

Dale Carnegie Training™

Project Planning

Greater Waterbury Chamber of Commerce
Leadership Greater Waterbury
Feb 10, 2021



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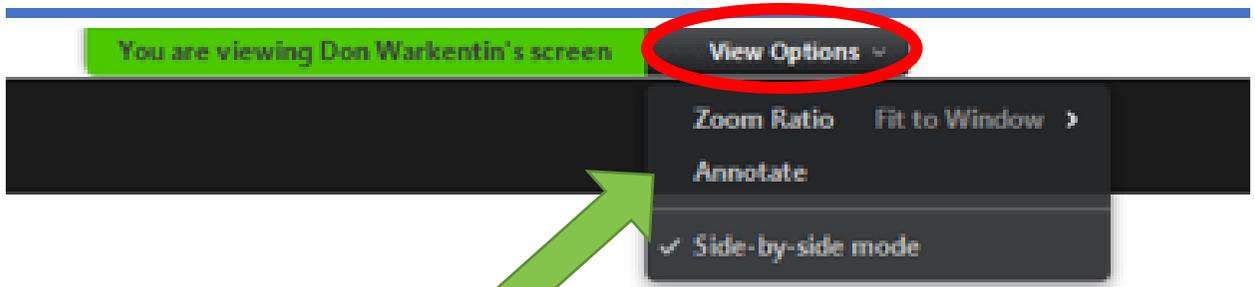


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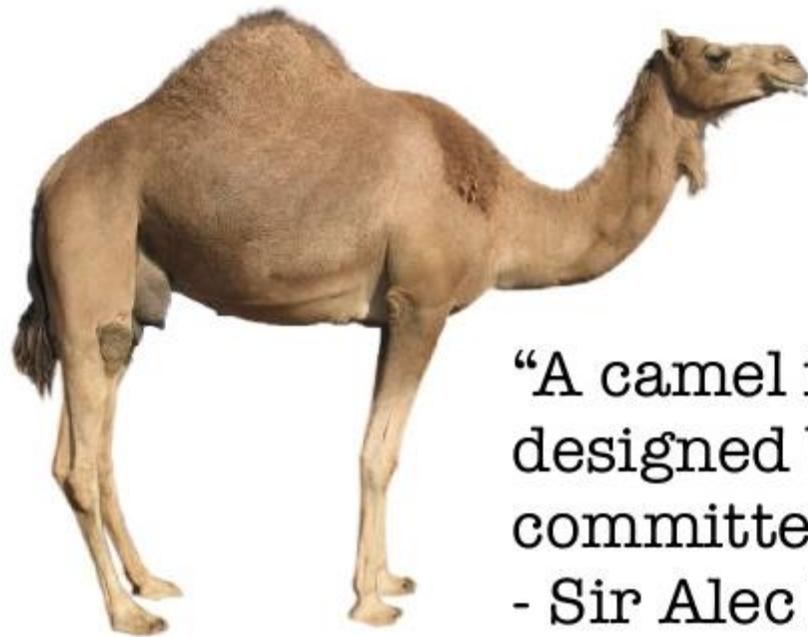
Planning Activity

Break out into groups

4 minutes

Plan a pizza party

What??



“A camel is a horse
designed by a
committee.”
- Sir Alec Issigonis

Past Project Analysis

Think of a past project

What went right?

