

#1 For first time
Project Managers

FIRST

THINGS

FIRST

A guide to launching your

**PROJECT
MANAGEMENT**

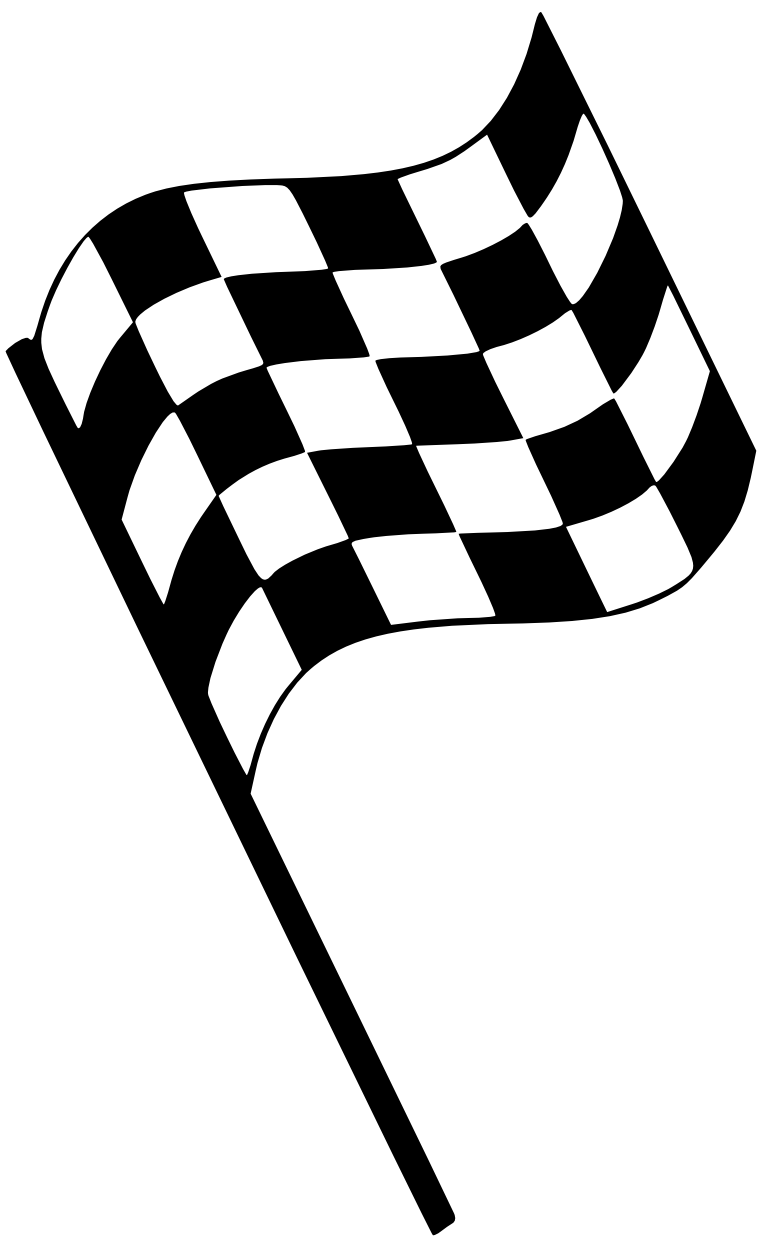
career on a solid foundation.

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PREFACE

PROJECT DELIVERY CAN BE DIFFICULT

Due to the enormous importance of project management, several institutions, have focused on offering surface level project management information at a premium. In addition, is the plethora of information on the internet.



And although the internet holds a a lot of information that could help you, chances are all that information you've come across has confused and frustrated you.

My goal in this guide is to simplify project management and reveal its practicality to you.

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INTRODUCTION

HOW DID YOU GET INTO PROJECT MANAGEMENT?

Which of the following accurately describes you or your journey through this maze called Project Management.



Are you sure of the techniques and tools to adopt at each project phase?



Are you building your competency effectively and in a meticulous manner?



Are you able to manage all your stakeholders expectations?



If you there was any uncertainty in your answers, I wrote this guide for you.

WHO AM I?

I'm a practitioner in the domains of Project Management (mostly in highly regulated industries), I've spent over 15 years sharpening my industry skills and sharing operational experience globally across 4 continents and in over 15 countries (thanks to virtual and remote capabilities).

I've helped over 300 project managers find their footing in this industry, developed strategic programs and project frameworks for multiple entities, and individually I continue to pursue the application of projects in solving high impact problems.

Come with me on a journey to project discovery.

WHAT MATTERS MOST

In the world of projects, your ability to manage project fundamentals will determine the overall success and efficiency of your endeavors.

The choice is yours.

You can work harder, push your team to the limit, and make incremental progress....

Or...

You can enhance your project management technique and save valuable time, effort and have your team glad you're on their side?

In project management, your success is rooted in your ability to do three things:

- 1. Reduce obstacles and roadblocks**
- 2. Understand and Increase Efficiency**
- 3. Keep Moving**

That's the essence of it, and if we stop right here, that would be enough.... But hold on because we have a journey a head of us.



