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# TTI DNA<sup>®</sup>

# Project

# Management

*A session from*  
*Rx Online*

## Project Management

***Identifying and overseeing all resources, tasks, systems and people to obtain results.***

### Why is this skill important?

Every organization must manage its work, people, processes, technology, etc. in order to maximize its effectiveness. Project Management is simply the action of getting people and resources together to accomplish desired goals. As a discipline, Project Management comprises several interlocking functions: planning, organizing, leading, coordinating, controlling, staffing and motivating.

People with good Project Management skills don't just resolve problems that arise, but are able to prevent problems as well. This is the difference between reactive management, which solves problems as they occur, and predictive management, which tries to prevent many problems from arising in the first place. People with good Project Management skills have a deep inner conviction that they can achieve goals, and they plan for meeting them in a timely and effective manner.

People with poor Project Management skills on the other hand, feel overwhelmed by work and find it difficult to meet deadlines and commitments. People who have not developed their Project Management skills are likely to go chasing after the current panic, and they find it difficult to find the root cause of events.

### What skills are associated with Project Management?

Someone who has mastered skills associated with Project Management:

- Takes risks for the sake of goals, objectives or results.
- Demonstrates optimism and positive expectations of others.
- Establishes high performance standards.
- Holds people accountable and keeps them focused on goals and priorities.
- Identifies barriers to objectives and removes them.
- Delegates appropriate responsibilities and authority.
- Ensures adequate resources are available to achieve objectives.
- Makes decisions that benefit the bottom line or provide a return on investment.

## How do you develop your own skills in Project Management?

- Plan ahead and decide what needs to happen in the future: tomorrow, next week, next month, etc. Then generate plans for action.
- Prioritize your task list, grouping tasks by importance or due dates. Then, focus on the most critical tasks first.
- Make optimum use of available resources required to enable the successful carrying out of plans.
- Analyze jobs and recruit and hire qualified individuals for the appropriate jobs.
- Exhibit leadership and motivational skills in order to encourage others to play an effective part in achieving plans and ensure willing participation in the organization.
- Don't procrastinate! Meeting goals gets harder and more stressful the longer you wait to focus on them.
- Be clear about your own personal goals. Make sure you incorporate both what you need and what your company needs from you.
- Check progress against plans which may need modification based on feedback.
- Take charge! Take your best guess at what will be productive and do it!
- Use your department's and your company's strategies to define your own. Make sure your duties are in alignment with higher level directives.
- Motivate other individuals to take action that will accomplish a desired goal.
- Delegate responsibility and authority to others to manage reasonable tasks.
- Keep promises you make.
- Represent your organization honestly and positively.
- If unexpected crises occur, keep calm and gather facts to carefully evaluate the situation before reacting too quickly.

# Project Management

## Activities

### Activity I: Planning

Invest in a planning tool. There are many excellent planning calendars and software tools that can help you schedule your days, weeks and months. Use the calendar effectively by recording not only all important meetings or events, but by writing prioritized task lists for each day.

Look at your job description or key accountabilities and write down tasks or task groups you find there. For a week, keep a careful record of how you fill your time at work by writing down the tasks you perform and keeping a log of how much time you spend on each. At the end of the week, compare the log to your job description.

If your time is spent on a lot of tasks unrelated to goals you found in your job description, look for ways to bring them back into alignment by completing the following table each morning:

Major Job Responsibilities	Today's Related Tasks
1.	1. _____ 2. _____ 3. _____ 4. _____
2.	1. _____ 2. _____ 3. _____ 4. _____
3.	1. _____ 2. _____ 3. _____ 4. _____
4.	1. _____ 2. _____ 3. _____ 4. _____

5.	1. _____
	2. _____
	3. _____
	4. _____

## Activity 2: Looking Ahead

Look at your calendar every few days to evaluate upcoming projects. For each upcoming project, make a firm, realistic deadline for your portion of the project. Don't forget to prioritize! Share your commitment to that deadline with your manager, employees and/or customers, as appropriate. For example:

**Project Title:** \_\_\_\_\_

**Task 1:** \_\_\_\_\_ **Deadline:** \_\_\_\_\_

**Task 2:** \_\_\_\_\_ **Deadline:** \_\_\_\_\_

**Task 3:** \_\_\_\_\_ **Deadline:** \_\_\_\_\_

Don't let any day pass without spending at least 30 minutes working to accomplish each of the important tasks you have committed to. Break large tasks into smaller ones and vow to accomplish each of the smaller tasks one at a time.

## Activity 3: Managing Stress

Monitor your use of phrases like "I should have" and "I ought to have." For one week, keep track of those statements as you make them by writing them down in your planner or notepad. At the end of the week, look at the statements you have compiled. See if you can convert those statements into less judgmental assessments of your performance. Think about what you did do well.