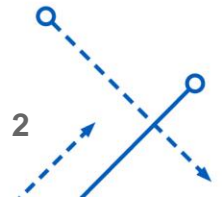


The background features a complex pattern of blue lines and arrows. Solid lines intersect at various angles, while dashed lines form loops and paths. Small circles, some filled and some hollow, are placed at various points along the lines, suggesting a network or a series of steps in a process.

HOW TO HERD CATS (AND OTHER USEFUL LIFE SKILLS)

An introduction to project planning in
Business Services



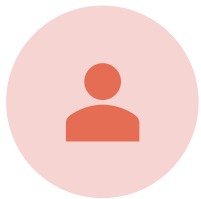
Definition of a Project



Has a clear start and end date



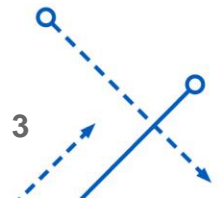
Has boundaries



Creates something new



Is not business as usual



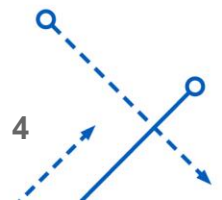
Project Management Lifecycle



Embrace

Adopt

Use

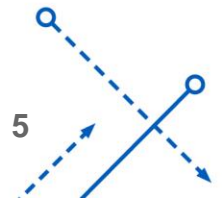


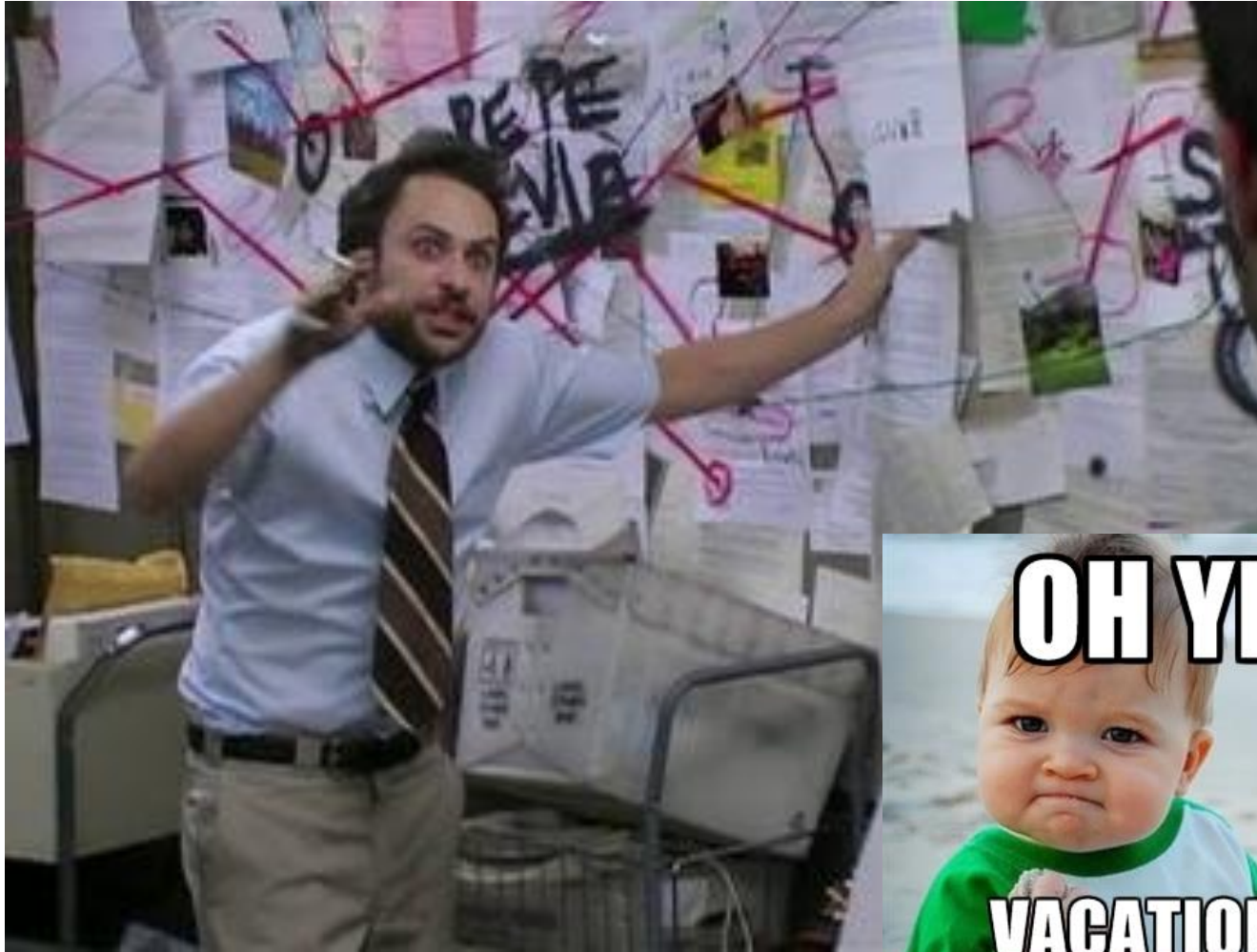
Change Management

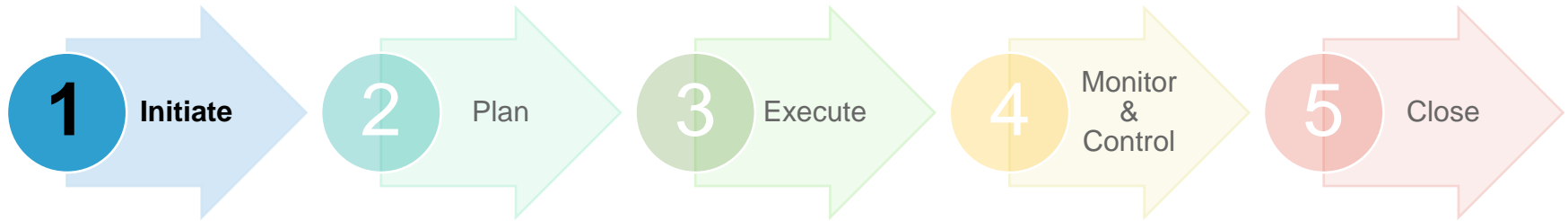
A systematic approach to dealing with a transition of an organization's goals, process or technologies.

Change

Transition







Goals/Objectives

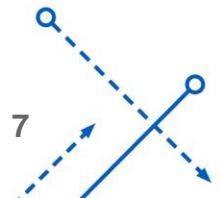


Identify stakeholders and create a project outline

Benefits



Establishes project timeline



1 Initiate

How to succeed



Agree to a vision, obtain approval to move forward with detailed planning



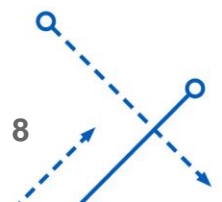
Define goals, outcomes & project justification