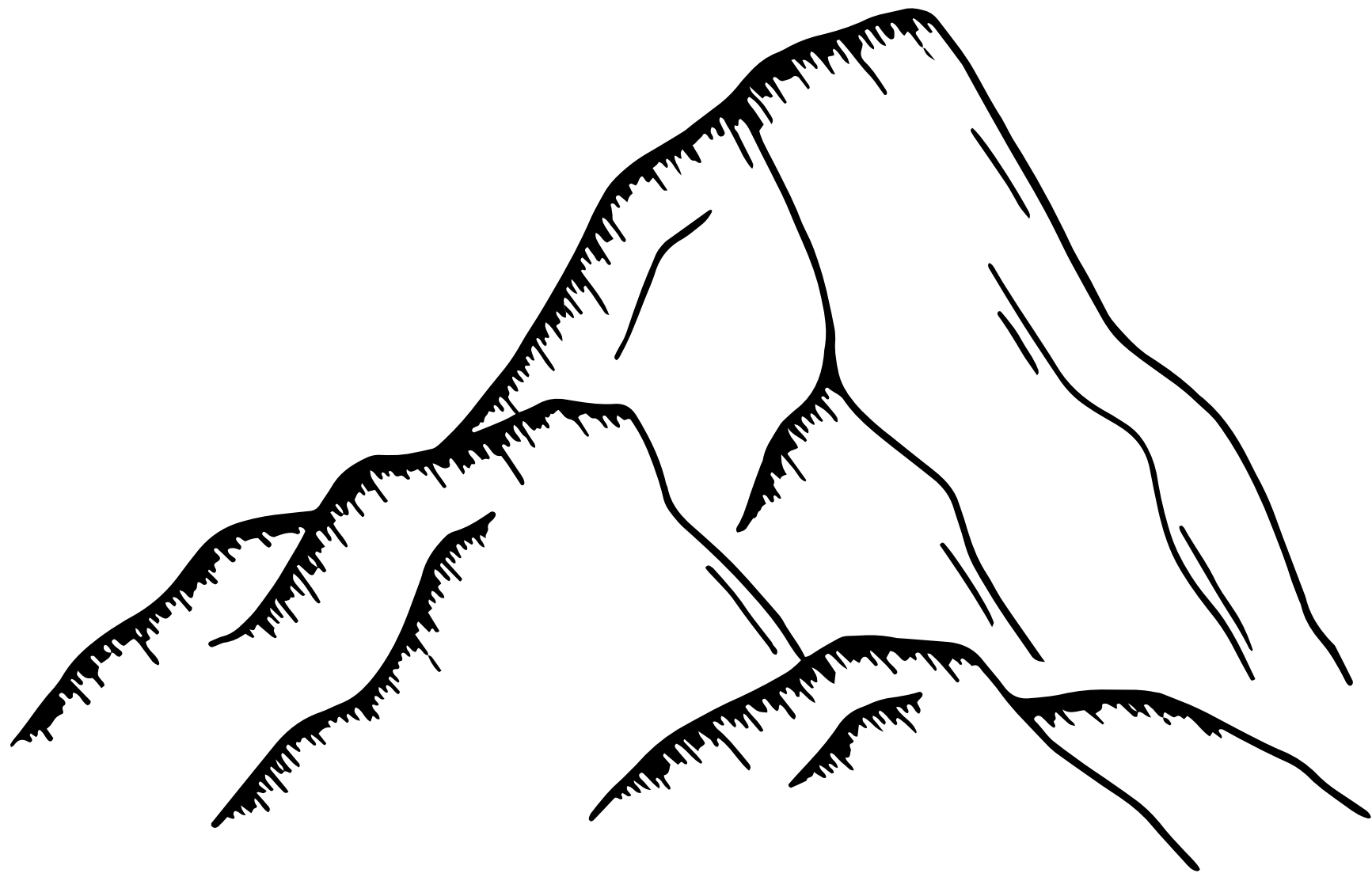
REMOVING OBSTACLES



Obstacles, often referred to as "barriers" in project management, are the forces that hinder your project's progress.

As you navigate the complexities of project management, overcoming these hurdles is your primary goal. The less friction and resistance you and your team face, the faster and more effortlessly your project will advance.

With over a decade in the world of projects, I've seen project managers accelerate the delivery of quality outcomes in just a matter of weeks, and they didn't necessarily acquire new resources (headcount). What did they do differently? They learned how to identify and mitigate barriers.



