordPress doesn't mean you *should* use WordPress.

# NON-WP OPTIONS


Trello
https://trello.com
Trello makes it easy to organize anything with anyone.
Drop the lengthy email threads, out-of-date spreadsheets, no-longer-so-sticky notes, and clunky software for managing your projects and get Trello, the easy, free, and visual way to organize your important stuff.
Sign Up – It's Free.
Or log in

# Trello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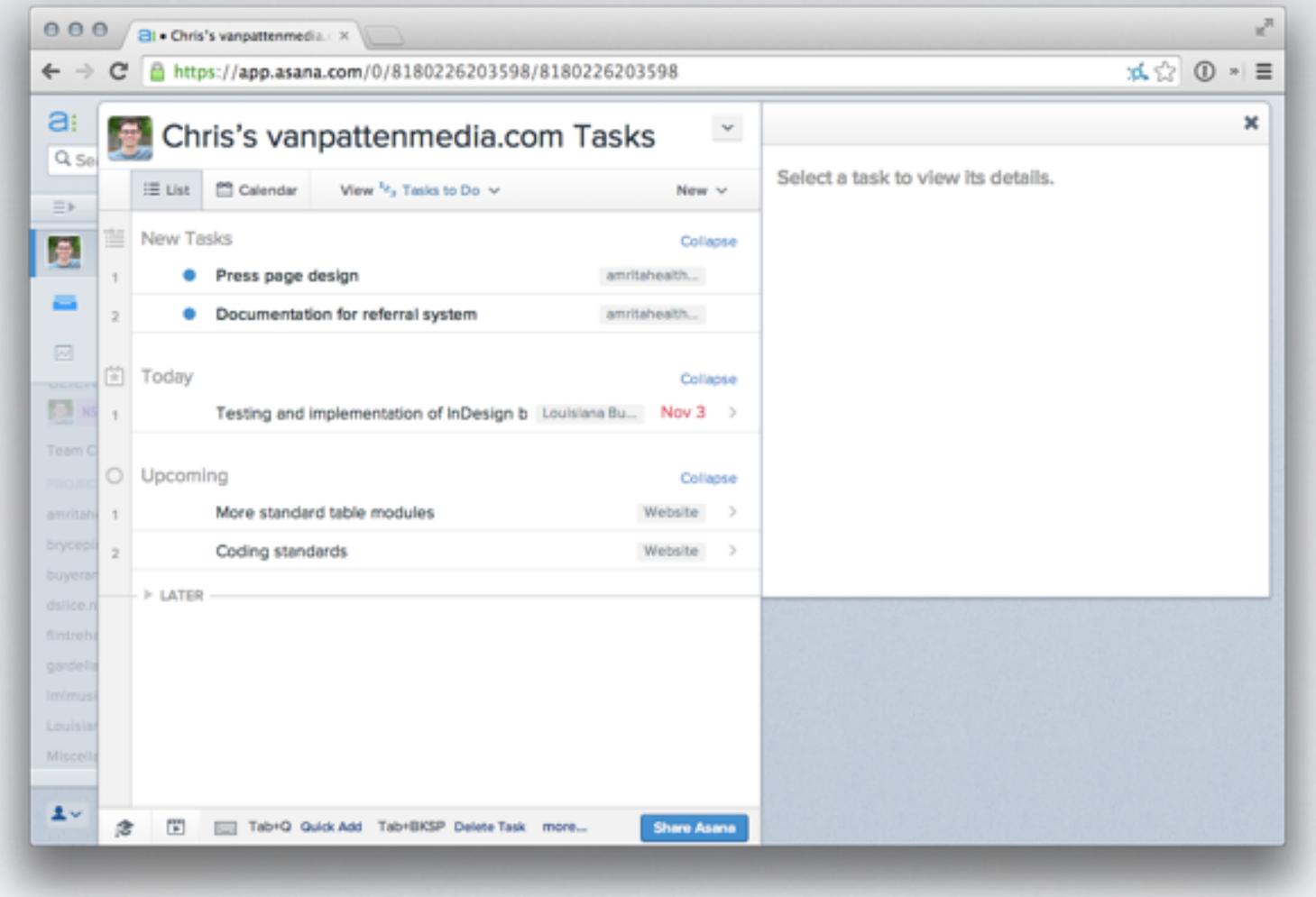
# Basecamp


Chris's vanpattenmedia.com Tasks
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Calendar
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New
New Tasks
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Today
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Testing and implementation of InDesign b
Louisiana Bu...
Nov 3
Upcoming
Collapse
More standard table modules
Website
Coding standards
Website
LATER
Select a task to view its details.
Tab+Q Quick Add
Tab+BKSP Delete Task
more...
Share Asana

# Asana

# TRY THEM ALL

There’s no one right answer.

# Use what works for you and your team

# ESSENTIAL FEATURES

1. Ability to **assign tasks**

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2. Ability to **set due dates**

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2. Ability to **set due dates**

3. Basic **task discussion**

# SHOULD GIVE MY CLIENT ACCESS?

# PROS

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1. Keeps everyone on exactly the same page

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# CONS

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1. Information overload for clients

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# CONS

1. Information overload for clients
2. Limits your flexibility

# MIDDLE GROUND

Share a “high level overview” project with broader tasks

# KEEPING CLIENTS HAPPY

# Sync-up meetings

# Communicate consistently

Don’t overshare

# Raise problems early

Let go of your pride!

# PLANNING FOR THE END

Get a launch list in place in the first few weeks, revising as necessary

Address hosting, passwords, and domains at the start of a project, *not* the end

# PLANNING FOR AFTER THE END

# Create a plan for website maintenance

# Who's responsible for the project when you're done?

# A LITTLE PLANNING CAN GO A LONG WAY

You won't solve every problem on day one

(But you will solve many of them.)

THANKS :)

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