

# PROJECT MANAGEMENT

PLAN YOUR ACT AND ACT YOUR PLAN!



See entire ELL logo made up of binary digits, 0s and 1s



## FRESH PERSPECTIVE

# Relax!

Relax! Do not take this presentation negatively. This is NOT to raise your Blood Pressure or to bore you with a lecture on Project Planning.

## **A Fresh Perspective on: PLANNING, MANAGING and REPORTING**

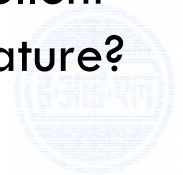


# How do you see IT?

- As an Advanced Calculator? Record Keeping Tool? Information Report Builder?
- **Today's IT is about Company Governance, Change Management, e-Intelligence & Work System Maturity**

## **Delivering Excellence through People? That's History!**

How many people of excellence do you have? How much are you time and money are you spending to make average employee an excellent one? Why not invest that money into making work system more mature?



# The Key Question!

- **The Question is NOT** - Is my organization going somewhere? **The question IS** - Are you on IT super highway to compete with global companies or are riding a Bullock Cart, travelling on a Yellow Brick Road?
- **CHANGE OF PERSPECTIVE:**
- You have Humans who work using Softwares, I say you should have a IT Driven System working through Humans!



# Presentation Overview

- Move from Individual Performance to System Based Performance. A system based on theory developed from working over the years.
  
- This presentation is in Two Halves:
  1. Theory (Where we are and what we should do)
  2. Practical (Sample designs to reach there)

HIDDEN AGENDA: The three-fold UNIFYING THEME or the Common Purposes in all the slides of this presentation are:

- Increased Employee's Direct Participation
- Greater Transparency and Information at Fingertips
- Putting EIL in Auto Pilot Mode!



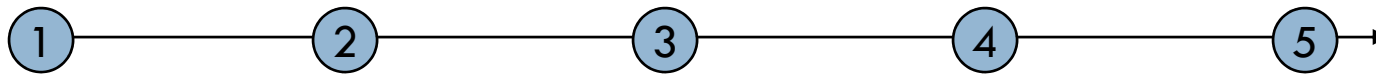
# Unified Software: (To Manage Entire Project)

- My Concern: Ratta-fication is not the best criteria to judge project planner or manager. Let computers do these PDA jobs. Human thinking is for creating bigger & better things.
- You have time tested and proven work methods and you are using IT softwares as tools or utility requirement but not IT as backbone as a unified software for entire project management.



# ISO Vs CMM (Work System Maturity)

Initial → Repeatable → Defined → Managed → Optimized



Increasing Level of Capability Maturity

- **Initial Level:** No formalization of processes, if any are ad hoc. Success is dependent upon Individual Heroics and good fortune. But when heroes leaves, history of success leaves with them
- **Repeatable:** Some formulation of work methods but no control and systematization within the organization
- **Defined:** Where basic monitoring and control activities are in place. Work system is well defined and it is possible to test each process
- **Managed:** Formalized work processing. Methods to collect and analyze quality matrices for each process are in place
- **Optimized:** Continuous quality improvement growth



# Reactionary Work System

- In this month what are the proactive cost/time saving initiatives taken by PM for the GGSR?
- Is there a system to measure who made most positive and proactive contribution to the project?
- Is all project information logically organized for mapping, comparing with multiple projects? Is there a system to consider different implementation methodology for saving time and money?
- Drift is required from people dependent system to IT driven work system.



# Change How Work is Done

- **Lack of an integrated system; Complexity as constituent of work system, many decisions become more of a liability than assets. Without proper implementation all talk is a hollow roar!**
- **Example in EDMS – It seems slow due to Navigation Problem. Change from Javascript Menu to simple framed HTML interface; it may become considerably fast!**
- **Transition of work style is complex and difficult but necessary.** We need to move away from Individual Heroics to System Based Efforts. We need an integrated system for Project Management, a unified software with a multiple type output.