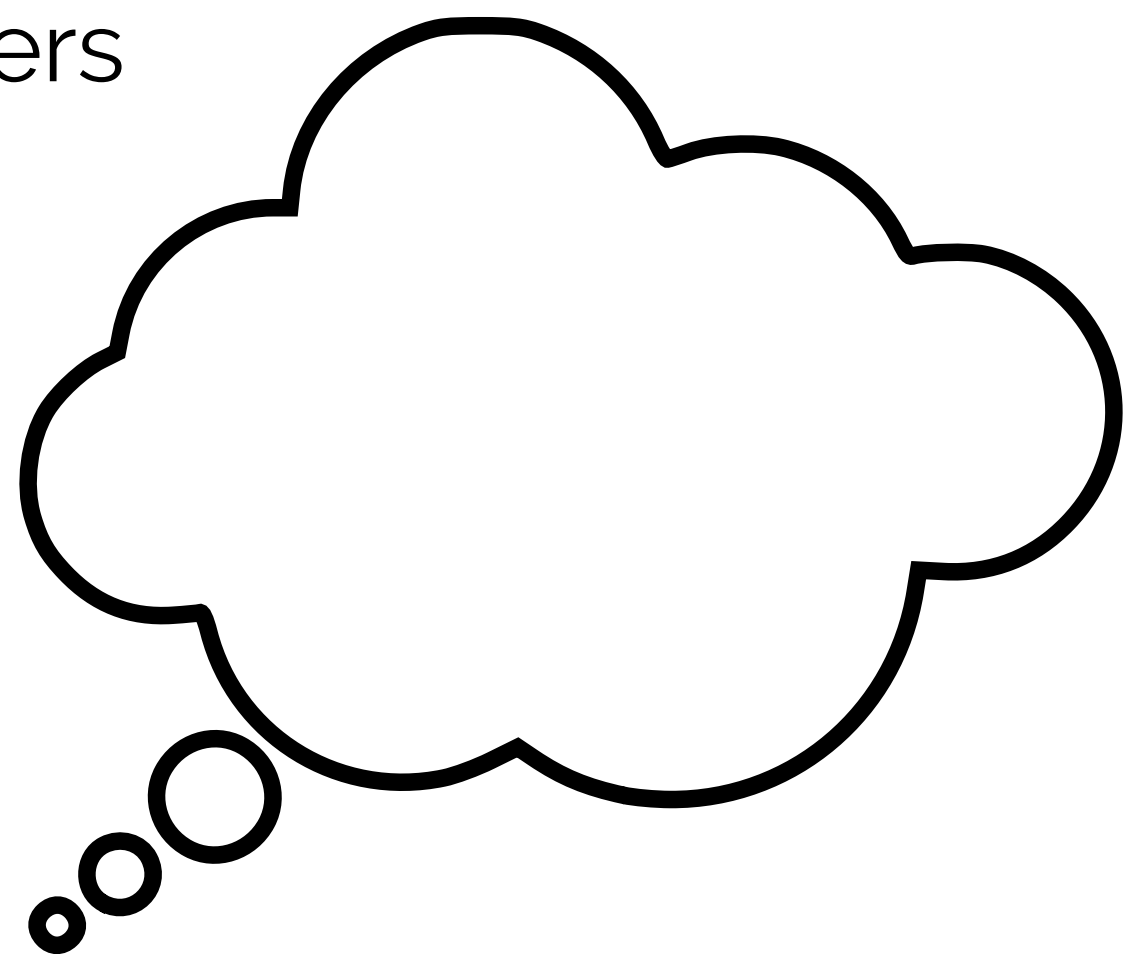
Barriers could result from a myriad of sources including;

- Internal changes in your organization
- Uncertainties from events outside your project and organization

While many professionals are eager to dive headfirst into the execution and delivery phase. The field of execution is filled with barriers and obstacles...

