



West Michigan Chapter of PMI

From Scenario to Winning Team

Agenda

- A little bit about me
- A little bit about THEProject
- Define the Project Management Plan (PMP)
- Components of the PMP – The Knowledge Areas
- Lessons Learned in Each Knowledge Area
- Q & A



About me

Career

Programmer
Network Administration
IT Management
Professional Services
Project Management
Program Management

Education

Ferris State University
Western Michigan University
Training Certificates
Michigan State University
Pennsylvania State University
PMP Boot Camp

Free Time

I sing

Grand Rapids Choir of Men & Boys
Cathedral Choir - The Cathedral of Saint Andrew

I garden

16 species heirloom tomatoes
14 species culinary herbs
As of late - a worm farmer

I cook

Diploma from the New Orleans School of Cooking
Bronze Toque GRCC Cooks!
Dinner Club
Professional Chef



Joseph Vig, MBA | Director THEProject 2018 | West Michigan PMI
2355 Oakwood Ave NE | Grand Rapids MI 49505
P: 616-633-4639

THEProject

- Annual collegiate competition offered by WMPMI
- 7th annual collegiate competition
- Includes student teams from colleges and universities throughout the WMPMI service area
- Students create solutions for a real-life scenario in the form of a project plan
- Event Day show down



Project Management Plan

The PMI's Guide to the Project Management Body of Knowledge (PMBOK) defines a **project management plan** (PMP) as a formal approved document that defines the overall plan for **how** the project will be executed, monitored and controlled.

The PMP may be a single detailed document or **composed of one or more subsidiary planning documents** called . . .

Project Management Plan

- Integration Management Plan
- Scope Management Plan
- Time Management Plan
- Cost Management Plan
- Quality Management Plan
- Human Resources Management Plan
- Communications Management Plan
- Risk Management Plan
- Procurement Management Plan
- Stakeholder Management Plan



Integration Management Plan

- Charter (Annual)
 - THEProject is an annual collegiate project management competition offered by the Western Michigan Project Management Institute (WMPMI)
 - Student teams comprised of 3 to 6 students from colleges and universities in the Western Michigan area must provide solutions for a real-life scenario in the form of a project plan
 - The event day, which takes place on the second Monday in April, includes team presentations, networking opportunities, top teams in the competition receive cash prizes, business professionals seeking employees and/or interns interview students, and, of course, there is plenty of good food

Integration Management Plan

Lesson Learned:

- If you are taking on a project that is underway, immediately take the time to review the project artifacts.
- If it's your project, review the project artifacts periodically without fail and use change control to rectify differences.

Scope Management Plan

- Collect Requirements
- Define Scope – A scope statement
- Create WBS

Scope Management Plan

- Scope Statement
 - Provide a Project Management based educational experience
 - Provide a workable scenario from a sponsor or other source
 - Provide professional PM mentors for guidance & coaching
 - Provide professional PM feedback & scores via phase gates
 - Provide a venue and event day program to showcase and score student's final product

Scope Management Plan



Competition Scenario

"As a State, we have one of the lowest recycling rates in the Midwest. We need to look beyond our recycling of cans and plastic bottles and creatively figure out what we can do to reduce our waste overall."



Michigan Governor Rick Snyder, State of the State Address, November 28, 2012



Reducing Food Waste: from farm to fork to landfill.

What opportunities exist for individuals to reduce food waste and make a difference?

People need to be more informed about food waste reduction programs that are available at the national, state, and municipal levels and move beyond the two-bin recycling approach to waste. The Greater Grand Rapids area annually throws away approximately 132,000 tons of food waste, and Southwest Michigan annually throws away approximately 106,000 tons. Creatively educating our citizenry could save money, reduce the strain on area landfills, as well as positively impact our communities and our wellbeing.

Project Scenario

Design, create, and package an educational program that draws current practical information from the national, state, and municipal levels to show what people can do to reduce food waste. This education program should include the best ways to purchase food, incorporate creative food storage solutions, effective food preparation, and waste diversion efforts, which concludes at the local landfill. Your project plan, if executed by your project sponsor, must educate people to reduce food waste effectively.