# Leaf from Past Chairman's Book

- Rohtagi ji stressed on **Customer Satisfaction!**
- **What are the Intangible benefits of GGSRP to HMEL?** What are the new additions to prior list?
- Improved Client Services, Financial Control, Speed Up Decision Making, Improved Information Quality, Speed of Information Retrieval, Better Presentation of information than previous projects?



# Suggestion: Project Website

- **Consider Project as one single document in table format with all information from Inception (Feasibility Report) to Commissioning and/or Shutdown Sequence**
- Use Standard Template of a Project, using predefined file formats for all Units and Reports. As on information is getting, keep filling in the project.
- All communication then, will be written, recorded, point-wise onto the particular subject matter and anyone can read it there.
- Google like Search Facility: Search status of PR, MR, FOI



# Project Website: (Intranet + Internet)

PROJECT  
MANAGEMENT

Click on the  
Icons to  
Proceed into  
Respective  
area



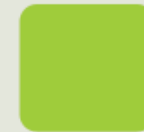
Overview



Detailed Status



Progress Stats



Problems & Holdups

## Project: 6922 Details



Mile Stone Status



Progress Curves



Project Trends



AFC Dwg Status



Ordering Status



Mfg & Delivery Status



Const. Qty Release



LSTK Progress Stats



Invoice & Payments



Construction Photos

Analysis Reports

Discussion Forum

Project Blog by PM

Desktop of Project Website

# Project Website: Online Updation

Check  
status  
From  
anywhere,  
Anytime.

Update  
from  
anywhere,  
anytime

Select Unit



CDU/VDU



VGO-HDT



DHDT



FCC



Treaters



.....

## UTILITIES AND OFFSITES

### ENGINEERING

General Civil  
Struct & Arch  
Static Eqpt  
Rotating Eqpt  
Pckg  
Piping  
Electrical  
instrumentation

### MFG & DLVRY

RO Water  
Nitrogen  
Effluent Treatment  
Vapour Recovery System  
Cooling Tower  
Mounted Bullets  
CS Vessels

### CONSTRUCTION

Package Wise  
Tanks  
Switch yard  
Electrical

# Project Website: (Check real time status)

PROJECT  
MANAGEMENT

## SEARCHING AND SORTING

### 1. AREAS OF CONCERN:

- a. List by Vendor / Client / PEM / Inter Department
- b. Select Date Between: dd1/mm1/yy1 to dd2/mm2/yy2

