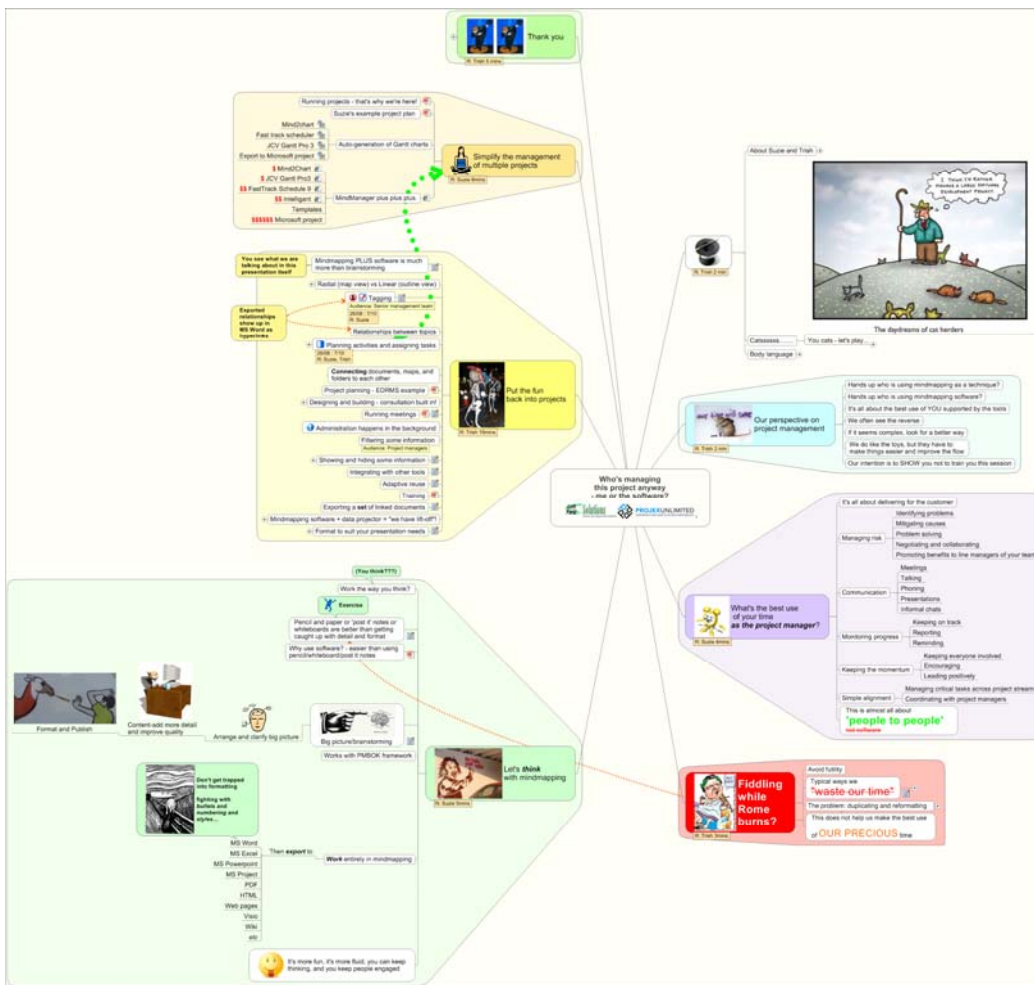


# Who's managing this project anyway - me or the software? Presentation



**Presented by:**  
**Trish O’Kane, Left Field Solutions**  
**Suzie Patrick, Projex Unlimited Ltd**

**4 August 2009**



## About Suzie and Trish

Known each other for some time (yes we do look **so** young)

**Customer service + Process improvement + Information management**

**Project management + System implementation**

Catssssss.....



The daydreams of cat herders

You cats - let's play...

**Brainstorming** (Brainstorming onto Post-it Notes, then organise and reorganise those ideas)



**Whole brain thinking**

**Body language**

- ① Lean back, arms folded = **NOT-impressed**
- ② Lean forward, point at the screen, possibly drop mouth open = **Intrigued....**
- ③ Smiling. 1 (or 2!) arms up. Cheering, crying, breaking into "Hallelujah sister", on feet, swaying in unison = **"This will change my life!!!"**



## Our perspective on project management

Hands up who is using mindmapping as a technique?

Hands up who is using mindmapping software?

