**Effective Project Management**

**Agenda:**

- Introduction
- What is Project Management?
- Helping You Be Competitive
- Q&A Session
Effective Project Management

Introduction

- Your Presenter

  • Jason O. Breitfeller, PMP
    - Small Business Proprietor
    - PMP, Certified Project Management Professional (2001)
    - M.B.A., Management
    - B.S., Business Management
    - L-3 Communications, Northrop Grumman, Hammond & Assoc. CPA
    - DoD, DoT, DHS, NASA
    - Advanced Development Manager, Program Manager, Business Development Manager, Project Manager, Finance Manager

- Networking

  • Please Introduce Yourselves In 30 Seconds or Less…
3-Key Strategic Sessions

Number One - Follow the Money: A Strategic Approach to Business Development

Number Two – Compliance Matrix: Making the Proposal Process Predictable

Number Three – Intro to Project Management: Effective Project Execution Techniques

What is Project Management?

www.PMI.org
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What is Project Management?

• An Art:
  – Project Management requires the soft skill set for dealing with people

• A Science:
  – Project Management requires detailed business and technical knowledge

• Managing resources to perform an objective…
  – Providing customers a quality product at the agreed to price on an agreed to schedule

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Six Areas of Project Management

- Business Management
- Schedule Management
- Quality Management
- Human Resources Management
- Risk Management
- **Scope Management**

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Scope Management

- “Scope” is what you agree to deliver
- “Scope Creep” is additional work you perform
  - Pro-Bono / Additional Cost… It’s Your Responsibility
- Clearly Defined “Deliverables” are the Best Prevention for “Scope Creep” (A compliance matrix works wonders!!!)

- **Deliver What the Customer Paid For**
Top 5 Reasons Projects Struggle

1. Lack of Leadership
2. Lack of Understanding of Requirements
3. Poor Risk Management
4. Underestimation
5. Inability to Break Work into Manageable Pieces

Risk Management Definition

• Reducing the Probability of an Occurrence
  – What can we do to decrease the likelihood of something bad happening?
  – Training

• Reducing the Severity of the Consequence
  – If something bad does happen, how do we limit our liability?
  – Insurance
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Estimating

• Estimating Correctly Is Hard!!!
  – Utilize Sufficient Resources for the Estimating Process
  – Apply the Deserved Management Focus for the Estimating Process

• One Shot At Protecting Your Profit!!!
  – How many people take FFP jobs?
  – Do you know your historical proposed profit vs. booked profit for CY2005?

Work Breakdown Structure (WBS)

• Divide Total Job Into Manageable Tasks

• Start With Deliverables
  – Each Room’s Paint Job is a Deliverable
  – Overall Success is a Deliverable (Proj. Mgmt)

Let’s Paint 3 Rooms of the Smith’s House
### Effective Project Management

#### Cost / Sched./ Hours

<table>
<thead>
<tr>
<th>Task</th>
<th>Cost</th>
<th>Sched. / Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>Room #1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup &amp; Prep</td>
<td>25.00</td>
<td>1</td>
</tr>
<tr>
<td>Procure Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Paint</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>Brushes</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Misc Supplies</td>
<td>25.00</td>
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<tr>
<td>Paint Room</td>
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<td>2</td>
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<td><strong>Room #2</strong></td>
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<td>Brushes</td>
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<tr>
<td>Misc Supplies</td>
<td>25.00</td>
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<tr>
<td>Paint Room</td>
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<td>2</td>
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<tr>
<td><strong>Room #3</strong></td>
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<td></td>
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<tr>
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<tr>
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<tr>
<td>Paint Room</td>
<td>100.00</td>
<td>4</td>
</tr>
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**Total** $450.00 / 11

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**Effective Project Management**

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<th>Day</th>
<th>Task</th>
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<tbody>
<tr>
<td><strong>Monday</strong></td>
<td><strong>Contract Award</strong></td>
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<tr>
<td><strong>Tuesday</strong></td>
<td><strong>Order Paint &amp; Supplies</strong></td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td><strong>White Paint &amp; Supplies Available</strong></td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td><strong>Color Paint Available</strong></td>
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<tr>
<td><strong>Friday</strong></td>
<td><strong>Rooms 1 &amp; 2 Work Task</strong></td>
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<tr>
<td></td>
<td><strong>6 Hours</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Room 3 Work Task</strong></td>
</tr>
<tr>
<td></td>
<td><strong>5 Hours</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Job Complete</strong></td>
</tr>
</tbody>
</table>
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Scheduling Tools

- Powerpoint!!!
- Excel
- MS Project
  - The next session of the Conference will provide detailed education 😊

Helping You Be Competitive

Thinking of Your Business As A Project Deliverable
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PM Experience Base:

- As PMs or Business Owners, we face challenges everyday to conserve dollars, shorten schedules and improve quality...

- We achieve these goals through good business management, sound technical decisions and intrapersonal relationship building.

- We run small businesses & projects!! It is just a different set of requirements...

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PM is a Lifestyle:

- "Operations and projects differ primarily in that operations are ongoing and repetitive while projects are temporary and unique" – PMBOK

- Business management is a series of short, unique activities that must be managed effectively:
  - EAC Reviews
  - New business activities (Bus Dev, Proposals, Negotiations)
  - HR activities (Recruiting, Down-Sizing, Training)
### Effective Project Management

The Golden Ring of Corporate Success Is Achievable by Demonstrating Good Project Management Know How!!!

#### Metrics
**Metrics (Measurement & Controls)**

- Daily
  - Employee Attendance
- Weekly
  - Invoices, Deposits, Disbursements
- Monthly
  - Sales, Aging A/R, Aging A/P
- Quarterly
  - Financials
- Annually
  - Tax Planning

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Presented By:

NCSBI
First Annual Conference: Finding Your Competitive Edge
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#1 Piece of Advice:

Project Management is the Art of Getting Things Done!!

Project Management is a Valuable Resource that will Help You Achieve Your Goals!!

QUESTIONS???

jbreitfeller@breitideas.biz
321-806-8664

Presented By:
BreitIdeas Inc.
First Annual Conference:
Finding Your Competitive Edge

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