



ONTARIO UNIVERSITY REGISTRARS' ASSOCIATION

2007 Conference

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Liaison Managers and Project Management

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“You’ve got to think about the big things while you’re doing the little things, so that all the small things go in the right direction”

Toffler

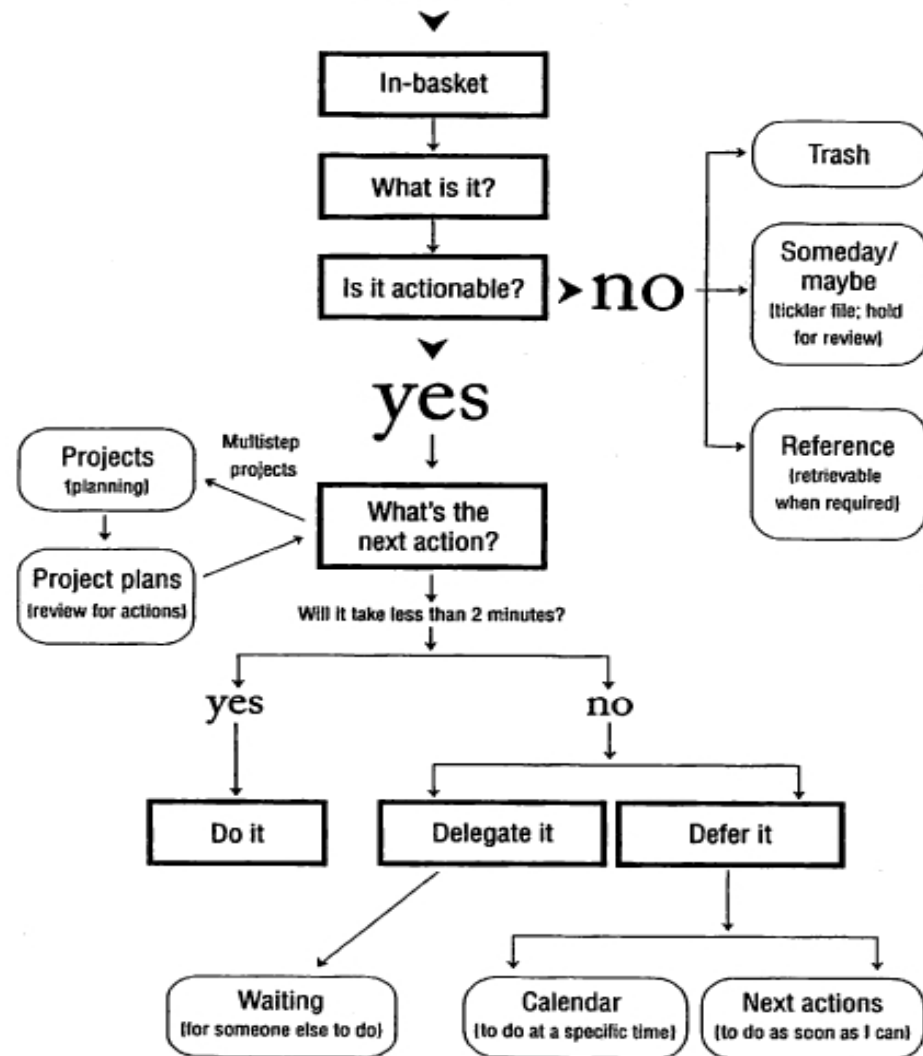
Today's Goals

- understand what a project is and isn't
- realize the importance of a 'system' that works for you
- create effective ways to get things done
- understand project planning basics
- walk away with some tools you can use

Keys to effective, relaxed work

- going on vacation
- getting your mind to empty
- deciding what action to take, if any
- having a system to remind yourself

“stuff”



Defining a Project

A project is any desired result that requires more than one action step to complete.

- small things can be projects
- you need a stake in the ground
- your biggest list

Horizontal vs. Vertical Focus

Horizontal focus defined

- clearly defined outcomes (projects) with next actions
- reminders placed in a trusted system reviewed regularly
- should apply to most situations
- if you need more...

Horizontal vs. Vertical Focus

Vertical Focus Defined:

- need to get a project 'under control', identify solution, etc
- need to 'drill-down'
- back of the envelope thinking
- largest payoff for your energy

5 Steps of Project Planning

1. Defining Purpose
2. Outcome Visioning
3. Brainstorming
4. Organizing
5. Next Actions

Defining Purpose

- asking 'why'? is mostly common sense
- this can define success
- the value of thinking about why

People love to win. If you're not totally clear about the purpose of what you're doing, you have no chance of winning.

Outcome Visioning

- the 'what' after the 'why'
- view the project beyond the completion date
- envision 'wild success'
- capture features, aspects, qualities you imagine in place

"Imagination is more important than knowledge" - Einstein

Brainstorming

- the 'how' that follows the 'why' and the 'what'
- the importance of capturing all ideas
- capturing it in your system when you have it

Your mind wants to fill in the blanks between here and there, but in somewhat random order.

Brainstorming Keys

- don't judge, challenge, evaluate or criticize
- go for quantity
- put analysis and organization in the background

"The best way to get a good idea is to get lots of ideas" - Pauling

Organizing

- everything is out of your head
- look for natural relationships and structure
- do you need formal structuring tools?
- filling in the blanks

Organizing Basics

- identify the significant pieces
- sort by:
 - components
 - sequences
 - priorities
- detail to the required degree

Next Actions

- what is it?
- multiple, simultaneous next action items
- is there more to plan?
- when the next action is somebody else's

“Plans get you into things but you’ve got to work your way out”

– Will Rogers

You need no new skills to increase your productivity – just a new set of behaviours about when and where to apply them!

Thanks, and happy planning...



Reference Material I used:

http://en.wikipedia.org/wiki/Getting_Things_Done