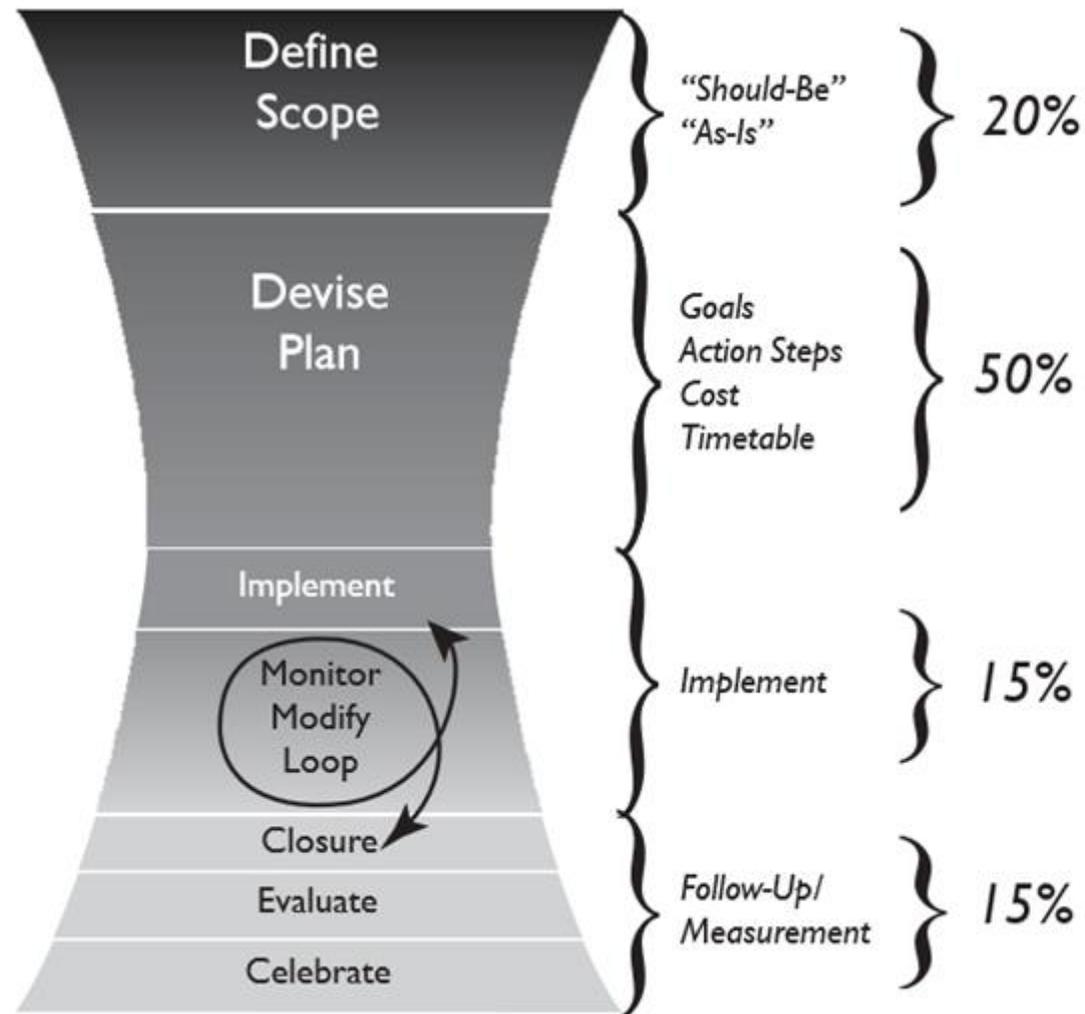
What went wrong?

How did that impact the results of the project?

Obstacles to Project Planning and Implementation

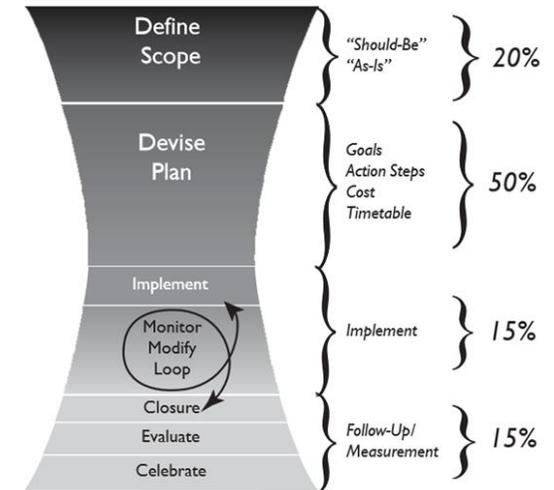
1. No specific tools or documented planning process in place
2. Vague goals or scope creep
3. Unclear implementation strategy regarding roles, budget, timelines and follow-up
4. Lack of support from senior management
5. Incompatibility of working styles
6. Sustaining motivation, enthusiasm and commitment
7. Integrating, involving and engaging all members of the team
8. Lack of trust and communication
9. Inability to delegate and hold accountable
10. Managing diverse work styles, coaching and resolving conflict

Proper Planning = Direction and Perfection



Project Planning Process Checklist

1. Visualize the “**SHOULD BE**” scenario
2. Document the current “**AS IS**” reality
3. Define **SMART GOALS**
4. Develop **ACTION STEPS**
5. Determine **COST** (Budget) of each action step
6. Set **DEADLINES** then communicate them to stake holders
7. Monitor the **IMPLEMENTATION** of the plan
8. **EVALUATE** and **FOLLOW UP** during and after the project



