

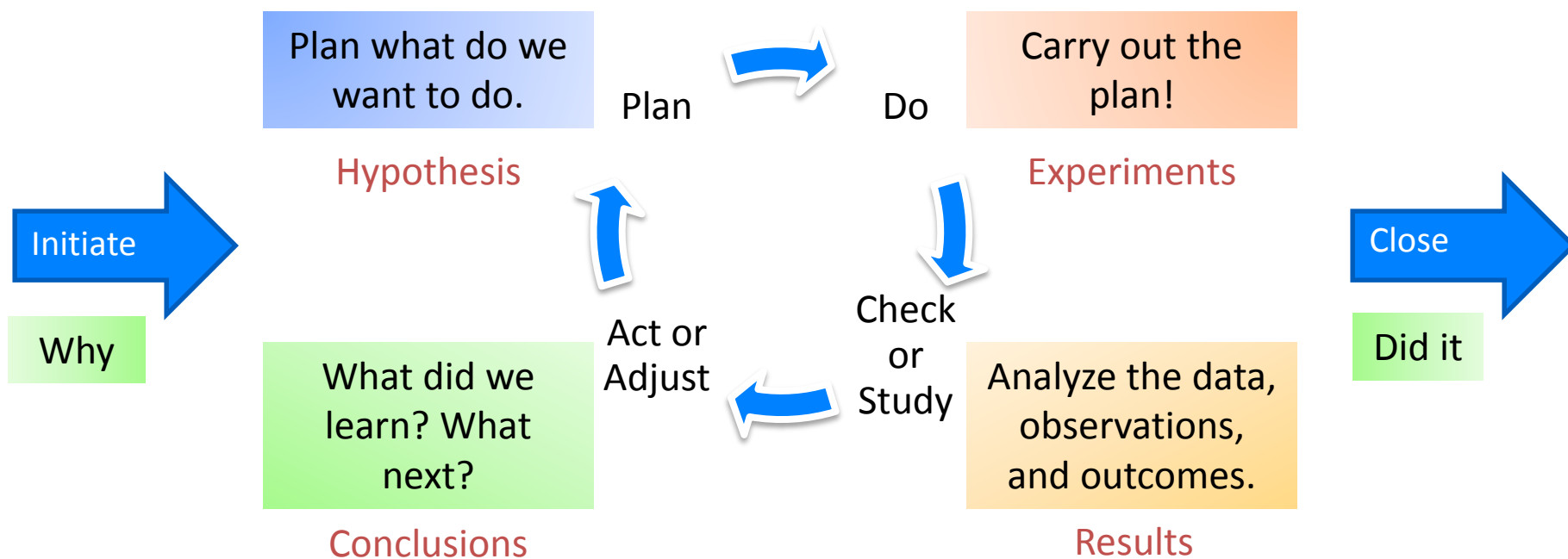
Project Management Discussion

David Jennings
iDigBio Project Manager

Digitisation of Biological Collections: A Global Focus
16 April 2015 • Canberra, Australia

