

## PA The Project Manager

A project is a task with a clear start and finish date, with clear objectives for completion. Project management can be defined as – ‘the art of directing and coordinating human and material resources throughout the life of a project to achieve pre-determined objectives’; in other words its making the project happen!

### Characteristics of a project:

- Clearly defined objectives
- Unique, non-repetitive activities
- Constraints of time, cost and performance
- Management through the sole responsibility of a Project Manager
- Finite life cycle – beginning and an end
- Involves and element of risk and innovation
- Cuts across organisational boundaries
- Develops team roles and relationships
- Uses transient resources and team members with a range of skills and competencies
- Operates with a defined budget

Project management skills are essential for people who manage complex activities and tasks. Project management skills are essential for any complex task, where different outcomes are possible, requiring planning and assessing options, and organising activities and resources to deliver a result.

Projects come in all shapes and sizes, from the small and straight-forward to very large and highly complex.

Project management can be concerned with anything: people, products, services, materials, production, IT and communications, plant and equipment, storage, distribution, logistics, buildings and premises, staffing and management, finance, administration, acquisition, divestment, purchasing, sales, selling, marketing, human resources, training, culture, customer service and relations, quality, health and safety, legal, technical and scientific, new product development, new business development; and in any combination.

Project management, for projects large or small, should follow this process:

### The Project Management Process

1. Agree precise specification for the project.
2. Plan the project - time, team, activities, resources inc financial.
3. Communicate the project plan to your project team.
4. Agree and delegate project actions.
5. Manage, motivate, inform, encourage, empower and enable the project team.
6. Check, measure, review project progress; adjust project plans, and inform the project team and others.
7. Complete project; review and report on project performance; give praise and thanks to the project team.

Book PA the PM on 13 June and receive a free iPod! Call Sarah on 020 7622 2400 for details.

## Outlook Categories

1. Click the Folder List button in Outlook, and click either the Tasks folder or the Tasks icon at the bottom of the list.
2. Right-click the gray column-heading button labelled Subject, and select Customize Current View.
3. In the Customize View dialog box, click Group By.
4. In the Group Items By section of the Group By dialog box, click the drop-down menu, and select Categories.
5. Click OK.
6. Click OK again.
7. At the top of the Task list you'll see a Subject heading. Under this heading is a field with the words "Click here to add a new Task". Click this field and type "my todo list".
8. Press the Enter key and the task will automatically show up under the Categories: (none) list.

### Adding categories

1. Open the Categories dialog box by choosing Edit, Categories or right click an item and choose Categories.
2. Click Master Category List.
3. Type your new category name and select Add.

### Action Categories:

- ★ .Zenon project
- ★ Accounts
- ★ Boss's name
- ★ Letters
- ★ Loaned items
- ★ Personal
- ★ **Waiting for**
- ★ Someday maybe
- ★ Weekly meeting
- ★ Project name
- ★ 1:1 Manager or staff