Project Management

Best practice and tools
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Project Lead at Learning Challenge Aalto

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Project management through different lenses
Project effort vs work effort

• Once the "project" label is applied, project management process, governance, reporting and roles often follow

• Project management and PMO involvement takes time, people and money

• If the organization is not really worried about deriving specific value from an effort or is not injured significantly by its lack of success, than it's not a project — it's just work

Laura Sivula, 2018
How high is the execution risk?

- High

  How stable is the environment?
  - Stable
    - Traditional Project
  - Unstable
    - Agile Project

- Low

  Does the effort require a team and managing to a plan?
  - No
    - Task
  - Yes
    - Managed Work

Source: Gartner, 2018.
Why project models?

• Used to make project work easier to manage and communicate
• Telling what to do and in what order
• Making the work process more efficient
• The same general work model to be shared in the project and in the company → progress is easier to communicate and understand

Easier to communicate in-house and to the client

Progress is easier to communicate through project models

Laura Sivula, 2018
The agile organization is dawning as the new dominant organizational paradigm.

Rather than organization as machine, the agile organization is a living organism.

From organizations as “machines” ...

... to organizations as “organisms”

“Boxes and lines” less important, focus on action

Leadership shows direction and enables action

Teams built around end-to-end accountability

Quick changes, flexible resources

Bureaucracy

Detailed instruction

SILOS

Top-down hierarchy

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Laura Sivula, 2018
What is scrum?

- Agile software development methodology
- A flexible and holistic approach to project management
- Team works as a unit to reach a common goal
- Customers can change their minds about what they want and need during a project
- Easier to address unpredicted challenges
- Focusing on the team’s ability to adapt and deliver quickly
- Shared sense of project ownership within a team
What is Kanban?

• Workflow visualisation tool
• Optimising workflow
• Intuitive and agile tool
• Delivering more value with less waste
• Finding the rhythm of workflow for the project team
• Easy to visually comprehend current state and risks of project
• Transparency of workload in project team

Laura Sivula, 2018
<table>
<thead>
<tr>
<th>Phase</th>
<th>BACKLOG</th>
<th>TO DO</th>
<th>DOING</th>
<th>DONE</th>
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<tbody>
<tr>
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<td>Phase 3</td>
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<td>Phase 4</td>
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<td>Analysis</td>
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<td>Concept planning</td>
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<td>Visual design</td>
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<td>Final report</td>
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**Doing Agile**

Kanban boards, daily scrums, Sprints
20% or so benefit
- Improved visibility, communication
- Increased productivity
- Some ability to adapt to changing priorities

**Being Agile**

Agile mindset, Intent-based Management
200%+ benefit
- Employee engagement
- Leadership at all levels
- Customer delight
- Continuous learning
Digital tools

1. Better communication
2. Centralised information
3. Client relationship management
4. Less things to manage
5. Better working environment in teams
6. Easy to share files
7. Increased productivity
## Match Context to the Office 365 Tool

<table>
<thead>
<tr>
<th></th>
<th>Workforce</th>
<th>Community</th>
<th>Group</th>
<th>Team</th>
<th>Individual</th>
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<tbody>
<tr>
<td>Workstream Collaboration (Teams)</td>
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<td>Enterprise Social Networking (Yammer)</td>
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<td>![Yellow Circle]</td>
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<td>Content Collaboration Platform (OneDrive for Business)</td>
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<td>Intranet Team Site (SharePoint)</td>
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<td>Instant Messaging and Web Conferencing (Teams/Skype for Business)</td>
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<td>Intrane/Portal (SharePoint)</td>
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<td>Email and Distribution Lists (Outlook)</td>
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<td>![Red Circle]</td>
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</tbody>
</table>

- **Green Circle**: Generally Effective
- **Yellow Circle**: Mixed Results
- **Red Circle**: Generally Ineffective

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Microsoft Teams

Microsoft Teams is a collaboration app that helps your team stay organized and have conversations—all in one place. Here’s a quick look at the left hand side of Teams.

• **Teams** - Find channels to belong to or create your own. Inside channels you can hold on-the-spot meetings, have conversations, and share files.

• **Meetings** - See everything you’ve got lined up for the day or week. Or, schedule a meeting. This calendar syncs with your Outlook calendar.

• **Calls** - In some cases, if your organization has it set up, you can call anyone from Teams, even if they’re not using Teams.

• **Activity** - Catch up on all your unread messages, @mentions, replies, and more.

• Use the command box at the top to search for specific items or people, take quick actions, and launch apps.
Let's get the conversation started

Try @mentioning a student or teacher to begin sharing ideas.

Sivula Laura has created channel Feedback. Remove favourite.

Sivula Laura has added Trello to the team.

Sivula Laura has added Asana to the team.

Sivula Laura has added Bragge Johanna and Ylinisku Sala to the team.

Sivula Laura has made Bragge Johanna a team owner.

Sivula Laura has made Ylinisku Sala a team owner.

Sivula Laura has added Kemppinen Heini-Maari to the team.

Sivula Laura has made Kemppinen Heini-Maari a team owner.

Sivula Laura has changed the team name from Template Student Team Channel to Template Student Project Teams.

Sivula Laura has added Kauppinen Tomi to the team.

Sivula Laura has made Kauppinen Tomi a team owner.

Template student team channel for Microsoft Teams

This is a template student team channel for Microsoft Teams. Please feel free to look around and test features!

Sivula Laura has added Kemppinen Heini-Maari to the team.

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Start a new conversation. Type @ to mention someone.
Template Student Project Teams > General

Sivula Laura 05/09 20:34
Template student team channel for Microsoft Teams
This is a template student team channel for Microsoft Teams. Please feel free to look around and test features!

Sivula Laura has added Kemppainen Hein-Maari to the team.
Sivula Laura has made Kemppainen Hein-Maari a team owner.

Sivula Laura 12:47

Sivula Laura has added Kauppinen Tomi to the team.
Sivula Laura has made Kauppinen Tomi a team owner.
Tools with Aalto license

Office 365
http://o365.aalto.fi

Google Drive
http://gdrive.aalto.fi