SD5953

Successful Project Management

REVIEW 02

School of Design

The Polytechnic University of Hong Kong

IMPORTANT

Please sit with the members
of your final group project

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POLYTECHNIC UNIVERSITY
香港理工大學

Graham Leach, Instructor

www.graham-leach.com

polyusd5953@gmail.com

SMART Goals

S.M.A.R.T. is an acronym for the 5 steps of creating a high-quality goal, which is a necessary pre-condition for a positive result:

- **S**pecific
- **M**easurable
- **A**ttainable
- **R**elevant
- **T**ime-Based

http://sbinformation.about.com/od/businessmanagemen1/a/businessgoals.htm

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10 Important Project Management Steps

1. Pitch the Project

2. Get the Project

3. Identify the High Level Deliverables Network (HLDN)

4. Develop the Work Breakdown Structure (WBS)

5. Figure out the Project Schedule

6. Get People to Work for You

7. Keep Track of Your Results

8. Deliver the Goods

9. Finish the Job

10. Get Paid

10 Important Project Management Docs

1. Project Pitch
2. Project Contract
3. High-Level Deliverables Network (HLDN)
4. Work Breakdown Structure (WBS)
5. Scope & Other Considerations
6. Project Schedule
7. Talents Roster
8. Reporting
9. Closure
10. Cash

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HLDN Summary

80% of HR inquiries answered within 10 minutes				Target / Scope
A	**B**	**C**	**D**	
95% of Performance Reviews (PR) meet new standard	90% of Quarterly reviews done by due date	Personnel system current to within 3 days	90% of HR staff score 90 or above on test of inquiries	High Level Deliverables
(HR Director approves New PR standards)	Managers told of missing reviews within 24 hours of due date	Missing items identified in all employee's records	IT approves system training class curriculum	
Mgt. Committee approves new PR standards	Manager's boss notified if review missing after 48 hours	Managers provide data for 90% of missing items	100% of HR staff attend class	Measures of Success
95% of managers 80%+ on PR test	HR Director calls manager after 72 hours late	100% of HR actions in system within 24 hours of receipt		
HR grades PR tests within 5 days of submission				
Pillar				

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Thank You