It's all about the best use of YOU supported by the tools

We often see the reverse

If it seems complex, look for a better way

We do like the toys, but they have to make things easier and improve the flow

Our intention is to SHOW you not to train you this session



## What's the best use of your time *as the project manager?*

### It's all about delivering for the customer

#### Managing risk

- Identifying problems
- Mitigating causes
- Problem solving
- Negotiating and collaborating
- Promoting benefits to line managers of your team

#### Communication

- Meetings
- Talking
- Phoning
- Presentations
- Informal chats

#### Monitoring progress

- Keeping on track
- Reporting
- Reminding

#### Keeping the momentum

- Keeping everyone involved
- Encouraging
- Leading positively

#### Simple alignment

- Managing critical tasks across project streams
- Coordinating with project managers

This is almost all about '**people to people**' ~~not software~~



## Fiddling while Rome burns?

### Avoid futility

### Typical ways we "~~waste our time~~"?

See also: [Pencil and paper or 'post it' notes or whiteboards are better than getting caught up with detail and format](#)

Post it notes large on whiteboard

- Searching for information?
- Creating information across applications  
Project plan with tasks, emails not linked to plan, tasks in calendar not linked to plan, reminders, meeting minutes, reports, presentations, documentation
- How do these connect up? Or do you retype, copy, duplicate etc - is that what you do?
- Managing the performance of team members  
Another misuse of your time - we could talk about that another time

### The problem: duplicating and reformatting

- Duplicating data
- Duplicating in order to report
- Duplicating in order to communicate/present

### This does not help us make the best use of **OUR PRECIOUS** time



## Let's think with mindmapping

(You think???)

Work the way you think?



Exercise

**Pencil and paper or 'post it' notes or whiteboards are better than getting caught up with detail and format**

- 1 Let's brainstorm the ways that people waste their time - as project managers, as team leaders/supervisors/managers
- 2 Arrange the ways that people waste their time into
  - A **Types** of wasting
  - B Possible underlying **problems/solutions**

**Why use software? - easier than using pencil/whiteboard/post it notes**

See document: [Brainstorming exercise.mmap](#)



### 1. Big picture brainstorming (problem definition)



### 2. Arrange and clarify big picture



### 3. Content-add more detail and improve quality



### 4. Format and Publish

## Works with PMBOK framework

### Work entirely in mindmapping

Then export to

- MS Word
- MS Excel
- MS Powerpoint
- MS Project
- PDF
- HTML
- Visio
- Etc



Don't get trapped  
into formatting fighting with  
bullets and numbering and



**It's more fun, it's more fluid, you can keep thinking**



## Put the fun back into projects

### Mindmapping PLUS software is much more than brainstorming

- Don't stop too soon - you can use the mindmapping for many purposes!
- You can use one mind map for more than one purpose
- Typical reaction - "I didn't know it could do that!"

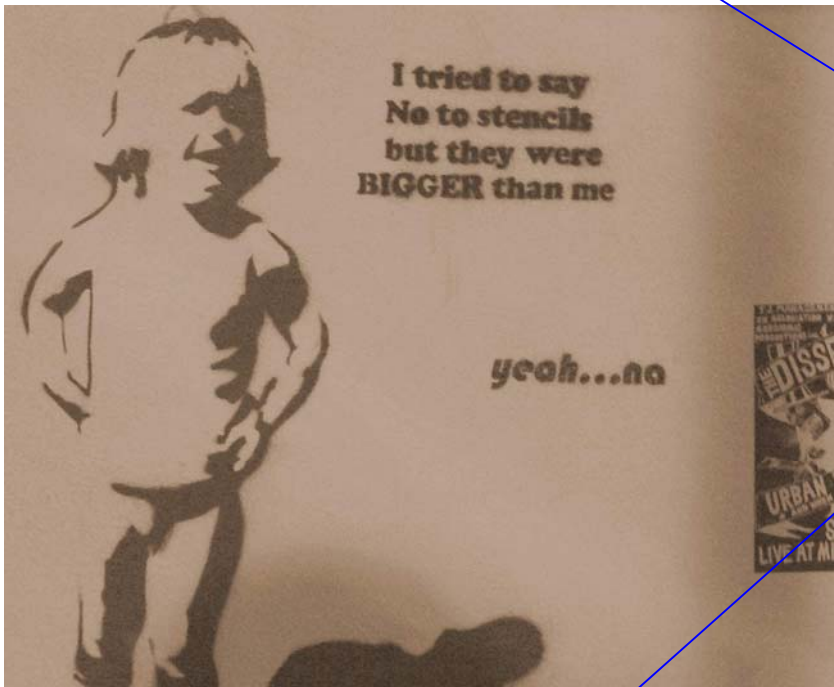
You see what we are talking about in this presentation itself

#### 1 Tagging

See also: [Relationships between topics](#)

