

Successful Collaborations

Using Project Management Principles

Keys to Success	<ul style="list-style-type: none"> ➤ Establish a shared vision of success <ul style="list-style-type: none"> ○ What is your team's main purpose? ○ What will we accomplish? ➤ Develop a realistic and flexible plan to work towards that vision <ul style="list-style-type: none"> ○ Set, document and share clear expectations and deadlines ○ Break larger goals into actionable tasks and activities ➤ Support consensus <ul style="list-style-type: none"> ○ Plan for broadly sharing information with all stakeholders ○ Allow for discussion and feedback
Useful Project Management Principles	<p>Scope: What is relevant to our purpose and goals?</p> <p>→ Discuss, document and remind of scope to maintain team's focus</p> <p>Deliverables: What will we deliver/accomplish/create?</p> <p>→ Clearly define deliverables and let these guide tasks and activities</p> <p>→ Review, document and share progress</p> <p>Schedule: When is our work complete? When have we achieved success?</p> <p>→ Be specific and flexible, building in time for things to go wrong</p> <p>Communications: Who needs to know? How and when?</p> <p>→ Be clear and allow for feedback</p>

How to Apply Project Management Principles to Ensure Successful Collaborations

<i>Apply to:</i>	Scope	Deliverables	Schedule	Communications
Projects	<ul style="list-style-type: none"> ❖ Discuss and clearly define a scope as early as possible 	<ul style="list-style-type: none"> ❖ Discuss and clearly define deliverables ❖ Break deliverables into actionable tasks 	<ul style="list-style-type: none"> ❖ Use a schedule to set and follow progress towards task completion ❖ Use a schedule or timeline to document milestones ❖ Be realistic and allow flexibility in setting timelines and due dates 	<ul style="list-style-type: none"> ❖ Use clear communication to assign and follow-up on tasks ❖ Share progress toward deliverables ❖ Conduct a retrospective to document lessons learned for future projects
Committees	<ul style="list-style-type: none"> ❖ Clearly define a scope, tying it to a larger mission and purpose ❖ Review scope or purpose regularly 	<ul style="list-style-type: none"> ❖ Set goals (for meetings, reports, outcomes) ❖ Use goals to create actionable tasks 	<ul style="list-style-type: none"> ❖ Create and use meeting agendas and committee timelines ❖ Summarize and document decisions and tasks 	<ul style="list-style-type: none"> ❖ Share and document accomplishments ❖ Allow for discussion and feedback
Leading a Meeting	<ul style="list-style-type: none"> ❖ Clearly define the meeting's purpose 	<ul style="list-style-type: none"> ❖ Direct the focus to meeting outcomes or objectives 	<ul style="list-style-type: none"> ❖ Create and use meeting agendas 	<ul style="list-style-type: none"> ❖ Allow for discussion and feedback ❖ Summarize and document decisions and tasks
Attending a Meeting	<ul style="list-style-type: none"> ❖ Ask questions that point the team back to the scope, purpose or desired outcomes 	<ul style="list-style-type: none"> ❖ Before the meeting ends, ask that decisions and next steps be summarized and reviewed 	<ul style="list-style-type: none"> ❖ Ask that specific dates be assigned to task deadlines and future meetings ❖ Contribute items to meeting agendas 	<ul style="list-style-type: none"> ❖ Offer to document decisions and next steps ❖ Share documents and notes with meeting leader or attendees