

April 12, 2023

---

# Other Duties as Assigned - Guide for Non-Project Managers

Scott Kohl MBA, PMP – Assoc Director of Strategic Initiatives

23 Years of Project Management



**Office of Strategic Consulting**

UNIVERSITY OF WISCONSIN-MADISON

HELLO

my name is

*Other Duties As Assigned*

What we'll cover

What is project Management

Team – who can help

Capturing Scope – What is the outcome

Getting it done – assigning work & commitment

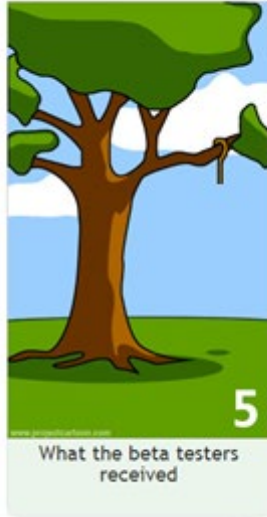
Managing risk, changes & support

When it all goes as exactly as planned – not quite...



# Project Management: Art and Science





# Scope – All the Things We Must Do

- What the vision?
- What is done?
- What is this NOT?
- When does it have to be done?
- Budget how much and who's writing the check?
- Who's it for?



# People – Your Team

- Vertically
- Horizontally
- Directly
- Indirectly
- Who makes the final call



# Process – How do we get it done

- Kick-off
- Regular meetings
- Going-live (Red Zone)
- Launch
- After the project





# Tools – Implements to help us succeed

- Charter Lite (MOU)
- Check List (Red/Yellow/Green)
- Calendar
  - Countdown
- RACI
- Log of decisions and risks
  - Bring this log to meetings
  - RAID
- Gamification



What could possibly go wrong?



**In preparing for battle, I have always found  
that plans are useless but planning is  
indispensable.**

**(Dwight D. Eisenhower)**

# Agility, Adaptability & Mindset



# Isolation

Projects are ultimately about people, so we need their support to get it done.



# Recap

- Scope
- Team
- Process
- Tools
- Mindset



**BUT WAIT**

*ShamWow!*<sup>™</sup>



**THERE'S MORE**

# Responsible, Accountable, Consulted, and Informed

|                                | <br><b>FRODO</b> | <br><b>SAM</b> | <br><b>GANDALF</b> | <br><b>ARAGORN</b> | <br><b>ELROND</b> |
|--------------------------------|---|---|--|---|--|
| Decide on what to do with ring | C   | I   | A  | C   | R  |
| Create Fellowship              | R   | C   | A  | C   | R  |
| Get the ring to Mount Doom     | R   | C   | A  | C   | I  |
| Distract and defeat enemies    | I   | R   | C  | R   | I  |



# BASIC RAID LOG TEMPLATE SAMPLE

**RAID** ◦ Risks ◦ Assumptions ◦ Issues ◦ Dependencies ◦

| No. | RAID Category | Description                  | Impact             | Owner             | Priority   |
|-----|---------------|------------------------------|--------------------|-------------------|------------|
| 101 | Risk          | Material delivery is delayed | Production stops   | Alexandra Mattson | Negligible |
| 102 | Assumption    | Machinery breakdowns         | Production delayed | Bruce Ferguson    | Low        |
| 103 | Issue         |                              |                    |                   | Moderate   |
| 104 | Dependency    |                              |                    |                   | High       |
| 105 |               |                              |                    |                   | Critical   |
| 106 |               |                              |                    |                   | Negligible |
| 107 |               |                              |                    |                   |            |
| 108 |               |                              |                    |                   |            |
| 109 |               |                              |                    |                   |            |
| 110 |               |                              |                    |                   |            |

# Let's Discuss



# About the Office of Strategic Consulting

---

## Office of Strategic Consulting

Internal UW–Madison consulting office

---

Partners with academic and administrative units across campus to enhance organizational effectiveness

---

Provides services to support strategic initiatives, change, and improvement efforts while also helping others build knowledge and skills

---

Services:

Strategic planning, process improvement, organization design, enhancing culture and climate, leadership coaching, change management, and project management & delivery

---

More Information:

**Website:** [strategicconsulting.wisc.edu](http://strategicconsulting.wisc.edu)

**Email:** [strategicconsulting@osc.wisc.edu](mailto:strategicconsulting@osc.wisc.edu)