PROJECT MANAGEMENT

1. List All Projects
   1. Project A
   2. Project B
   3. Project C
   4. Project D
   5. Project E

2. Prioritize Projects
   A. High
   B. Medium
   C. Low

3. Time Management
   - Gantt Chart
   - Progress Tracking

4. Cost Management
   - Budget
   - Variance Analysis

5. Risk Management
   - Risk Identification
   - Risk Assessment
   - Risk Response

6. Communication Management
   - Stakeholder Engagement
   - Change Management

7. Quality Management
   - Quality Plan
   - Quality Assurance
   - Quality Control

8. Procurement Management
   - Vendor Evaluation
   - Contract Management

   - Personnel Management
   - Skills Development

10. Risk Management
    - Risk Identification
    - Risk Assessment
    - Risk Response

11. Cost Management
    - Budget
    - Variance Analysis

12. Communication Management
    - Stakeholder Engagement
    - Change Management

13. Quality Management
    - Quality Plan
    - Quality Assurance
    - Quality Control

14. Procurement Management
    - Vendor Evaluation
    - Contract Management

15. Human Resource Management
    - Personnel Management
    - Skills Development

Software 1 Video

1. Font Conversion
2. Documentation with a video/installable(DF)
3. Choose OpenGL
4. Wikipedia Index
5. Protocols Wikipedia Video
6. CIFS
7. In a crisis
8. The new Cold War
9. 12FF
10. 90 of the Surface Area (Promotion)
11. Promote videos—film festivals
12. Videos on Intel
13. Organize/Backup Digital Assets
14. Ad-Art Show of laser-cut patterns
15. Assemble 3D Arts Video
16. Assemble 3D Arts Community video
17. Update wiki—login
18. Add components to software packages
19. Assess maintenance of ODF and only
20. Submit Express Headline Brief
21. Market 3D laser-cut video
22. Carbon footprint of spam problems
23. Video release
24. Mail 3D Arts about spam trend
25. 3D Arts Conference Video
26. Video for ODF Foundation
27. Annual 3D Arts Video
28. Add 3D Arts Channel video
29. Black Mather Films (in prep)

Schedule Timeline

1. Interim
2. OSI Board
3 STAGES OF PROJECT MANAGEMENT
1. Project Planning
2. Project Development
3. Post-Project
WHY?
IMPORTANCE OF PROJECT MANAGEMENT

1. You might end up managing a team
2. You might end up as team member
3. Need for fieldschool!
IMPORTANCE OF PROJECT MANAGEMENT

1. YOU MIGHT END UP MANAGING A TEAM

2. YOU MIGHT END UP AS TEAM MEMBER

3. NEED FOR FIELDSCHOOL!
IMPORTANCE OF PROJECT MANAGEMENT

1. YOU MIGHT END UP MANAGING A TEAM
2. YOU MIGHT END UP AS TEAM MEMBER
3. NEED FOR FIELD SCHOOL!
IMPORTANCE OF PROJECT MANAGEMENT

1. You might end up managing a team
2. You might end up as team member
3. Need for fieldschool!
PROJECT MANAGEMENT

LIFECYCLE

(THE PLANNING PART OF IT, AT LEAST)
DEVELOPING THE CONCEPT

Generated internally? Externally? Where do your expertise lie? What resources are available? What excites you?
Seek partners and collaborators, not services. Interdisciplinary/inter-institutional/international projects are always stronger. Manage expectations!
Who is going to pay for this - internal or external? Where are you getting your resources? Be creative (don’t necessarily always need grant $$)
VISION DOCUMENT/SPEC

Describe project, audience, outcomes, (rough) schedule, partners, tools, staff/collaborators. Manage expectations!
5 BUILDING A TEAM

Different projects require different skills - understand what you need before you build a team. Manage expectations!
WHEN IS IT TIME FOR A TEAM?
1. Reached limits of technical skills
2. Grown beyond infrastructure
3. Gone beyond necessary domain knowledge
WHO