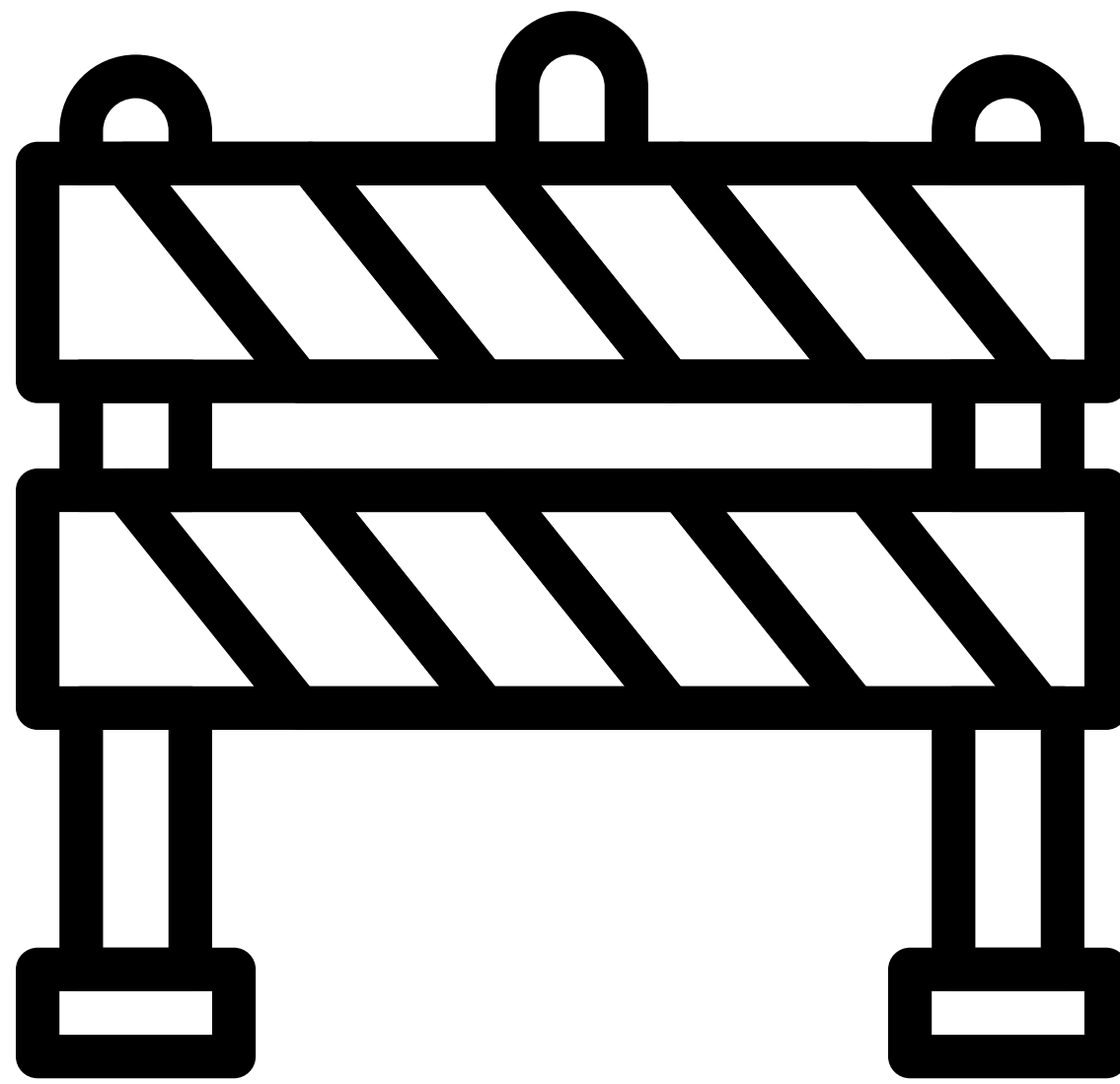
We will narrow down on the following barriers

