

## Project Management

In 4 easy steps:

- 1) Initiate
- 2) Plan
- 3) Control
- 4) Close

*What is a project? A project or activity has a clear beginning and end, there is a specific, measurable objective, a project or activity requires coordinating/organizing/managing several interdependent elements/resources.*

**Initiate:** Determine what the project should accomplish—written specifications, start date, due date, master calendar activities request form, identify project manager, project sponsor (ASB or some other organization?), key stakeholder, project pre-plan.

**Plan:** Brainstorm (list all tasks to be done on Brainstorm sheet), job responsibility planner (put the jobs and then list tasks within those jobs in the order they are to be done), assign the tasks to ONE individual, develop a budget, do a risk assessment (what could go wrong and what needs to be included in the plan to mitigate the highest-risk events—i.e. it rains and the event is scheduled for the amphitheater), determine how communication will work (decide as a council when you will review the job responsibility planner—beginning of council day, end of council day, etc.), exchange emails, cell phone numbers and phone numbers, timeline all jobs and tasks in planners.

**Control:** Communicate achievement of tasks/status of tasks regularly, council leader to check off tasks when done as the project plan is implemented, control changes during this period—if something can't be done as planned the council should meet and discuss alternatives, manage risks and issues, manage the council—council leader has the authority to call council meetings even on commissioner days if they are needed, etc.

**Close:** Finish the project—see it through, hold the event, hand off the product, etc. and then recycle the lessons learned—do a written evaluation, get on the StuCo meeting agenda if it's a lesson to share with the class, write thank you notes, celebrate and reward performance (council celebration (bring a treat

for your council) and let the rest of the class know about all outstanding deeds.