Bowie State University, Bowie, MD

NASA Project Management Plan

June 17-18, 2019

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Expected Session Objectives/Outcomes

- Enhance understanding/role of project management
- Discuss strategies for management plan development
- What are your expectations for session?
- What do you hope to gain from session?
Project Management Plan

- What is a project management plan?
- Why use a project management plan?
- What are the basic elements of a management plan?
What is a project management plan or how is it defined?
“Working’ Definition of Project Management Plans

a collection of linked activities, carried out in an organized manner, with a clearly defined START POINT and END POINT to achieve some specific results/outcomes as outlined in the Logic Model in a timely manner................& how outcomes will be measured quantitively
Basic Project Management

**Project**: A group of milestones or phases, activities or tasks that support an effort to accomplish tasks

**Management**: The process of Planning, Organizing, Controlling and Measuring
Project Management

• A dynamic **process** that **utilizes** the appropriate **resources** of the organization in a controlled and **structured** manner, to achieve some clearly defined **objectives** identified as needs, results, or outcomes.

• It is always conducted within a defined set of **constraints**.
Why use a project management plan for developing a program?
Role of Project Management Plan

• Helps map out a course of action or work plan
• Helps you to think systematically and thoroughly
• Outlines specific/unique tasks
• Helps determine specific objectives & activities
• Identifies Variety of Resources Needed
• Helps develop timeline for timely completion
Role of Project Management Plan

• Helps identify potential bottlenecks in activity flow
• Helps you better determine costs/expenditures
• Identification and addition of missing and new activities
• Pre-empting unnecessary activity/expenditure
• Helps with identifying personnel needed & task assignments
• Serves as a platform for data collection, analysis & reporting
What are the components of a project management plan?
Project Management Ingredients

• **Planning**: the most critical and gets the least amount of our time

  *Beginning with the End in mind* - *Stephen Covey*

• **Organizing**: Orderly fashion (Contingent/Prerequisites)

• **Controlling**: critical if limited resources are used wisely

• **Measuring**: determines goal/target accomplishment(s)?
Measurement Components

- Can efficiency be measured?
- How is productivity measured?
- Are **ALL** the players doing a good job?
- What is the outcome(s) and are they being measured?
- Are the intended outcomes being delivered timely?
- Are there contingency plans w/in the management plan?

*If you can’t plan it, You can’t do it*
*If you can’t measure it, You can’t manage it*
Project Management Personnel

- Everyone has clearly defined/outlined duties & responsibilities
- A timeline for all activities & responsible person(s)
- A process or means to track tasks or efforts of everyone
- A process or means track/measure the progress made towards the goal to be achieved by group
- Project Management used to Aid in Maximizing/Optimizing resources to accomplish goals
Platform for Project Management

• Develop a project plan that fits project needs
• Create necessary templates, forms and spreadsheets
• Formation of a Project Management Committee
• Listing out all the tasks and sub-tasks to accomplish a goal
• Identify a Project Manager
• Identify Task Managers
• Review Project Management Plan w/Team Members
• Finalize by reaching an agreement and start work......
Thank You!

Questions/Comments?

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