1. Psychological Barriers;
2. Team Productivity Barriers



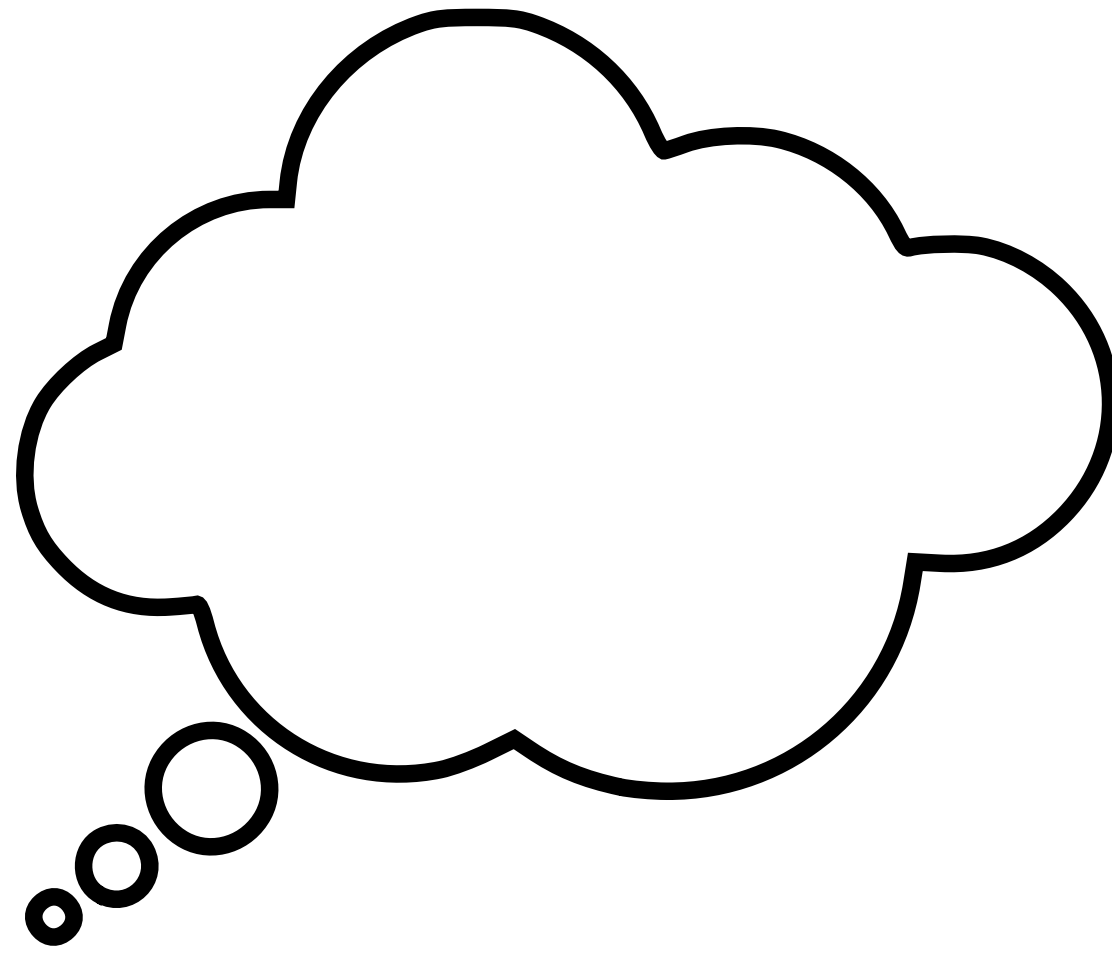
PSYCHOLOGICAL BARRIERS

The first hurdle in effective project management is often psychological (yes, I know you felt it was some technical subject matter, or something to do with Agility? No. it starts with the psychological).



Fear, anxiety, and stress can significantly affect your team's performance. Project Managers and team members may experience apprehension, especially when facing new, challenging projects or when past experiences have been less than ideal. These psychological barriers can create a state of stress, making it difficult to perform at one's best.

Its ok to feel these anxieties, but, the best way to overcome these barriers is through exposure and experience.... And these come with time.



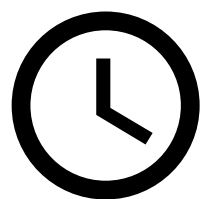
Recognize that it's normal to feel uncomfortable when faced with new challenges, and acknowledge that psychological barriers are natural protective mechanisms designed to keep you on your toes.

As you gain more experience and exposure to challenging projects, you and your team can learn to relax, stay calm, and handle the stress effectively. While some individuals may take longer than others to overcome these psychological hurdles, with consistent exposure, most will adapt and develop the confidence to navigate challenging projects.

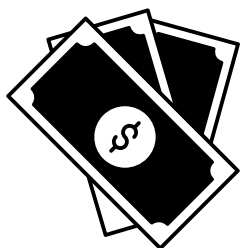
TEAM PRODUCTIVITY BARRIERS

The outcomes of a project are dependent on the teams effort. It could be a small team or large, regardless of the size the principles of team productivity remain the same.

The first realization is that your resources are not unlimited... you will always have a limited pool of resources and how you utilize it is pivotal. Your project has;



Limited time to get results desired (due to stiff targets)



Limited budget (due to competing priorities)

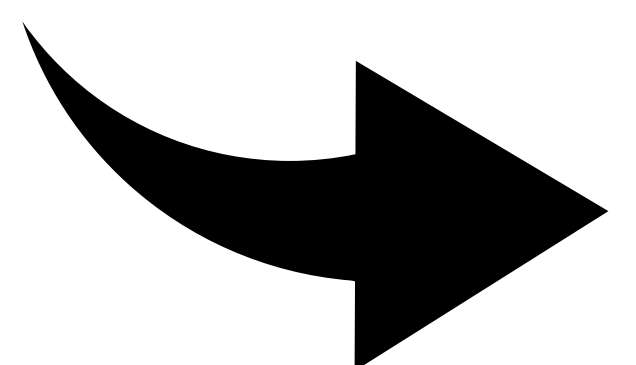


Limited personnel, due to cost cutting and optimizations (if you're lucky, at time you're a one man show)



The realization of your limited access to resource is not a mandate to push your team harder or try to squeeze out every little juice left in the team in an attempt to meet targets.

This is where skill and mastering the art of driving efficiency comes into play.





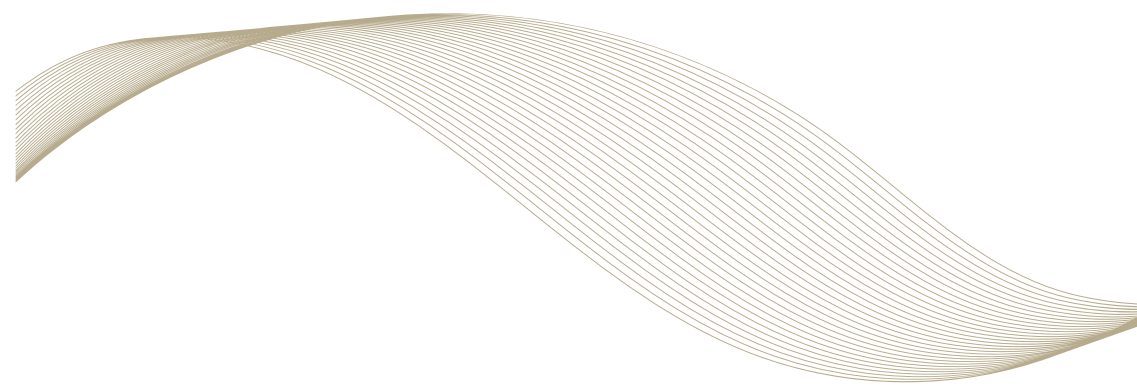
UNDERSTANDING AND INCREASING EFFICIENCY



The goal of a project manager is not just to complete a project but to do it with the least waste of time and resources.

