Project Management
(and Software)
Project Management is concerned with the allocation of resources to complete a project.

- Project management determines *who does what*, and *when*.
- Usually, this is the responsibility of the *project manager*, who has considerable authority.
- We have no such person! Still, we need to decide who does what, and when.
- Our solution: the team decides (and documents!)
Our goals:

• Deliver the deliverables.
• Let all team members have meaningful, interesting tasks.
• Divide the onerous tasks equitably.
• Let the team govern itself.
• Give fair credit for the contributions of individual team members.
• Learn something about project management.
Basics:

- Never call a meeting without an agenda.
- The first agenda item should be the status of tasks in progress.
- Never end a meeting without action items.
- You want your tasks to be formally recognized as action items.
- The team needs to make consensus decisions about all tasks. The need to vote to settle issues in such a small group is an early sign of dysfunction.
Task Decisions:

- When a task is considered at a meeting, there are four possible determinations:
  1. The task is assigned and given a due date.
  2. The task is declared complete.
  3. The due date is changed.
  4. The task is declared incomplete and late.

- Can’t emphasize this too much: **THE TEAM MAKES CONSENSUS DECISIONS.**

- All parties sign off on the decisions; dissenters register their dissent in writing.
Software:

• We are using MS Project this year to track the tasks. We have enough licenses for each team to have one copy (only for the academic year).
• The software user should be thought of as a scribe, recording the decisions of the team. Once a week we want both electronic and signed hard copy (instructions on the web).
• We use relatively little of Project’s functionality. What we care about is who, what, and when.
• A template file is available on the web.
What to do:

- Pick a responsible person (scribe), install the software.
- Download the template file from the web.
- Add resources (people).
- Pick one meeting each week for project management: define tasks, assign new end dates, or declare complete, as needed.
- The scribe enters the group decisions and prints a copy.
- The team signs the printed copy, the scribe ftp’s the .mpp file. **Detailed instructions on the web.**
Odds and Ends, Sep. 14

- ftp space for teams
- Yahoo! groups?
- Memory sticks
- Questions about using Project? Some general thoughts on software.