Audience: Senior management team

**We don't mean graffiti!**



Exported relationships show up in MS Word as hyperlinks

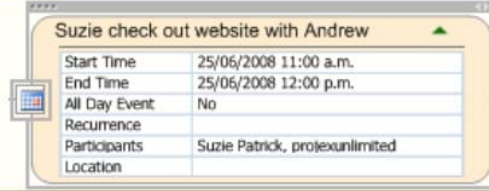
### Relationships between topics

See also: [Tagging](#)

## 📌 Planning activities and assigning tasks

See also: [Simplify the management of multiple projects](#)

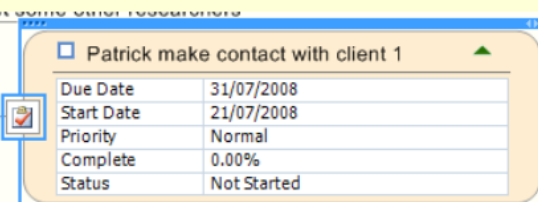
**Appointment**



– Appointment

Suzie check out website with Andrew	
Start Time	25/06/2008 11:00 a.m.
End Time	25/06/2008 12:00 p.m.
All Day Event	No
Recurrence	
Participants	Suzie Patrick, projexunlimited
Location	

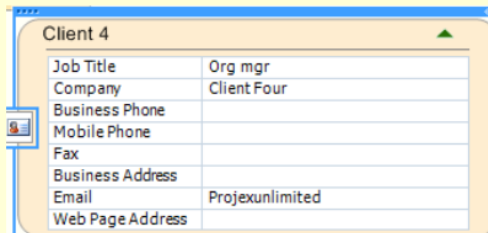
**Task**



– Task

Patrick make contact with client 1	
Due Date	31/07/2008
Start Date	21/07/2008
Priority	Normal
Complete	0.00%
Status	Not Started

**Contact**



– Contact

Client 4	
Job Title	Org mgr
Company	Client Four
Business Phone	
Mobile Phone	
Fax	
Business Address	
Email	Projexunlimited
Web Page Address	

## Connecting documents, maps, and folders to each other

### Project planning - EDRMS example

See document: [EDRMS Project Plan.mmap](#)

### Designing and building - consultation built in!



– ALGIM IM Toolkit model file structure as a map

## 📌 Administration happens in the background

### Filtering some information

– Audience: Project managers

## Showing and hiding some information

- Now you see it, now you don't
- **ACME Interviews for EDRMS issues**  
See document: [Interview notes example.mmap](#)

## Integrating with other tools

- Outlook, Notes, calendars etc
- MS Word, Excel, Powerpoint
- Export to PDF etc...

## Adaptive reuse

- Use the same thing for more than one purpose
- e.g. write the scope, filter for different audiences, do different presentations for each audience by showing them "their" filtered map.
- Write reports, and filter the map to export:
  - o A - body of the report
  - o B - supporting documents e.g. who said what, linkages to other strategies etc.

## Training

See document: [00 MM Fundamentals Training Outline.mmap](#)

## Exporting a set of linked documents

- Main document (like this one)
- Hyperlinks and/or attachments - see the links immediately above and below this topic
- You can export all, some or none of the attachments.

## Mindmapping software + data projector = "we have lift-off"!



## Format to suit your presentation needs

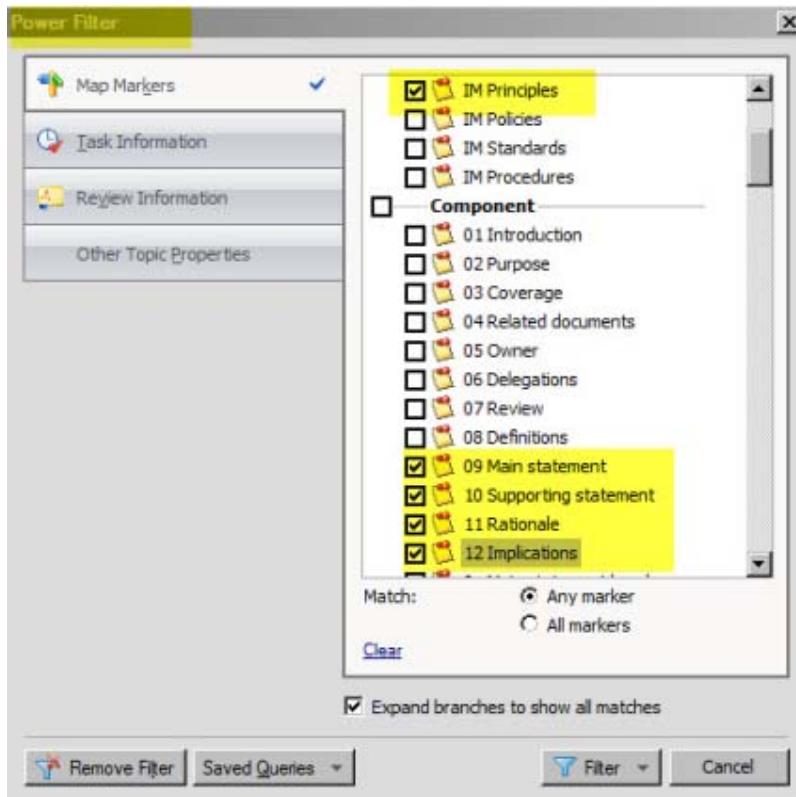
MindManager in presentation mode	MS Project.....
Visual queues using colour and images (do this last!)	Excel
Demonstrate different growth directions	Word
Powerpoint	Web
PDF	