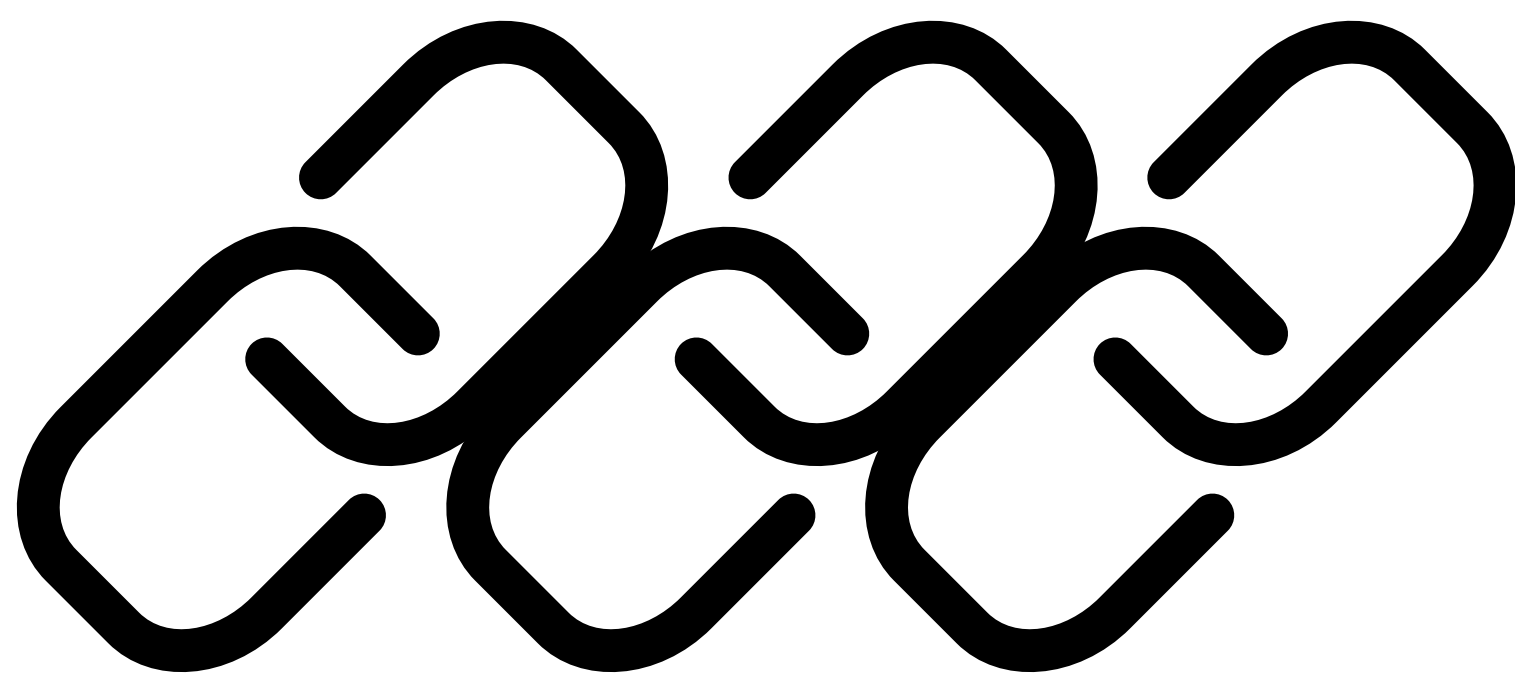
Protect Pace in Projects;

Pace is about understanding the flow of your project. Unknown to many project managers, projects have a natural rhythm and a "comfort zone" That guarantees excellence



Going too fast can lead to mistakes, while going too slow can cause delays. You must find the right pace for each project and ensure it's consistent and aligned with the project's goals.