### 2. ACTIVITY LIST - Last Month, Current Month, Next Month, Pendence since month

### 3. Search for STATUS

CDU/VDU



Activities planned  
during the month



activities completed  
till date



sch activities for  
next month



status of all eqpts  
in refinery

# More Suggestions:

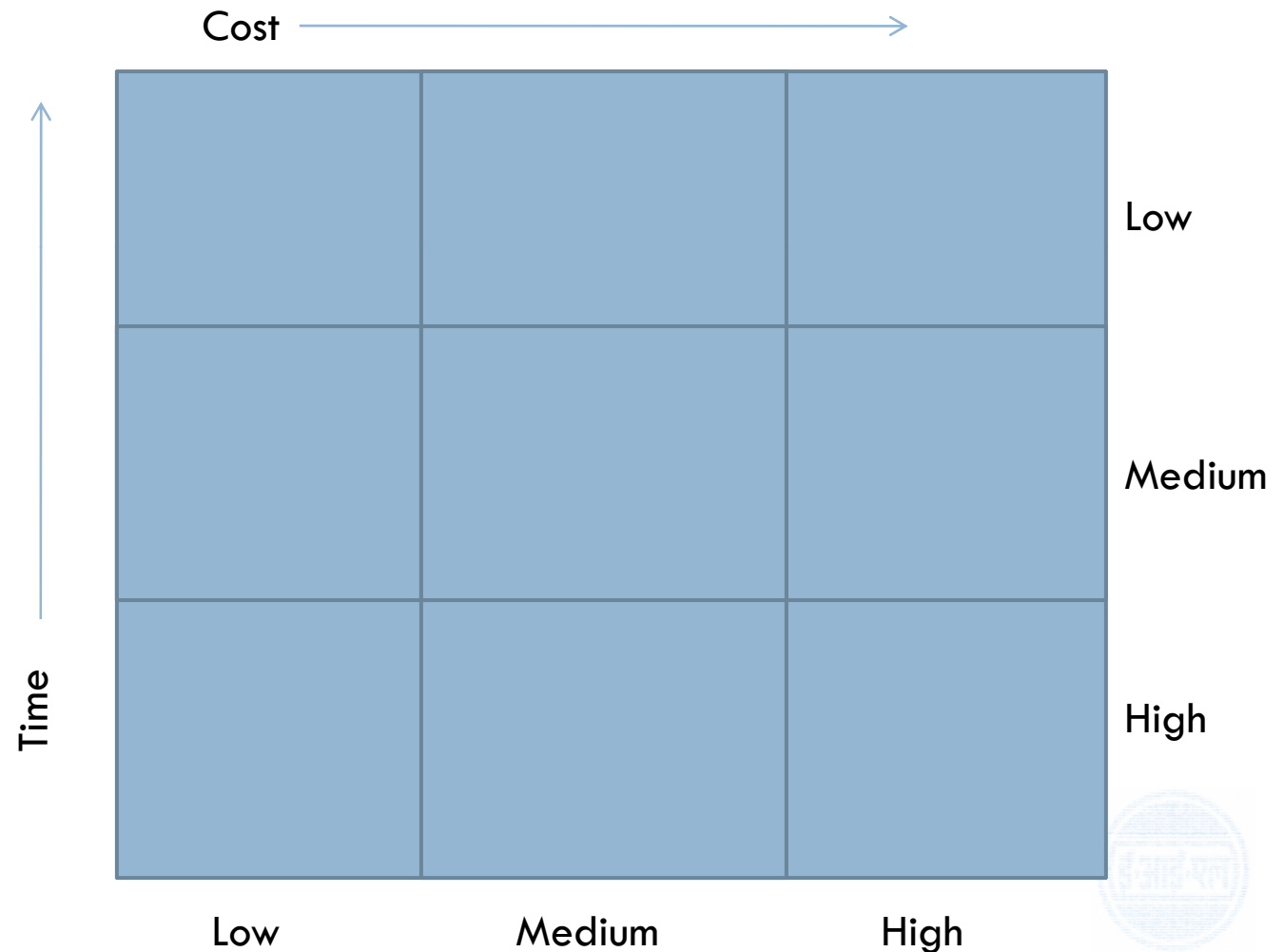
- Project Blog
- Project Dashboard
- Department wise Monthly Agenda
- Top Down and Bottom Up Approach
- Direct Feedback and Query System
- Written Records of Initiatives
- Proactive Work System
- Direct Project Monitoring
- Enterprise Resource Planning
- Project Discussion Forum
- Project to Project Comparison
- Resource Utilization & Tracking Reports
- New Project Reporting Charts
- Like ATM for Reports