SWOT Analysis

S

Strengths

W

Weaknesses

O

Opportunities

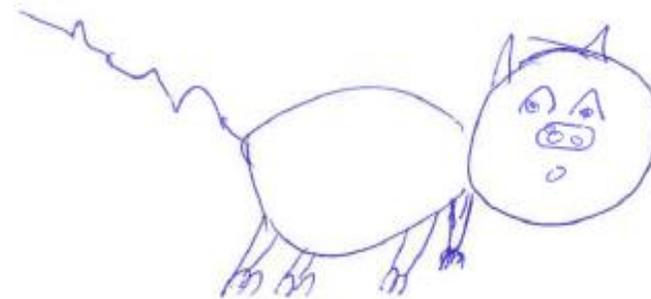
T

Threats



Grab a piece of scrap paper

Draw a picture of a pig



Draw a PIG Activity - EVALUATION



If the pig is drawn on the paper:

Towards the **TOP** : you have a tendency to be positive and optimistic

Toward the **MIDDLE**: tendency to be a realist

Toward the **BOTTOM**: Tendency to be pessimistic

If the pig is facing:

Facing **LEFT**: Tendency to believe in tradition and be friendly; remember dates well

Facing **RIGHT**: Tendency to be innovative and active; forget dates; not a strong sense of family

Facing **FRONT**: Tendency to be direct; enjoy being the role of advocate; neither fear or avoid confrontational discussions

Details of Pig Drawing:

With **MANY** details: Tendency to be analytical; prone to be cautious; sometimes struggle with trust

With **FEW** details: Tendency to be emotional; focus on the big picture vs details; risk taker; reckless or impulsive decisions

With **LESS** than **4-LEGS** showing: Indicates living through major period of change and as a result you may be prone struggle with insecurities

With **ALL 4-LEGS** showing: Tendency to be secure; stick to ideals; may be stubborn

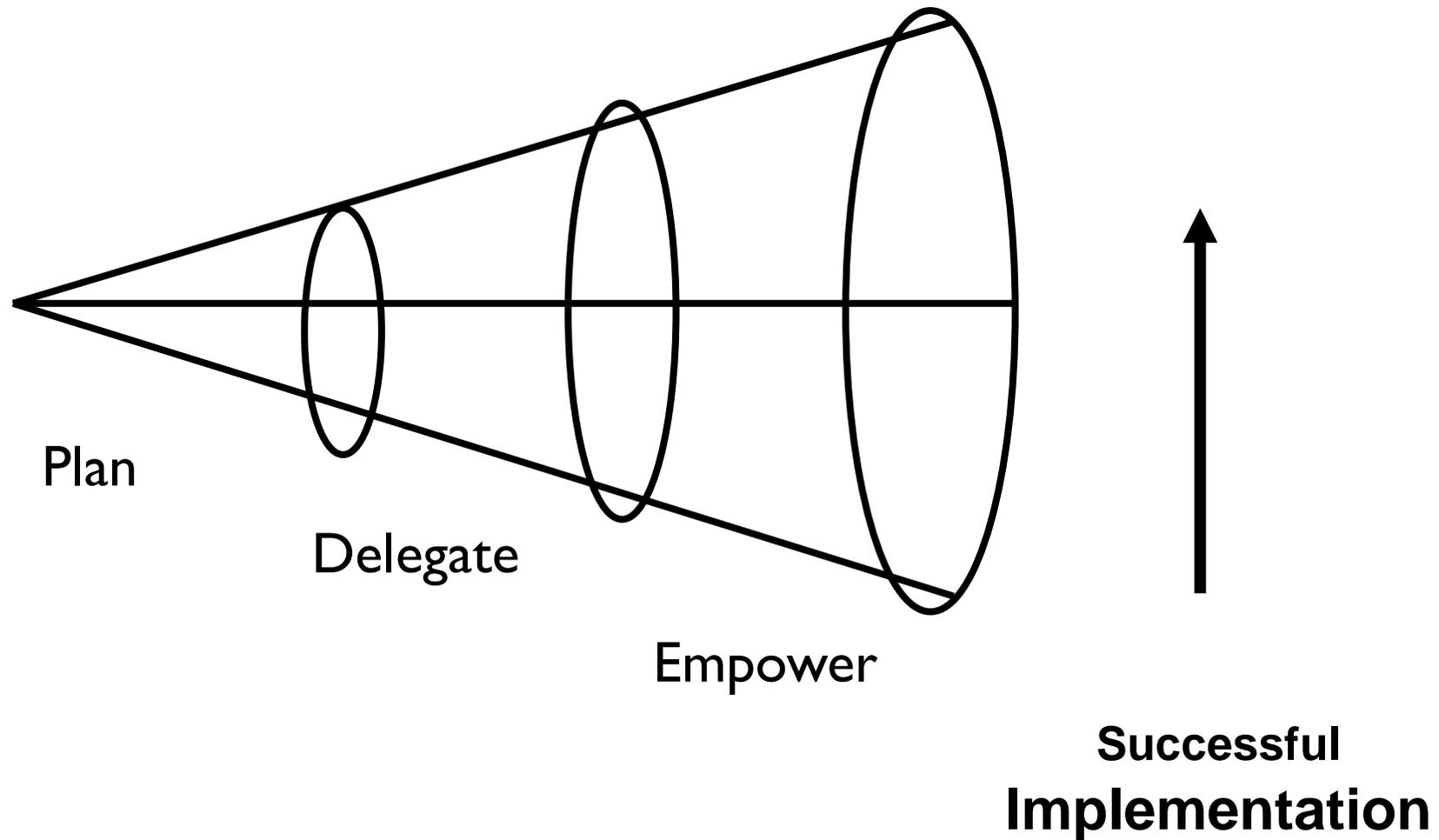
With **LARGE EARS**: indicates a good listener (the bigger the better)