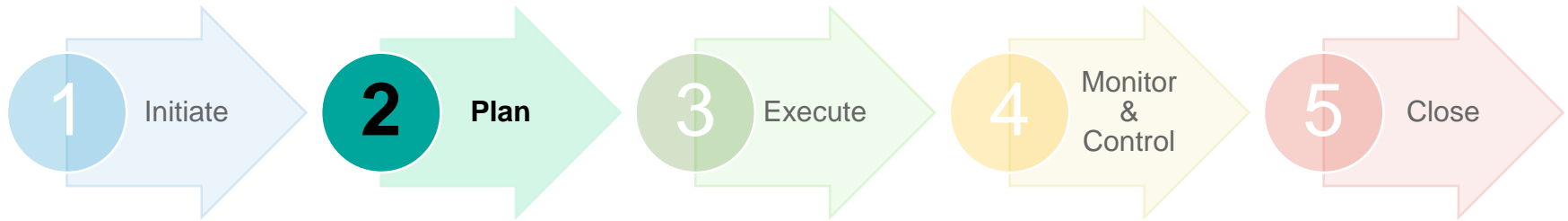


Identify stakeholders, roles and responsibilities



Identify resources required, and a broad timeline





Goals/Objectives



Create and distribute a Project Management Plan

Benefits



Details the project planning information

2

Plan
How to succeed

Gather information

Draft a Project Management Plan

Obtain stakeholder input and feedback

Gain formal approval

Distribute to the team



Goals/Objectives

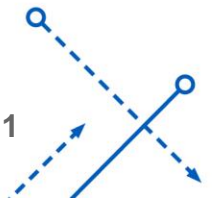


Achieve the project goals and outcomes

Benefits



Delivers a product, service, or organizational value



3

Execute

How to succeed



Complete project activities



Manage issues and changes



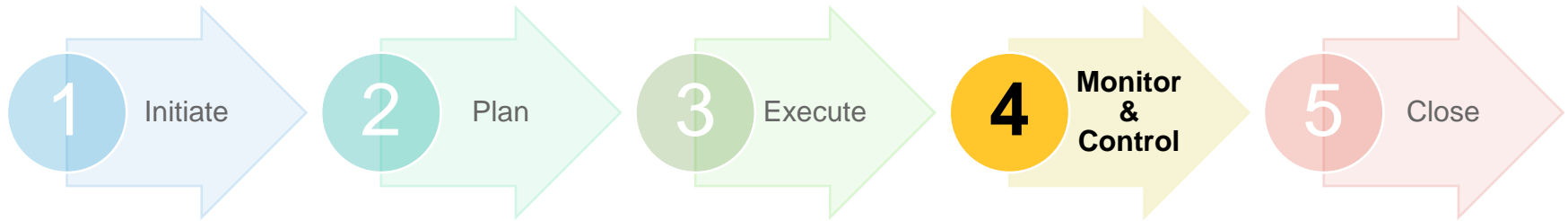
Use and share project knowledge



Consider and mitigate risk



Communicate and engage with the project team and stakeholders



Goals/Objectives



Review project implementation to ensure success

Benefits



Helps measure project performance

4

Monitor & Control

How to succeed



Project Performance



Change Requests



Risk Review



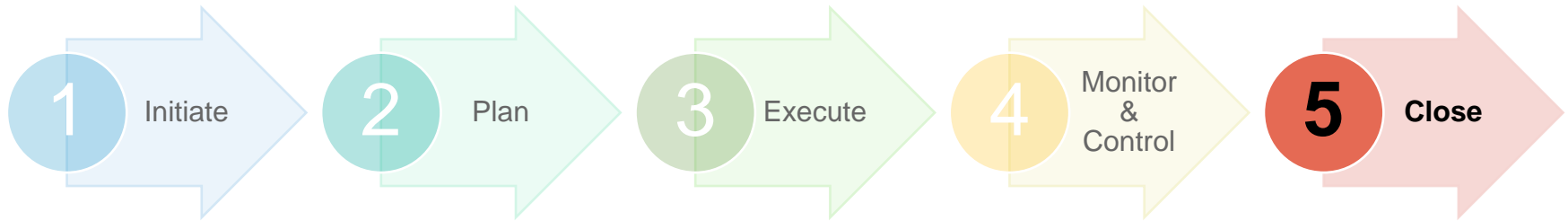
Stakeholder Engagement



Project Scope



Control Quality



Goals/Objectives



Formalize the end of the project and release project resources

Benefits



Use lessons learned to improve processes for future projects

5 Close

Confirm the goals and objectives have been achieved

Request and archive project information

Transition the project to the operations team if necessary

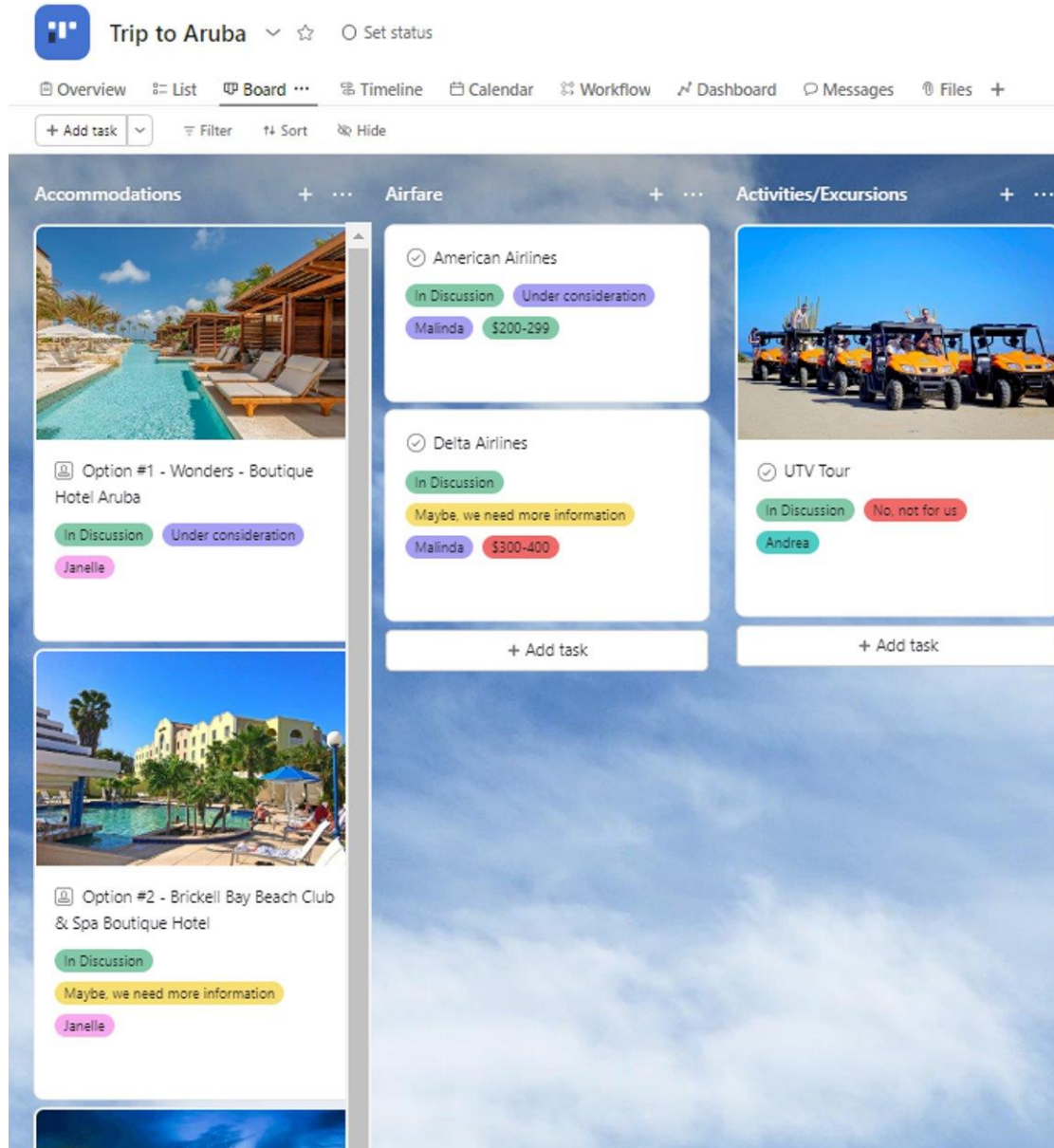
Useful Planning Tools

UB Supported and Provided

- Box
- Microsoft 365
 - Lists
 - Teams
 - Planner
 - Excel

Free Online

- Asana 
- Trello
- Infolio




Trip to Aruba ☆ ○ Set status

📄 Overview 📋 List 📅 Board ⋮ 📅 Timeline 📅 Calendar 🔗 Workflow 📊 Dashboard 📧 Messages 📁 Files +


+ Add task 🔍 Filter ⬆️ Sort 🔕 Hide

Accommodations

- 

Option #1 - Wonders - Boutique Hotel Aruba

In Discussion Under consideration

Janelle
- 

Option #2 - Brickell Bay Beach Club & Spa Boutique Hotel

In Discussion

Maybe, we need more information

Janelle

Airfare

- 🕒 American Airlines