# Deciding Project Priorities

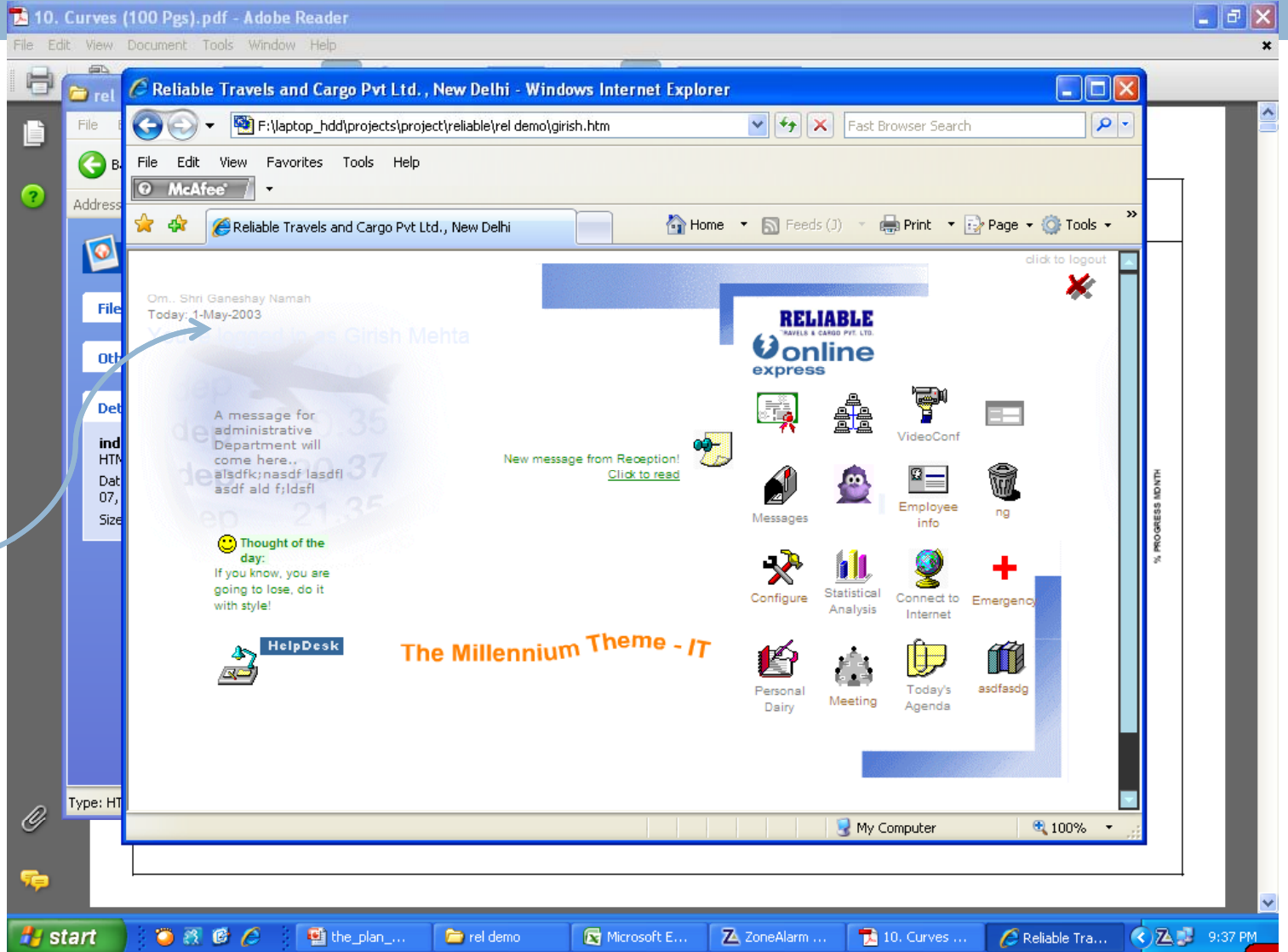
How do you determine Project/ Meeting Priorities?

Adjoining matrix is a sample tool to measure.



# Intranet Based Desktop for all

Year: 2003



# Messaging System

The screenshot displays a Microsoft PowerPoint window titled "the\_plan\_man\_final - Microsoft PowerPoint" with a standard menu bar (Home, Insert, Design, Animations, Slide Show, Review, View, Add-Ins). The main content area shows a slide with a preview of a web browser window. The browser window is titled "Reliable Travels and Cargo Pvt Ltd., New Delhi - Windows Internet Explorer" and shows a local file path: "F:\laptop\_hdd\projects\project\reliable\rel demo\message.htm".

