

# Project & Program Management

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# Today's Objectives

1. Explore ways to manage projects more efficiently
2. Identify resources and tools helpful for project management
3. Discuss things to consider when setting up a new project or program

# Projects 101

Things to Consider

# Parts of a Project

- Conception
- Relevance
- Resources
- Goals
- Deliverables
- Time
- Monitoring & Progress

- Conception – what’s the idea?
- Relevance
  - What needs to be reprioritized?
  - Is this project timely in the current environment?
  - Is it in line with your P&A’s overall goals?

# Resources: consider this...

- Your time and energy; the team's current demands
- The project's staffing needs – large or small team? Advocates, attorneys, interns?
- Necessary technology and supplies. Does the fiscal staff need to be included?
- Who and what do you need to get this done? Is this a one-program project or a cross-team collaboration? Will you be involving outside community stakeholders?

- Goals
  - “What does ‘**done**’ look like?”
- Deliverables – “*reportables*”
  - Brochures; fact sheets; a new internal policy or practice; external training; PSAs; a CLE; podcasts; findings letter; a court filing; a public report

- Time

- How quickly does the end goal need to be met? Will this be an ongoing / recurring project? How much time do you want staff to devote to this project?

- Monitoring & Progress

- Documentation
- Evaluate, and reevaluate.



# #1. Efficient Project Management

# Superpowers!

Do you know the strengths of those on your team?

- Assess those strengths.
- Ask them each for their input as well.
- Discuss with a colleague if the person is not a direct report of yours.

Examples of superpowers?

# Accountability issues?

Wait! What if my team isn't doing the work?

- Chances are, if you have this concern about this person now, you've had the same concern before.
- Routinely document patterns of behavior, as well as incidents you find concerning. ***Always*** be clear with your team re. your expectations.

## #2. Identifying Resources & Tools

# Technology – Don't Underestimate It

Using technology keeps a project moving. Whether your staff are working remotely or if they are staffed in different offices-technology is a must.

- Basic essentials-computer, email, printer
- More advanced-Cloud servers, video conferencing
- There's apps for that-Trello, Google Docs, Slack
- DAD

Technology is not one fits all.

# Over-Communication is Key!

- Don't mistake this for micro-management.
- This is about being proactive in addressing any barriers to the project while also reminding your team that this very important project needs their attention among the 99 other things on their plate.
- This can come in the form of short check-in meetings combined with effective group email threads and chats.

# Benefits of Over-Communication

- Providing pre-scheduled mini-deadlines by which members must have their task completed or moved along;
- Fostering offline communication and positive working relationships among team members;
- Reminding the team you are in this together, and they can come to you for guidance and resources; and
- This is all about people! Humanness!

# #3. Other Things to Consider



# Documentation

- Do you need to establish a process to simultaneously work with shared documents? Should an existing process be improved somehow?
- Does your agency have/allow access to a shared server and file folders?
- Does it make sense to make one point-person in charge of updating XYZ materials, and having others report to them?

# Let's. Be. Flexible! Flexible!

- When scheduling or conducting meetings and trainings, consider employee circumstances.
  - Other task and projects;
  - Caregiver demands
  - Necessary accommodations;
- Open to change
  - As you are monitoring the progress things may need to change.
- Employee needs to maintain work output.
  - Access to technology at home, steady internet
  - Reasonable accommodations

Questions? Epiphanies???

# Contact Us Any Time!

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