DOES WHAT?
PROJECT MANAGER

LEADERSHIP/LOGISTICS/MAKIN’ SURE STUFF GETS DONE
PROGRAMMER/DEVELOPER

CODE/PROGRAMMING
DESIGNER

VUSAL DESIGN (WEB, USER INTERFACE)
CONTENT EXPERTS

(SECONDARY ROLES)
SYS ADMIN

SERVER ADMINISTRATION, HARDWARE/SOFTWARE CONFIG, SECURITY & ACCESS
DIGITAL LIBRARIAN
DATA MANAGEMENT, METADATA SCHEMES, DATA REPOSITORIES
EDUCATIONAL SPECIALISTS

ASSESSMENT, CURRICULUM DESIGN, SCHOOL TESTING
ASSessment

Measuring outcomes
6 DEVELOP WORKPLAN

Budget, schedule, etc. What tools will you use to manage the project? Who is responsible for what? Manage expectations!
BUILD!
(THE END, FOR NOW)
BUILDING YOUR FIRST WORKPLAN
WHAT?
WORKPLAN

Outline of a set of project goals and processes by which a team can accomplish those goals, offering the reader a better understanding of the scope of the project. Project blueprint
WHY?
1. REQUIRED COMPONENT OF A PROPOSAL
2. ORGANIZATIONAL/FEASIBILITY EXERCISE
3. VITAL FOR DOING THE PROJECT
A WORKPLAN HAS...

1. Detailed List of Itemized Tasks
2. List of Individual Responsibilities
3. Time Element
4. Deliverables/Outcome Elements
HOW?
List every objective in the project & then add the individual steps that must be accomplished to meet those objectives
For every task, list who is responsible for accomplishing (list specifically by person or by team)
For every task, list the deliverable. How do you know the task is completed. Where (to who) does completed work go?
4

For every task, list the amount of time required to finish completely.
<table>
<thead>
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TIME
A DAY, A WEEK, A MONTH, BUT QUARTER, BY YEAR - THE BEST MEASURE DEPENDS ON TOTAL PROJECT DURATION
TOOL FOR BUILDING A WORKPLAN
Phase 1 (September 2014 - February 2015)
- Preliminary project meeting (Watrall, Foley, Morgan, Potts, Advisory Board, Graduate Assistant)
- Determine descriptive metadata needed for items based on Dublin Core standards (Foley, Watrall, Morgan, Advisory Board)
- Finalize administrative and preservation metadata fields (Foley, Watrall)
- Create KORA schemes for documents (Foley)
- Determine workflow for metadata entry (Foley, Watrall, Morgan)
- Develop quality control methodology for checking and editing metadata (Watrall, Foley)
- Create project-specific instructions for entering metadata into KORA (Foley, Watrall)
- Confirm receipt of all *Indians at Work* files based on agreement between Hathi Trust/Google and Michigan State University
- Assess state of *Indians at Work* files (especially in regard to OCR and any existing metadata) (Morgan, Watrall, Graduate Assistant)
- Launch project planning website (Watrall, Potts, MATRIX staff)

Phase 2 (March 2015-February 2016)
- Preliminary Phase 2 project meeting Watrall, Foley, Morgan, Potts, Advisory Board, Graduate Assistant)
- Begin any necessary OCR on *Indians at Work* files (Graduate Assistant, MATRIX Staff)
- Develop visualization models (Morgan, Watrall, Potts, Advisory Board)
- Identify appropriate open source tools and libraries for visualizations (Watrall, Potts)
- Identify potential open source tools for community annotation (Watrall, Potts)
- Preliminary user interface design for *Indians @ Work* website (Watrall, Potts, MATRIX staff)
- Begin populating KORA repository with files and metadata (Watrall, Morgan, Graduate Assistant)
- Initiate quality control procedures for metadata creation (Foley)
- Present preliminary project work at American Anthropological Association annual meeting and North American Indigenous Studies Association annual meeting (Morgan, Watrall)
- Summative Phase 2 project meeting Watrall, Foley, Morgan, Potts, Advisory Board, Graduate Assistant)
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YES, WORKPLANS CHANGE
1. You can’t control everything
2. You can’t control external factors
3. You can’t control personalities
WHEN?
1. **PROJECT BASELINE CHANGE**

2. **PROJECT SCOPE CHANGE**
BASELINE CHANGE

1. PROJECTS SPECS
2. COST/FINANCIAL CHANGE
3. RESOURCE CHANGE/PARTNER CHANGE
4. CHANGE IN DISCIPLINE/DOMAIN/FIELD
SCOPE CHANGE

1. DESIGN CHANGE

2. TECHNOLOGY CHANGE

3. CHANGE IN (MINOR) FEATURES

4. (CHANGE IN SKILLS)
FEATURE CREEP IS BAD
SCOPE CHANGE IS OK WHEN...