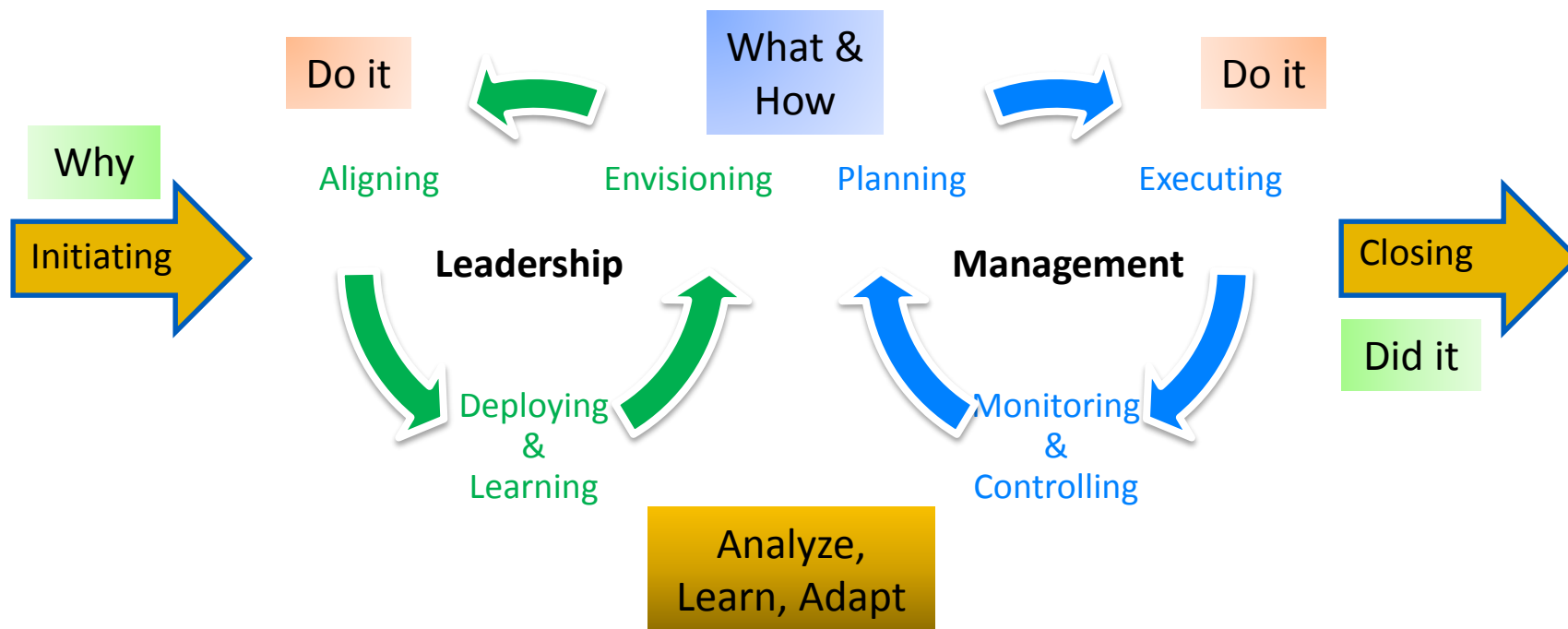


The project management cycle...