The web browser displays an intranet page for "RELIABLE online express". The page includes a navigation menu with links for "select employee", "managers", "inbox", "Msg to ALL", "STAFF", and "HELP". The main heading is "instant messaging", followed by a welcome message: "welcome to the talk zone, exchange intranet messages with in the staff, different departments, create log of communication, set auto generated reminders, notices etc." Below this, there are icons for "inbox", "outbox", "history", and "notice board". A notification bubble on the right says "you have 1 new message". At the bottom of the browser window, there are icons for "Internet", "Stats", "Employee", "Messages", and "Personal Dairy".

The PowerPoint slide is part of a presentation with 26 slides, currently on slide 14. The Windows taskbar at the bottom shows the Start button, several open applications (including the PowerPoint and browser), and the system tray with the time 9:38 PM.

# Online Reporting with live data

New  
Dynamic  
Real Time  
Reporting  
Internet Based  
Reporting System  
Greater Visual  
Impact and  
effectiveness  
Forward Looking  
Company

Reliable Travels and Cargo Pvt Ltd., New Delhi - Windows Internet Explorer

F:\laptop\_hdd\projects\project\reliable\rel demo\stats1.htm

File Edit View Favorites Tools Help

McAfee

Reliable Travels and Cargo Pvt Ltd., New Delhi

Home Feeds (J) Print Page Tools

Om.. Shri Ganeshay Namah  
Today: 1-May-2003

You're logged in as Girish Menta

Saves time calculating final averages the way you like

RELIABLE  
online  
express

Comprehensive  
Overview Reports

Search .....

Italy

- Canada
- United States
- United Kingdom
- Italy
- France
- Greece
- Japan

This drop down menu was created for a class project in web based programming at St.Fx University. Other personal projects by the author include [www.minorhockey.ns.ca](http://www.minorhockey.ns.ca) [www.path-ways.ns.ca](http://www.path-ways.ns.ca) [www.media](http://www.media)

Created March 2002

27% 17% 15% 8% 10% 23%

January  
February  
March  
April  
May  
June

Remove: "I was absent and didn't know" Factor

NEXT >>

RELIABLE

Slide 15 of Done

My Computer 100%

start the\_plan\_... rel demo Microsoft E... ZoneAlarm ... 10. Curves ... Reliable Tra... 9:38 PM

# Suggestion: Impactful Visual Reports

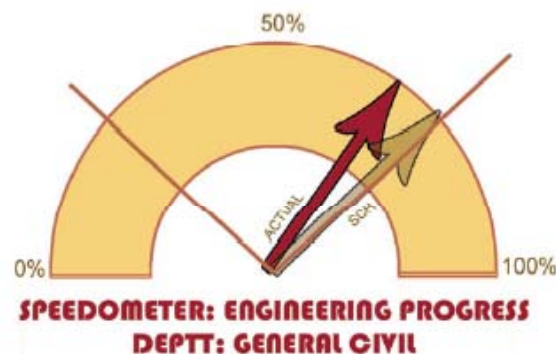
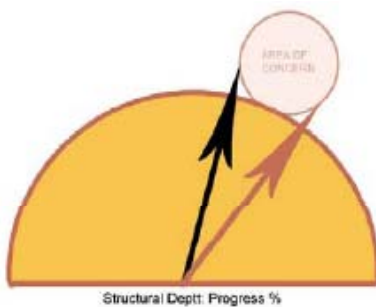
PROJECT  
MANAGEMENT

- Visual Reports make understanding quick, easy and impactful. Visual Entities make direct approach, they reduce complexities, number mumbo-jumbo into what is logical and can be understood by everyone.
- Keep Things Simple
- Use 3D, colorful graphics and animations give an impression of a forward looking company.
- Enhanced Presentation
- Improved Group Discussions, spend more time on discussing and thinking than trying to juggle with so many numbers.