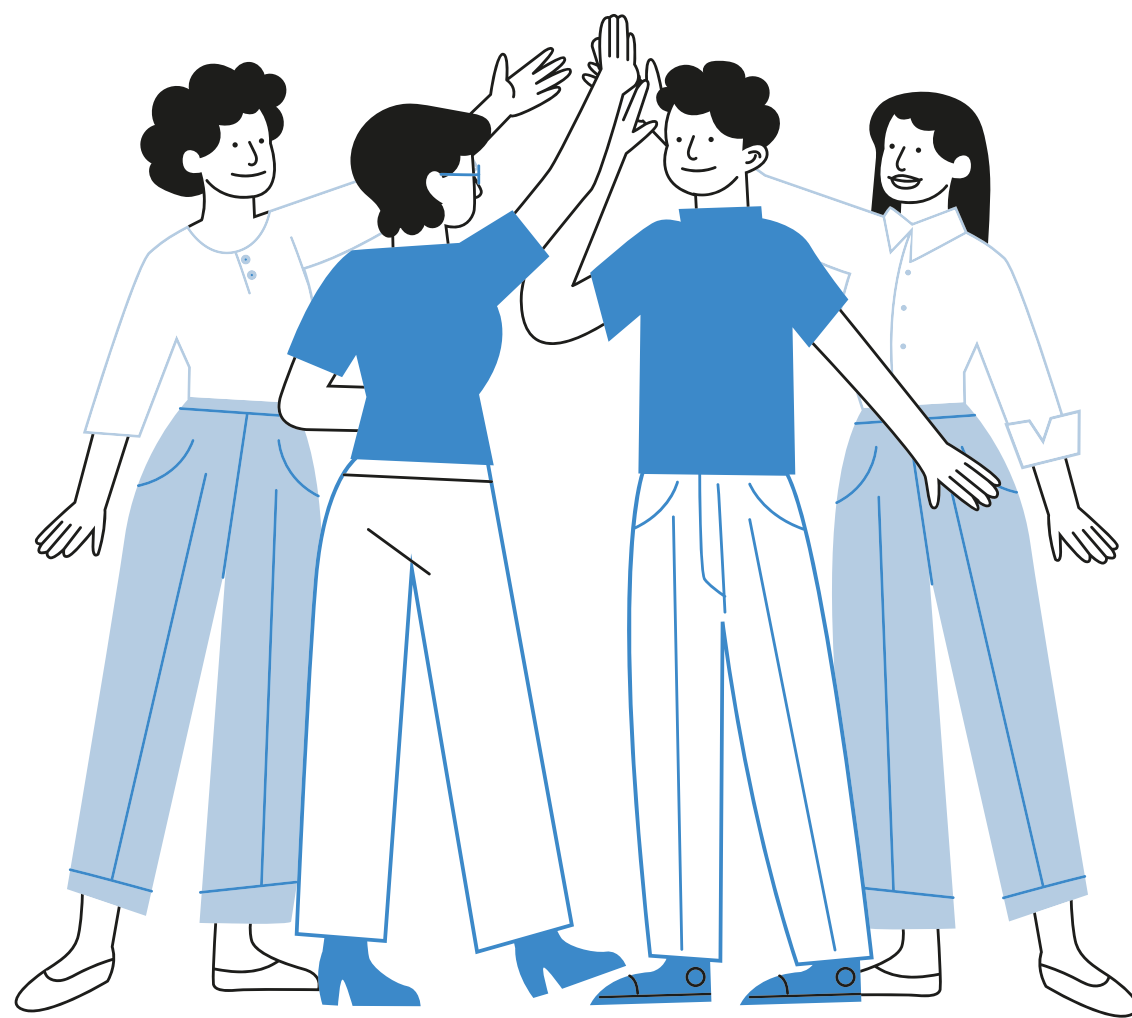
Drive efficiency by breaking your project into well-defined intervals. These could be project phases, specific tasks, or time-bound sprints. Structuring work helps you monitor progress and set achievable goals.



Start Early; during the initial phases of your project is the time to establish a solid foundation and expectations from the project team.
Progressive Shift: As the project progresses and deadlines approach, gradually transition to a focus on execution efficiency.

MAXIMIZE YOUR TEAMS INPUT

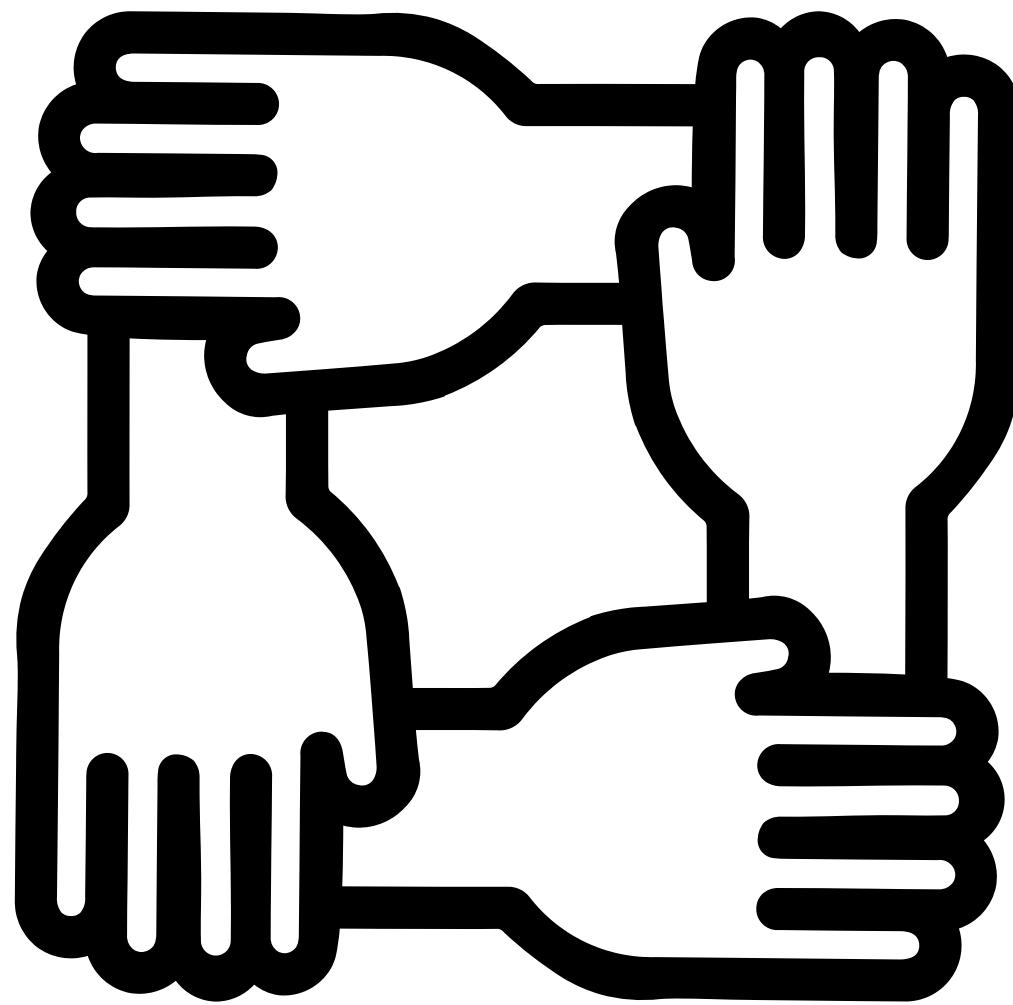
Underutilizing your team's potential is always a mistake. Ensure that your team's contributions are always within reach.



