

## GET A GRIP! MANAGING THOSE SLIPPERY HR PROJECTS



2009 IOWA EMPLOYMENT, TRAINING AND  
BENEFITS CONFERENCE



## SESSION OBJECTIVES

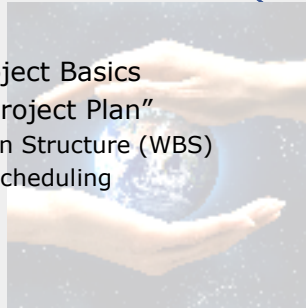
*In this session, you will...*

- ❖ Gain clarity on the breadth and depth of your projects
- ❖ Break your projects down into pieces and create manageable project plans



## SESSION AGENDA

- ❖ Overview of Project Basics
- ❖ Developing a "Project Plan"
  - Work Breakdown Structure (WBS)
  - Sequencing & Scheduling
- ❖ Next Steps



## PROJECT MANAGEMENT BASICS



## WHAT IS A PROJECT?



"A temporary endeavor undertaken to create a unique product or service."\*

\*PMBOK Guide



## PROJECT ROLES


- ❖ Lead
- ❖ Team
  - Other project resources
- ❖ Sponsor
- ❖ Stakeholders



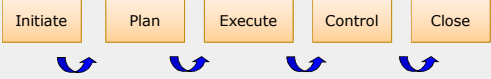

## PROJECT STAKEHOLDERS

❖ "Individuals and organizations that are actively involved in the project, or whose interest may be positively or negatively affected as a result of project execution or project completion."

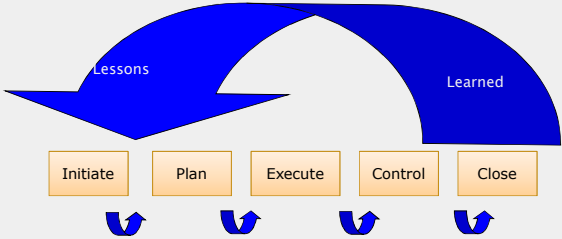

PMBOK Guide



## PROJECT LIFE CYCLE





## CONTINUOUS IMPROVEMENT


## PROJECT SUMMARY

- ❖ The Summary is the project's "license to do business."
- ❖ This and the Scope are "the" place to get information about the project.
  - Stakeholders and other interested parties have access to the project's purpose/goal, success measures, milestones and deliverables.




## "SUMMARY" COMPONENTS

- ❖ Project Roles
- ❖ Statement of Business Need
- ❖ Project Description
- ❖ Risks and Benefits
- ❖ Constraints and Assumptions




## PROJECT "SCOPE" COMPONENTS

- ❖ Deliverables & Milestones
- ❖ Success Criteria
- ❖ Scope Management Issues
- ❖ Exclusions
- ❖ Resource Needs






## PROJECT PLAN





## WORK BREAKDOWN STRUCTURES

How will you choose a new HRIS?

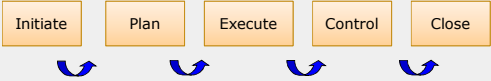

- ❖ Work Breakdown Structures (WBSs) help organize the activities required to meet the objectives of the project.
- ❖ Focus is on deliverables.
- ❖ May be organized:
  - By phase of the project
  - By component



## SEQUENCING AND SCHEDULING

## NEXT STEPS IN THE PROJECT LIFE CYCLE

## WHAT DID WE ACCOMPLISH?

*In this session did we...*

- ❖ Gain clarity on the breadth and depth of your projects?
- ❖ Break your projects down into pieces and create manageable project plans?



## THANK YOU!

For more information, contact us!

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