Project Sponsor

Pick a state, county, local municipalities, community organization, social or civic organization, or a religious organization as a partner to create develop your solution to the scenario. Create your project plan and incorporate the practical capabilities of that organization to assist in rolling out your project plan deliverables.



The Goals of Your Team's Project Plan

1. Create a project plan with the primary deliverable being an education package that is executed by your project sponsor. The plan must include, but is not limited to, project phases for research, education package creation, marketing, and costing.
2. Gather credible and attributable food waste reduction information provided at the national level. The following are examples, but your team is not limited to this list: the EPA's Food Recovery Hierarchy, Feeding America (www.feedingamerica.org), and Chef Anthony Bourdain's Wasted! The Story of Food Waste.
3. Gather credible and attributable food waste reduction information provided at the state and municipal level. The following are examples, but your team is not limited to this list: West Michigan Sustainable Business Forum, Michigan State University Extension – Reduce Food Waste, County Department of Public Works, and Emmet County's Recycling Program.
4. Gather credible and attributable food waste reduction information provided at the local organization level. The following are examples and you are not limited by this list: www.organiccycle.org, www.vaneerden.com, and West Michigan Food Bank.
5. Use your team's research to produce an education package that will include – but is not limited to – PowerPoint presentations, educational videos, trifold handouts, and other practical educational materials. Your team's education package must present the information in an organized, hierarchical manner geared toward individual efforts with measurable results.
6. The education package must cite appropriate source material and be marketed as a turn-key resource for the organizations listed above.

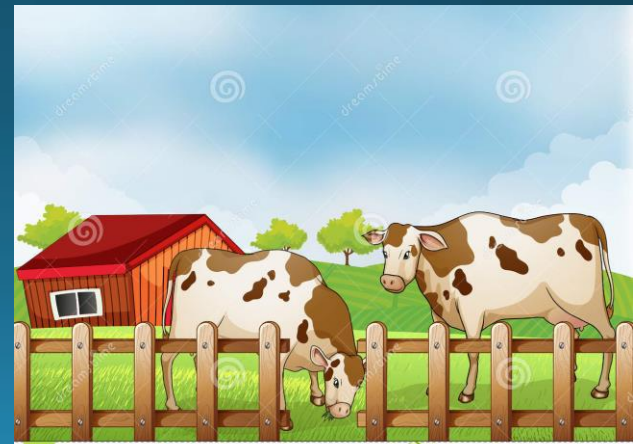
Main Requirements

- Conduct research and include material from all levels.
- Organize the educational material from multiple sources and governmental and organizational levels into a coherent package that can be executed by these governmental bodies and organizations and consumed and measured by individual participants.
- Include practical ways an individual can do the following:
 - ✓ shop, cook, and store food
 - ✓ track food that is thrown away
 - ✓ use smart phone and other computer technology to track food waste
 - ✓ use techniques such as canning, food bank donations, composting and vermicomposting.

Scope Management Plan

Lessons Learned:

- Three key components to Scope Management
 - An workable WBS
 - Managing Stakeholder expectations
 - Workable Scenario – sufficient room to roam, but there's a fence



Time Management Plan



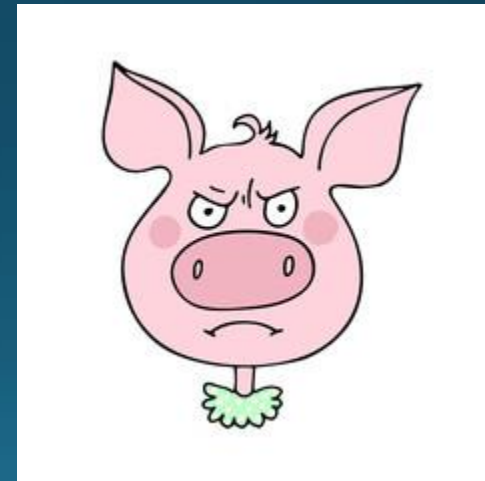
Project Event and Deliverable Due Dates



Time Management Plan

Lessons Learned:

- Never try to teach a pig to sing. It only wastes your time and annoys the pig.