Unnecessary control and micro-management can waste energy. It is important to allow your team to work with a sense of autonomy and flexibility.

To utilize resources, you need to be aware of what each team member brings to the project. Very few project managers audit their teams to have a clear cut understanding of the talent pool and skills gaps.

Rotate, Rotate, Rotate



Your team, can generate substantial force for your project. To harness this potential power, you need to create a rotation, or a flow, within your team, allowing for dynamic collaboration and a seamless exchange of ideas and contributions. Rotation includes allowing for the flow of ideas, skills and techniques for the benefit of the project.

Rotation helps to create a fluid communication flow within your project. This ensures that information can be shared easily from side to side, similar to how swimmers breathe to the side to minimize resistance. Implementing proper team rotation can also reduce the stress and strain placed on individual team members. This approach allows for a more comfortable and efficient exchange of responsibilities without overloading any one team member.



CRAWL, WALK, RUN....KEEP MOVING



...regardless of how you move, either crawling (as a beginner PM), walking (as an experienced PM) or running (as an expert PM) motion is key.

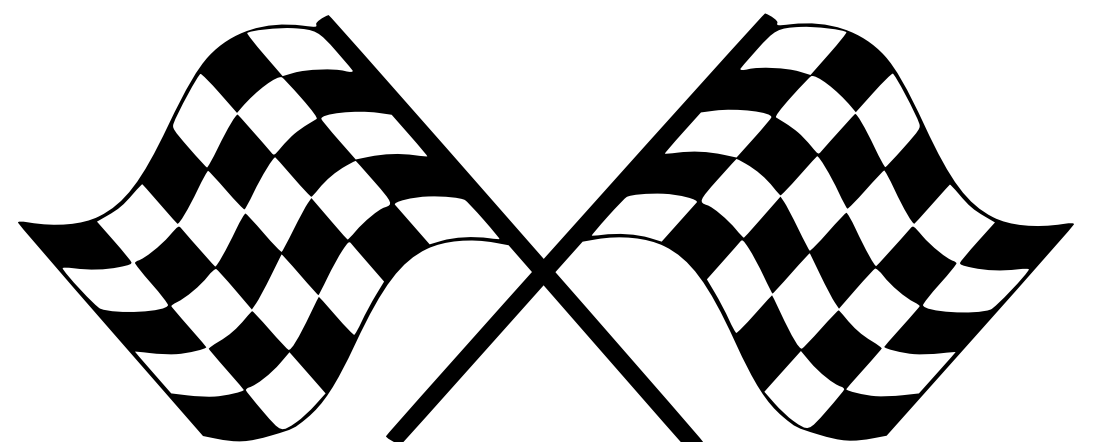
Project Management involves managing competing priorities and achieving optimum outcomes, and creating a tight alignment within your team and ensuring balance among project elements is the key to reducing resistance and moving forward effectively.

Align Your Project Objectives: Make sure that your project's goals are in line with your overall business strategy. There should be no discrepancies, much like avoiding wrinkles in the back of your neck.



Foster Collaboration: Promote a collaborative environment where your team members work in unison. Encourage open and effective communication to eliminate barriers and maintain alignment.

Stay Focused: Keep your project's objectives in clear sight, much like your eyes looking straight down at the bottom of the pool. Avoid distractions and maintain your project's trajectory.



LET'S BEGIN

THE JOURNEY OF 1,000 MILES BEGINS WITH A SINGLE STEP.

Through this guide, you have discovered three powerful secrets that are guaranteed to give you the edge in your project management journey.

- Reduce obstacles and roadblocks
- Understanding and Increasing Efficiency
- Keep moving

BUT IT DOESNT STOP THERE....

In line with the third step.. its time to "Keep Moving", and we are excited about embarking on this journey with you.

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