1. IT DOESN’T COST YOU ADDITIONAL MONEY
2. IT DOESN’T COST YOU ADDITIONAL TIME
3. IT DOESN’T COST YOU ADDITIONAL DELIVERABLES
WHEN CHANGE HAPPENS
WHEN CHANGE HAPPENS

1. TEAM MEETING TO DISCUSS IMPACT
2. UPDATE WORKPLAN
3. UPDATE RESPONSIBILITIES
4. MANAGE EXPECTATIONS
THE END

(FOR NOW)
PROJECT MANAGEMENT

TOOLS
WHAT DO YOU NEED?
A PLACE TO STORE STUFF
A WAY TO COMMUNICATE
A WAY TO ASSIGN & TRACK TASKS
A WAY TO COMPLETE TASKS
A WAY TO KEEP SCHEDULE
A WAY TO WORK ON CODE
A WAY TO LOG (AND FIX) ISSUES
1. TEAM COLLABORATION/PROJECT MANAGEMENT
2. ISSUE TRACKING/BUG TRACKING
3. DOCUMENTATION
4. VERSION/SOURCE CONTROL
1. TEAM COLLABORATION/PROJECT MANAGEMENT
2. ISSUE TRACKING/BUG TRACKING
3. DOCUMENTATION
4. VERSION/SOURCE CONTROL
1. Team Communication
2. Task Management (Assigning, Completing, Etc)
3. Schedule Management
4. Storage (Documents, Etc)
• TEAM COLLABORATION/PROJECT MANAGEMENT

• ISSUE TRACKING/BUG TRACKING

• DOCUMENTATION

• VERSION/SOURCE CONTROL
1. TEAM COLLABORATION/PROJECT MANAGEMENT
2. ISSUE TRACKING/BUG TRACKING
3. DOCUMENTATION
4. VERSION/SOURCE CONTROL
DOCUMENTATION

1. VISION DOCUMENT/SPEC/WORKPLAN

2. CONTENT/DESIGN DOCUMENTS

3. TRAINING/PROMOTIONAL MATERIALS
1. TEAM COLLABORATION/PROJECT MANAGEMENT
2. ISSUE TRACKING/BUG TRACKING
3. DOCUMENTATION
4. VERSION/SOURCE CONTROL
Version control is a system that records changes to a file or set of files over time so that you can recall specific versions later.
WHY?
CENTRALIZED VS DISTRIBUTED
(SOME IMPORTANT GITHUB TERMS)
A REPOSITORY

The project. Collection of files that comprise the project. Resides in a central (and accessible) location (the repository)
FORKING

when developers take a copy of source code from one software package and start independent development on it, creating a distinct piece of software.
A BRANCH
duplication of an object under revision control (such as a source code file, or a document) so that modifications can happen in parallel along both branches. In GitHub main branch is always called master.
CLONING

Copying all of the files from a repository to your local machine (for editing, etc)
BRANCHING VS CLONING
PULL REQUEST

A request by the person who forked the repository to roll any changes they made back into the main (original) repository.
COMMITTING

submitting the latest changes of the source code to the repository, and making these changes part of the main version of the repository
(SIMPLE) GITHUB WORKFLOW

1. FORK A REPOSITORY (CLONE IF YOU WANT)
2. CREATE A BRANCH
3. MAKE CHANGES & COMMIT
4. PULL REQUEST
WEB

vs

DESKTOP
CODING

SOCIALLY
GITHUB AS PM TOOL
BE WARY OF
HOSTED
APPLICATIONS & SERVICES
THE END