# Creativity & Innovation

- Creativity and Innovation to make things easy to understand and more impactful.
- Spend more time on Report Making, Data Analysis than information collecting as repeated tasks.



## CRITICAL AREAS

\* SOME TEXT HERE.  
\* SOME TEXT HERE.  
\* SOME TEXT HERE.

## MODERATE AREAS

\* SOME TEXT HERE.  
\* SOME TEXT HERE.  
\* SOME TEXT HERE.

## UNDER CONTROL

\* SOME TEXT HERE.  
\* SOME TEXT HERE.  
\* SOME TEXT HERE.

# 3D Graphical Charts and Graphs

Reliable Travels and Cargo Pvt Ltd., New Delhi - Windows Internet Explorer

F:\laptop\_hdd\projects\project\reliable\rel demo\stats2.htm

File Edit View Favorites Tools Help

McAfee

Reliable Travels and Cargo Pvt Ltd., New Delhi

Home Feeds (J) Print Page Tools

Om... Shri Ganeshay Namah  
Today: 1-May-2003  
You're logged in as Girish Mehta

As easy to use as traditional paper based work system!

**RELIABLE**  
TRAVELS & CARGO PVT. LTD.  
online  
express

relative comparison reports

monthly evaluations and information

Month	Yellow Line	Orange Line
January	34	12
February	25	10
March	12	5
April	25	6
May	37	16
June	32	19

Month	Green Bar	Blue Bar
January	10	35
February	12	38
March	15	25
April	18	12
May	20	10
June	22	8

← PREVIOUS

Slide 16 of Done

My Computer 100%

start the\_plan... rel demo Microsoft E... ZoneAlarm ... 10. Curves ... Reliable Tra... 9:39 PM

# Project Blog

- ❑ Blog + Discussion Forum (Combination of Bulletin Board on EIL Portal and Knowledge Mgmt Initiative Discussion Forum) from PM, PEM and HODs.
- ❑ Messages from PEM can be on monthly targets, in form of TODO list, week wise or month wise.
- ❑ Above messages to be viewed by Project Mgmt Department.
- ❑ Set Targets – Monthly, Weekly
- ❑ Areas of Concern, Add comments as discussion, Discuss Problems and Holdups



# Project 2 Project Comparison

- ❑ Even at sunrise of 2010 we don't have information at our fingertips.
- ❑ EDMS is a way of referring past documents. It also has search facility based on keywords for past documents.
- ❑ My suggestion is taking Project as entity, Develop different methods of project execution and simultaneously measure project performance for optimization.
- ❑ My friend, you need stronger IT based are the legs that will take you to future and run in the race.



# Project Help Desk

- ❑ Project Help Desk: Let everyone concerned with project ask anything about project.
- ❑ To Commitment, Satisfaction and Trust.
- ❑ Where is the Consistent Interaction and Integration of feedback? Is there a single report which gives details of all client suggestions? Is the latest information available at fingertips?
- ❑ Give a direct interface to HMEL, a single window solution - Let them post their questions and concerns thru a written post, 24 X 7 X 365.
- ❑ Direct webcam based interface from site? From HO?



# Resource Utilization & Tracking

- Human Resource Utilization and Tracking
- How allocated resources are being utilized, month wise man hours distribution. As work is getting completed how are resources used for optimization.
- In all review meeting reports, it does not tell about the seriousness or the priority of the issue,. And its impact on the project

# Revision: Exceeding Expectations

- Internet Based Reporting System.
- Dependency on information is to be removed.
- Example From Newspaper Age to Internet Age
- Greater Visual Impact through 3D Reports
- Project Mgmt – Time, Cost and Effort
- Effectiveness and Impactful-ness
- What else can we do with refineries?
- Consistent Interaction, Consistent Integration of Feedback.



□ Thank you and...

Have a Nice Day! 😊

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Date: 07-Dec-2009