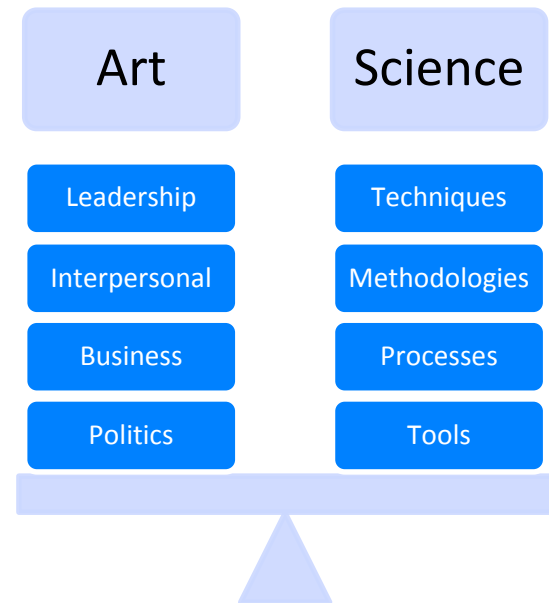
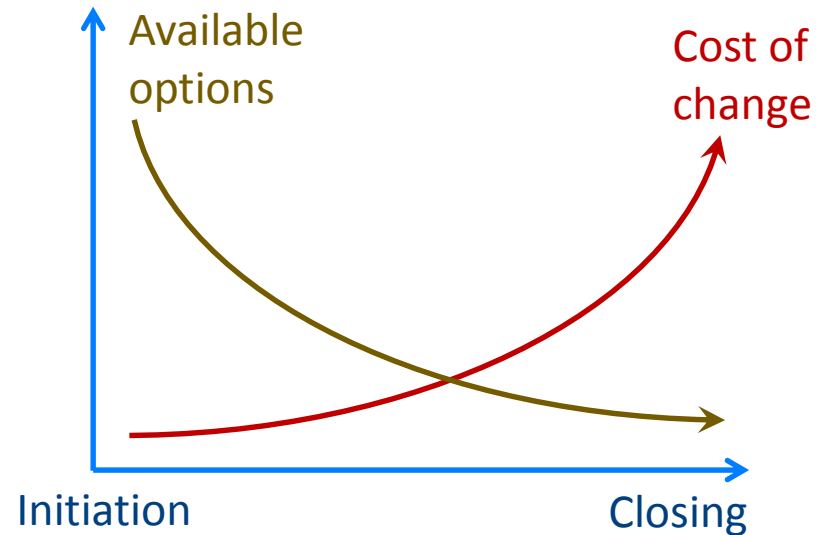
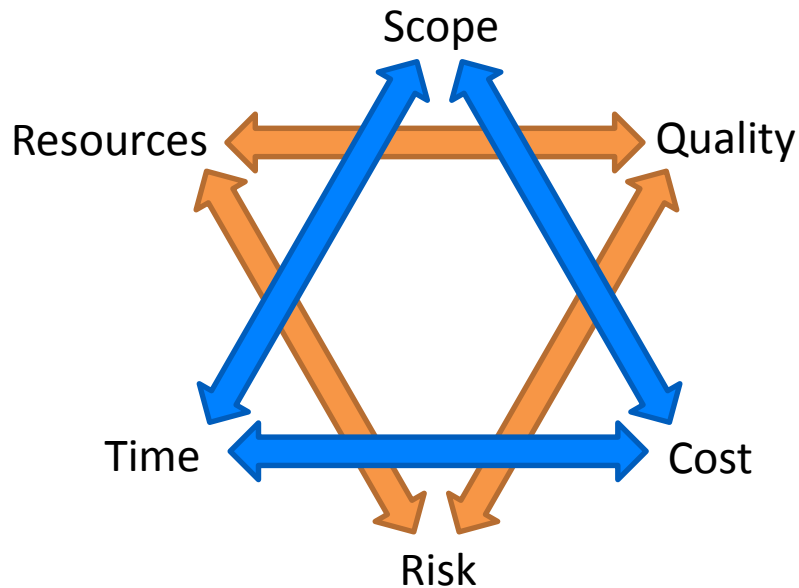
Walter Shewhart / W. Edwards Deming / PMI

Now let's think about integrating leadership...



Hybrid of PMI & CH2M HILL Project Delivery System

Remember to find balance...



Some potentially useful tools...

- Documents & budgeting
 - Google, MS Office, etc.
- Scheduling
 - Ganttter – <http://www.ganttter.com/>
- Project management
 - OpenAtrium – <http://openatrium.com/>
 - Basecamp – <https://basecamp.com/>
 - OpenProject – <https://www.openproject.org/>
 - Redmine – <http://www.redmine.org/>

Some thoughts and recommendations...

- Identify a suitable person to manage project
– skill set, temperament, commitment
- Project plan – get and stay organized;
anticipate and plan for risks; interface with
institutional procedures
- Flexibility in all aspects – don't be schedule
or budget driven, but rather outcome driven
- Decisions – often easier to beg for
forgiveness than to ask for permission

Some thoughts and recommendations...

- Communication – utilize various media to reach different kinds of people; hold regular meetings; keep stakeholders involved
- Seek out lessons learned – what works; what doesn't; mentoring
- Delegate – don't attempt to do everything

What are your thoughts and questions? Let's discuss...



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