Item	Budget
Awards, Prizes & Trophies (1st - 4th) plus honorable mention awards (revised)	\$ 12,800.00
Operational Expenses	\$ 3,500.00
PMI Student Memberships	
Gate 1 Retrospective	
Event Day expenses (No Breakfast needed)	\$ 6,000.00
Facility	\$ 1,000.00
Miscellaneous	\$ 500.00
Overnight Shipping (PMI memberships)	
February dinner comps.	\$ 1,000.00
Program and Program Graphics	\$ 1,000.00
THEProject 2018 Totals	\$ 25,800.00

The budget

Cost Management Plan

Cost Management Plan

Lessons Learned:

- Don't mess with the business office!

Quality Management Plan

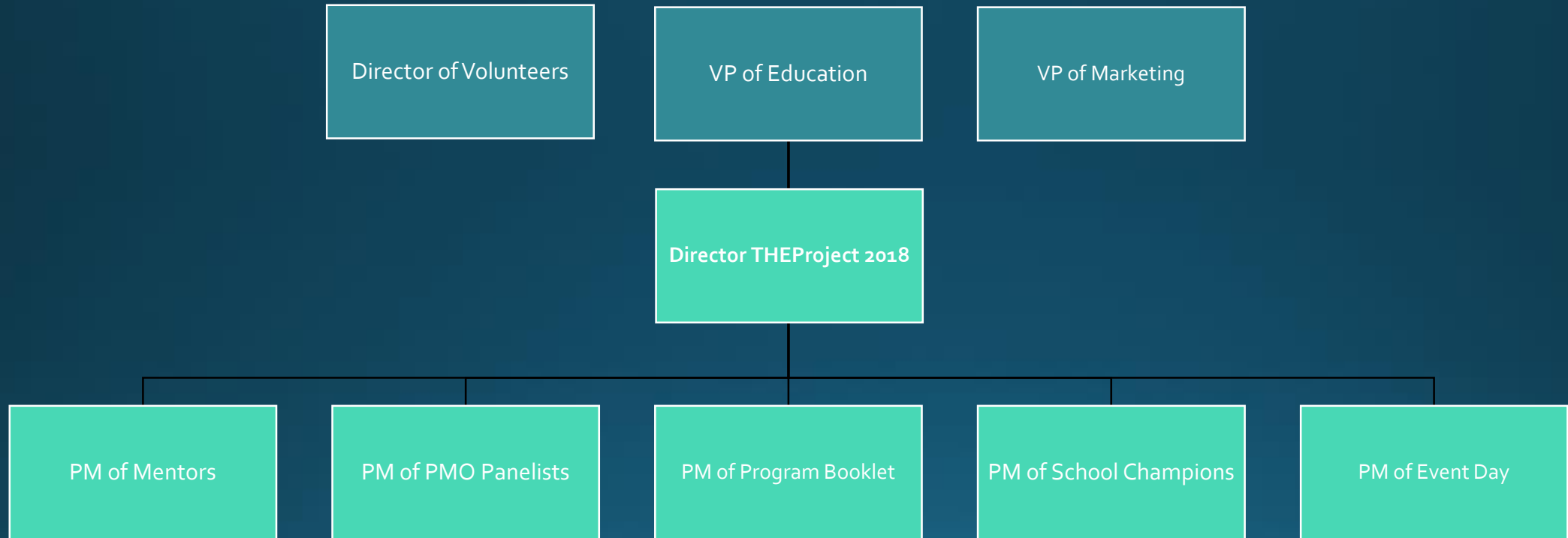
- Student Evaluations & Retrospectives 2017
- THEProject 2017 Retrospective
- THEProject 2018 Gate 1 Retrospective
- Student Evaluations & Retrospectives 2018
- THEProject 2018 Retrospective