 - In Discussion Under consideration
 - Malinda \$200-299
- 🕒 Delta Airlines
 - In Discussion
 - Maybe, we need more information
 - Malinda \$300-400

+ Add task

Activities/Excursions

- 🕒 UTV Tour
 - In Discussion No, not for us
 - Andrea

+ Add task

QUESTIONS?

vpfaprojects@buffalo.edu

The background features a complex network of blue lines. Solid lines intersect at various angles, creating a grid-like structure. Overlaid on these are several dashed lines that form loops and paths, some with small circles at their ends. Arrows are placed along some of the lines, indicating direction. The overall aesthetic is clean, modern, and technical.

HOW DID WE DO?

TAKE THE SESSION SURVEY ON YOUR SMART
DEVICE USING THE QR CODE ON THE BACK
OF YOUR SCHEDULE.

Glossary

Change Management

A systematic approach to dealing with the transition or transformation of an organization's goals, processes or technologies.

Change Manager

Plays a key role in ensuring that organizational projects and initiatives meet objectives on time and on budget by increasing employee adoption and usage.

Project Charter

A short document used in project planning to outline the key aims and benefits of a project.

Project Coordinator

Provides project management best practices know-how and expertise.

Project Lead

The business or functional leader who proposes the project.



Glossary

Project Management Plan

A comprehensive document that outlines how a project will be executed, monitored, controlled and closed.

Project Sponsor

Senior individual with overall accountability for the project, often not involved in day-to-day project work. Approves the project, authorizes project funding and resource allocation, ensures project alignment with larger organizational strategies.

Project Team

Engages with stakeholders to ensure project requirements are understood and implemented.

Stakeholder

An individual, group, or organization, who may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome.

Subject Matter Expert

An individual with a high level of expertise in performing a specialized job, task, or skill.