With **LONG TAIL**: indicates how intelligent you are (the longer the better)

Tips for Holding Ourselves and Others Accountable

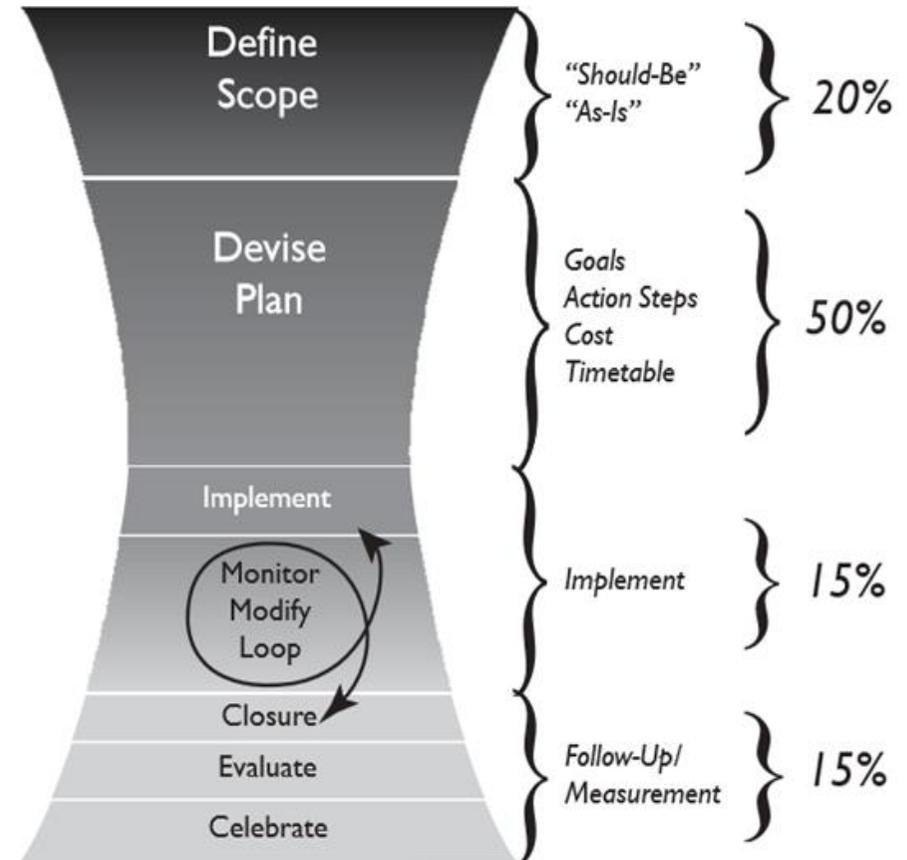
1. Make SMART immediate, intermediate and long-range goals
2. Communicate these goals often and consistently
3. Gain buy-in on the development and use of checkpoint tracking systems
4. Beware of scope creep
5. Reevaluate goals, procedures and deadlines if projects change
6. Prioritize activities and stay focused
7. Stay away from superfluous activities out of our control
8. Use to-do lists, time logs and project lists to manage time
9. Mine for challenges and seek input on ways to overcome them
10. Broadcast obstacles as well as progress on reaching milestones
11. Develop reward systems at various intervals of the project
12. Report regularly to a coach or mentor

Plan, Delegate and Empower



Planning Activity- Take Two

- Break out into groups
- 4 minutes
- Plan a pizza party using the Project Planning Process



What is one thing you'll utilize from today's session?

Thank you!



Check out our Dale Carnegie websites for more resources

Dale Carnegie Training of Western CT

www.westernct.dalecarnegie.com or

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