Quality Management Plan

Lessons Learned:

- They are still being written . . .
- Continuous Improvement

Human Resources Management Plan



Human Resources Management Plan



Human Resources Management Plan

Role	Head Count
Core Team	10
Mentors	11
PMO Panelists	7
School Champions	4
Student Teams	41
Executive Judges	5
Stakeholders	5
TOTAL	83

Human Resources Management Plan

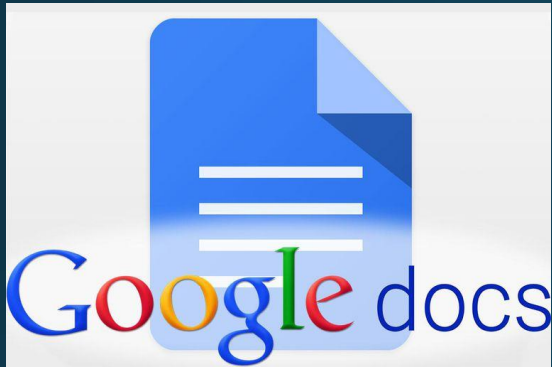
Lesson Learned:

- Let your team members do the work!
 - I was doing the work of one the PMs
 - I tried to do the work of another PM
- It's totally worth it in the end!

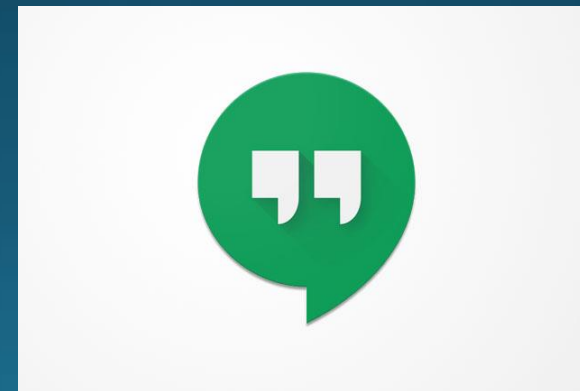
Human Resources Management Plan



Communications Management Plan



some.one@somewhere.com



Communications Management Plan

Lessons Learned:

- Publish a communications plan dummy!!!!

Risk Management Plan

- Scenario Understanding
 - Mentors
 - Student Teams
 - PMO Panelists
- Communications Technology
 - Google Docs, Dropbox, Basecamp, Hangouts, email (Meijer, Gmail, Amway)
- Project Human Resources Management (what if we loose one)
 - Core Team
 - Mentors
 - PMO Panelists
 - School Champions
 - Student Teams
 - Executive Judges



Risk Management Plan

Lessons Learned:

- Project risk is defined by PMI as, "an uncertain event or condition that, if it occurs, has a positive or negative effect on a project's objectives."
- There are four general strategies for dealing with risk, depending on whether they are negative risks (threats) or positive risks (opportunities): accept, avoid, transfer, mitigate.
- When a risk actually occurs, it's an **issue**.
 - The day the Director's phone died!!!!

Procurement Management Plan

- The Venue
- The Event Day Book
- The Big Check
- Awards
- Certificates

Stakeholder Management Plan



Stakeholder Management Plan



Stakeholder Management Plan

Late in the project I learned a stakeholder was responsible for project work. . . .



Stakeholder Management Plan

Lessons Learned:

- Publish a communications plan dummy!!!!



Next Steps THEProject 2019

- THEProject 2018 retrospective
- 2019 Core Team Member commitment
- Write a Communications Plan!!!!
- Review Rubrics for 2019 (PMBOK 6)
- Update Oct School Champions, Gate, and Event Day time line
- Communicate monthly with Stakeholders: Sponsorship & Scenario
- Outreach Team to add back in Ferris, Western, Calvin, etc.

Questions???



West Michigan Chapter of PMI

Thank You!