Project Management Overview | CIRES

**Two Models: People Model + Process Model**

Chart, shape

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Notes

**Initiate**

MINDSET: Clarify and shared and measurable set of expectations

QUESTIONS TO ANSWER:

1. Who is impacted by the project?
2. Who determines success, and what are their expectations?
3. What are the project limitations?
4. How do you create a shared understanding of the project outcomes?

SKILLS:

* Identify all stakeholders
* Interview key stakeholders
* Document project scope

Notes:

**Plan**

MINDSET: Create a clear roadmap for smart decision making

QUESTIONS TO ANSWER:

1. How do you manage risks?
2. How do you break a project down into manageable pieces?
3. How do you schedule project deliverables and their associated components?
4. How do you identify necessary resources?
5. How do you determine communication channels?

SKILLS:

* Plan a risk management strategy
* Create a project schedule
* Develop a communication plan

Notes:

**Execute**

MINDSET: Engage people through consistent and shared accountability

QUESTIONS TO ANSWER:

1. How do you keep people engaged throughout the project?
2. How do you create team accountability?
3. How do you give effective performance feedback?

SKILLS:

* Create a cadence of accountability
* Hold performance conversations

Notes:

**Monitor & Control**

MINDSET: Drive progress through transparent communication

QUESTIONS TO ANSWER:

1. How do I keep key stakeholders informed about project status?
2. How do you effectively manage scope change?

SKILLS:

* Report project status
* Manage scope change

Notes:

**Close**

MINDSET: Measure success and get better

QUESTIONS TO ANSWER:

1. Why close projects?
2. How do you carry forward lessons learned from projects?

SKILLS:

* Document lessons learned
* Close the project

Notes: