

Eight Ways to Project Success*

-How to become a successful project manager-

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- This lecture note is based on the article posted by Nancy Salim in the IEEE's *The Institute* on 07 February 2007 08:00 AM. The content of article reports the November 2006 IEEE Graduates of the Last Decade (GOLD) sponsored Webinar of IEEE Member Margaretha Eriksson, founder of Irbis Konsult, an engineering management consulting firm.

Background

- In today's competitive workplace it's important to be the **best project manager** you can be.
- Senior Design Project is the most important experience of becoming a successful **project manager**
- Outlines of eight (8) ways for as **successful project manager**.

Rule 1

1. **KNOW THE PROJECT'S OBJECTIVE**

- Focus on your end goal and talk it up with team members.
- Think smart on increments and final product: in specific, measurable, achievable, realistic, and time-set terms.
- Be clear on what the project must deliver.
- Ask your supervisor to clarify details if necessary.

Rule 2

2. TEAM = Together Everyone Achieves More .

- Combine diverse people with different abilities.
- Create an environment that encourages teamwork.

Rule 3

3. TAKE A REALITY CHECK

- Before you even begin, ask yourself if the project is realistic.
- Make sure you have the needed technology, resources, organizational support, and funding.
- Study and know fully the subject knowledge of the project

Rule 4

4. PLAN, PLAN, PLAN

- Good planning and knowing where you're going is 80 percent of your project's success, while the other 20 percent is the actual work.
- The planning phase should include
 - a project map (“Agile workflow”),
 - individual responsibilities, and
 - whom they report to and when.

Rule 5

5. EFECTIVE MEETING

- Book your meetings on your calendar.
- Schedule your meetings
 - on the same day of the week,
 - in the same place with the same people, although it is occasionally useful to invite others to gain different perspectives.
- Keep meetings to one hour at most.
- If a problem can't be solved in an hour, end the meeting and schedule another.
- Keep the meetings simple.
- Provide meeting agenda before the meeting, and upon completion of a meeting, distribute meeting minutes immediately.

Rule 6

6. BE A ROLE MODEL

- Lead by example.
- Build a spirited team (because happy people ultimately do more/better work).
- Be goal-oriented, flexible yet firm, and realistic.
- Communicate effectively.

Rule 7

7. KEEP THE TEAM TALKING

- Create an open atmosphere, be fair and straightforward, show respect, be enthusiastic, give a lot of praise, and trust team members.
- communicate clearly and maintain good relationships with team members.

Rule 8

8. CLOSE OUT THE PROJECT

- Keep checking the risks of failure (of delivery)
- Find mitigation for the identified risks.
- Celebrate the results if the team is successful or discuss how to do better next time if the team fails.
- Review lessons learned with your team members.
 - How did we do?
 - What worked well?
 - Any advice for the next project?
 - Why did we fail?
 - Was it us or was it something we could not foresee?

A golfer student

- The Hilltop. October 21, 2009

A Bison You Should Know: David Marshall

BY KILLIAN LEWIS
Contributing Writer

Golf teacher assistant (T.A.) and Howard student David Marshall did not begin to take golf seriously until he challenged his uncle to a golf match after attempting to play in his grandmother's backyard. After the challenge date was set he began taking beginner lessons at his local golf course.

"I was immediately hooked," Marshall said. "I practiced hitting everyday, but I never played."

Marshall went on to win the match against his uncle and started to practice the game everyday. The more he practiced, the more he got noticed.

"I started getting money to play, but I had to dumb down the game so I could hit the ball straight

and put it in the hole," he said.

In 2002, Marshall took a friend's advice and began the necessary steps to become a professional golfer. Marshall approached a professional at a golf course about becoming his assistant while working as a golf cart cleaner at a course.

"He told me that if I could pass the PAT (Players Ability Test), that he would hire me in a heartbeat, so I went online and signed up," Marshall said.

The day of the test there were 69 players and there were only two African Americans, one Asian and the rest were White.

"I've never [felt] so out of place on a golf course before," he said.

Marshall excelled on his PAT and won honors for the lowest score, which is a positive indicator in golf, but instead of the professional giving him a job as an assis-

tant, he told him to try another golf course.

It was at this point that Marshall said he realized that his journey to a career as a professional golfer wasn't going to be easy. For the next several months, Marshall went around to different golf courses trying to get a job as an assistant to a professional. He ended up settling on picking up golf balls, or "picking cotton," until he obtained his PGA card.

To manifest his dreams further, Marshall moved to North Carolina to start his career. The Tar Heel Tour was Marshall's first official professional golf tournament.

"I was really excited because it was my first tour, but when I got there I was greeted with a less than friendly welcome," he said. "It was then that I realized that the south was still alive and kicking."

Marshall continued to do

tournaments in North Carolina but initially, did not have much luck; he wasn't winning anything. He had gotten so discouraged that he contemplated leaving the area until he met James Black. Black was the first black golfer to shoot a 67 in a PGA event. Marshall studied under Black and eventually won his first tournament. He won four tournaments in all.

"James taught me three important ingredients of success: knowledge of self, trust in the spirit that guides you and an unshakable commitment to your intended purpose," he said.

In 2008, Marshall returned to Washington D.C. to finish his degree at Howard and be the golf T.A. He felt that if he could commit and be successful at golf, then he could put the same efforts into finishing his degree.

MARSHALL'S 10 TIPS FOR FUTURE GOLFERS

1. Finish your education.
2. Find a good instructor who can simplify the swing.
3. PRACTICE. PRACTICE. PRACTICE
4. Find sponsors who are willing to invest in you for at least 3-5 years.
5. Do your due diligence and know what area is the best fit for you (California, Texas, Arizona, Florida, Carolina's etc.).
6. Start with one-day events until you build your stamina.
7. Keep ALL distractions to a minimum.
8. Make sure everything you need is within 5-10 miles. Time is Money.
9. Know thy self.
10. COMMIT.

“Three Ingredients of Success”

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Application

I am not a manager nor a leader in my project. What should I do to become a successful manager?

- Think like as the manager/leader of your team
- Act like the manager/leader of your team
- Focus on the tasks of your strength
- Become a role model
- Make an unshakable commitment to the completion of the tasks assigned to you
- communicate clearly and maintain good relationships with your team members.