## Presentation

- How it looks in Mindmanager view



- Filter view



## Web pages

Home > 1.2015 Principles > 1.1 Principle Statements > 4. Owned > Item 4

### 1.1 Principle Statements

#### 1.1.1 Corporate Asset

Information will be managed as a corporate Asset

#### 1.1.2 Governed

Effective governance is an essential component of information and records management in MFAT

#### 1.1.3 Legal

All information and records will be managed in compliance with legal obligations.

See related topics and documents  
[Full and accurate records of business activity must be made](#)

MFAT will not break the law in letter or spirit.

#### 1.1.4 Owned

Information will have clearly defined ownership

#### 1.1.5 Created and captured

Full and accurate records of business activity must be made

See related topics and documents  
[All information and records will be managed in compliance with legal obligations](#)

#### 1.1.6 Easy to use

It will be easy for all users to create, find, share and use relevant information and records

## Word

IRM Principles

Principle Statements

- Corporate Asset**
  - Information will be managed as a corporate Asset
- Governed**
  - Effective governance is an essential component of information and records management in MFAT
- Legal**
  - All information and records will be managed in compliance with legal obligations.

See also: [Full and accurate records of business activity must be made](#)

  - MFAT will not break the law in letter or spirit.
- Owned**
  - Information will have clearly defined ownership
- Created and captured**
  - Full and accurate records of business activity must be made

See also: [All information and records will be managed in compliance with legal obligations](#)
- Easy to use**
  - It will be easy for all users to create, find, share and use relevant information and records
- Quality information**
  - Quality is of prime importance to MFAT in making information and records:
  - Fit for business and evidential purposes
  - Available and useful to MFAT
- Skilled and trained staff**
  - Staff will be provided with the appropriate skills and environment to achieve optimal management of information
- Secured**
  - National security, security of sector partners, privacy and confidentiality of individuals and commercial interests will be protected.
- Shared**
  - Information and records will be readily discoverable and available to staff unless there are valid security and business reasons for it to be withheld. This includes security de-classification.
- Disposal actively managed**
  - Disposal of business information and records must be managed, systematic and auditable.

Rationale



## **Simplify the management of multiple projects**

See also: [Planning activities and assigning tasks](#)

### **Running projects - that's why we're here!**

See document: [PM Phases.mmap](#)

### **Suzie's example project plan**

See document: [Customer Service one stop shop plan.mmap](#)

### **Auto-generation of Gantt charts**

#### **Mind2chart**

See document: [Mind2Chart.png](#)

#### **Fast track scheduler**

See document: [Fasttrac Scheduler.png](#)

#### **JCV Gantt Pro 3**

See document: [JCVGantt image.png](#)

#### **Export to Microsoft project**

See document: [MS Project.png](#)

#### **MindManager plus plus plus**

See document: [mindlogik.com](#)

#### **\$ Mind2Chart**

See document: [mind2chart.htm](#)

#### **\$ JCV Gantt Pro3**

See document: [jcvganttpro3.htm](#)

#### **\$\$ FastTrack Schedule 9**

See document: [fasttrackschedule9.htm](#)

#### **\$\$ Intelligent**

See document: [intelligent.htm](#)

#### **Templates**

#### **\$\$\$\$\$ Microsoft project**



## Some further reading

Check out: <<http://ricardo.ecn.wfu.edu/~cottrell/wp.html>> Word Processors: Stupid and Inefficient Allin Cottrell, (2003)



## Universal Principles of Design Rockport Press



## Banksy Wall and Piece



## The Tao of Pooh



**Thank you**



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