



What is a project?

Which of the following is a project?

- A. Coordinating an annual employee recognition ceremony
- B. Streamlining an administrative process, such as how purchases are made
- C. Identifying ways to improve customer service
- D. Updating a processing manual

What projects have you managed?

Break into groups of four or five and discuss the projects you have managed, both on and off the job. Talk about what worked, what didn't work, and what you learned about project management.

List the top five skills you think are important for successful project management.

STEPS IN GUERRILLA PROJECT PLANNING

1. Set a SMART goal for your project. What do you want to accomplish with the project? A SMART goal is a definition of the project with an end-results objective. It is **s**pecific, **m**easurable, **a**ttainable, **r**esult-oriented and **t**ime bound.



Is this a SMART goal? "Plan and deliver a luncheon for eight new GSB faculty members on September 30, 2009 within a budget of \$500."

If not, what's missing? How would we change it so it is a SMART goal?

2. Decide how you will meet your SMART goal. Brainstorm options for meeting your goal. Options are ideas about what you can and how you will do it. Get ideas from everyone involved. Identify costs, needed resources and staff, and the timeframe for each option.

What are two options your team could consider for the luncheon in Step 1? Think about location, menu and entertainment. For example, you could hold a barbecue with a welcome speech from the dean and opportunities for networking with faculty members.

3. List the major tasks/steps for the option you choose. The tasks associated with an outdoor barbecue will differ from the tasks for a sit-down buffet.

List some of the major steps or tasks for one of the options in Step 2.

