

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!)

Who Does What, and When?

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.
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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:

- I strongly suggest a spreadsheet program (e.g., Excel)
- Each row is a task; each task is a row; the file grows and grows
- Each column is a date a decision was made
- Each entry is a decision:
 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.

What to do:

- Pick a responsible person (scribe).
- Pick at least 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 provides me with the *ongoing** file.

What to do