



# PROJECT MANAGEMENT

SUNY GUIDED PATHWAYS INSTITUTE TEAM FACILITATOR WEBINAR

JULY 25, 2019



# INTRODUCTIONS



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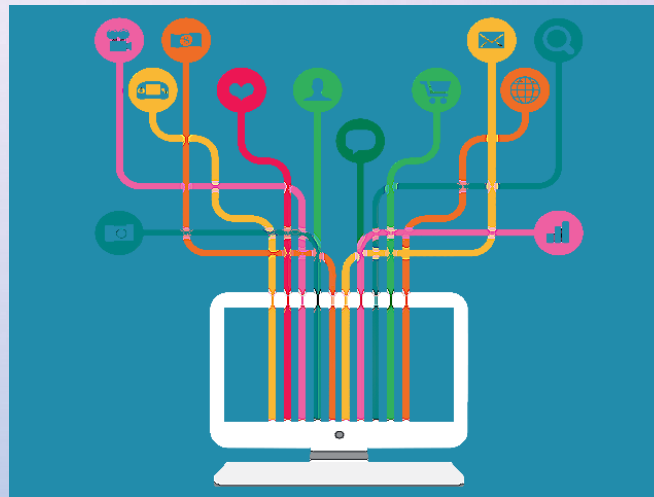
# WEBINAR OBJECTIVES

- ACCLIMATE TEAM FACILITATORS TO TECH USE FOR THE PROJECT
- REVIEW PROJECT MANAGEMENT PHASES AND RELATE TO SUNY GUIDED PATHWAYS INSTITUTES
- EXPLORE PROJECT MANAGEMENT SKILLS AND RELATE TO SUNY GUIDED PATHWAYS INSTITUTES
- REVIEW TIPS FOR FACILITATING MEETINGS
- CHECK OUT RESOURCES FOR PROJECT MANAGEMENT
- SURVEY IMPORTANT UPCOMING DATES



# SUNY GUIDED PATHWAYS INSTITUTES TECHNOLOGY

- PLEASE BRING LAPTOPS
- QR CODES
- GOOGLE DRIVE
- WEBSITE
- OER



# PROJECT MANAGEMENT

- GUIDED PATHWAYS ISN'T A TRUE “PROJECT”
- FRAMING THE INSTITUTES AS PROJECTS
- FRAMING INDIVIDUAL CAMPUS INITIATIVES AS PROJECTS
- SUSTAINABILITY



# 4 PHASES OF PROJECTS

- INITIATION
- PLANNING
- IMPLEMENTATION/EXECUTION
- CLOSING



# INITIATION

- WHY ARE WE DOING THIS?
- WHO IS LEADING THIS?
- WHAT IS BEING DONE AT HIGH LEVEL?
- WHAT ARE YOUR RESOURCES?



# INITIATION

WHY ARE WE DOING THIS?

- IN GENERAL, BECAUSE WE WANT TO CREATE A BETTER EXPERIENCE FOR OUR STUDENTS (INCREASE STUDENT SUCCESS)
- WE WILL LEARN MORE AND MORE OF THE “WHY” THROUGHOUT THE INSTITUTES AND ASSOCIATED ACTIVITIES



WHY?



# INITIATION

## WHO IS LEADING THIS?

- HOME TEAM AND INSTITUTE TEAMS
- TEAM FACILITATOR
- EXECUTIVE LEAD



# INITIATION

WHAT IS BEING DONE AT HIGHER LEVELS?

- TEAM FACILITATOR AND EXECUTIVE LEAD DISCUSSIONS
- HOW IS ADMINISTRATION AND SHARED GOVERNANCE SUPPORTING THESE EFFORTS?
- WHAT ARE EVERYONE'S EXPECTATIONS?
- HOW WILL ADMINISTRATION LEARN ABOUT GUIDED PATHWAYS?



# INITIATION

## WHAT ARE YOUR RESOURCES?

- ANOTHER TOPIC FOR TEAM FACILITATOR AND EXECUTIVE LEAD DISCUSSION
- HOW MANY PEOPLE WILL YOU BRING TO EACH INSTITUTE?
- CAMPUS ENGAGEMENT ACTIVITY?
- DOCUMENTATION?
- INSTITUTE PREP RESOURCES



# PLANNING

## PLANNING FOR INSTITUTES

- INSTITUTE TEAM COMPOSITION
- PRE-WORK
- REGISTRATION
- TRAVEL COORDINATION
- SESSIONS DURING INSTITUTE



# PLANNING

## PLANNING FOR PROGRESS AT YOUR COLLEGE

- IF YOU ARE NOT LEADING YOUR HOME TEAM, HOW DO YOU PLAN TO COMMUNICATE INSTITUTE WORK TO HOME TEAM LEADER?
- CONNECTING THE SHORT TERM ACTION PLAN TO HOME TEAM WORK



# IMPLEMENTATION/EXECUTION

- HOW WILL YOU ASSESS INSTITUTE TEAM PROGRESS AND HOME TEAM PROGRESS?
- PUTTING DATES ON SHORT-TERM ACTION PLAN ITEMS





**CLOSING**

# CLOSING SUSTAINABILITY

- THIS WORK IS NOT DESIGNED TO BE “FINISHED”
- RECURSIVE
- SUSTAINABILITY OF EFFORT, OF RESOURCES, OF COMMUNICATION, OR PROGRESS
- ASSESSMENT
- NEXT STEPS





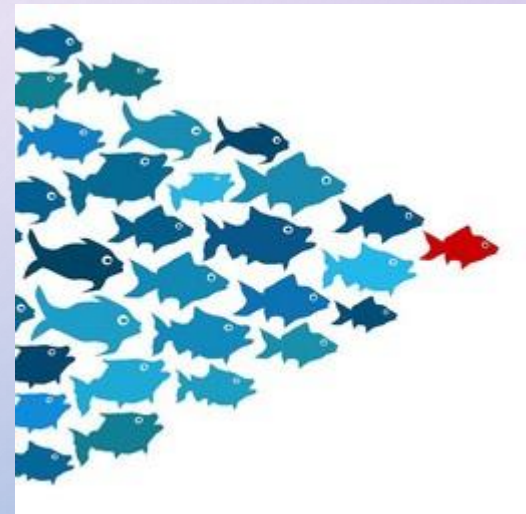
# PROJECT MANAGEMENT SKILLS

- LEADERSHIP
- COMMUNICATION
- PLANNING SKILLS
- TIME MANAGEMENT
- RISK MANAGEMENT
- NEGOTIATION SKILLS
- SUBJECT MATTER EXPERTISE



# PM SKILLS: LEADERSHIP

- TEAM FACILITATORS LEAD THE INSTITUTE TEAMS
  - PRE-WORK
  - REGISTRATION
  - DIVIDING AMONGST CONCURRENT SESSIONS
  - TEAM STRATEGY SESSIONS
  - POST-WORK



# PM SKILLS: COMMUNICATION

- WITH RENEE, PROJECT DIRECTOR
- WITH YOUR COACH
- WITH YOUR EXECUTIVE LEAD
- WITH INSTITUTE TEAMS
- WITH COLLEGE COMMUNITY



- THIS IS CRUCIAL!
- HOW WILL YOU REGULARLY AND EFFECTIVELY COMMUNICATE GUIDED PATHWAYS WORK WITH EVERYONE AT YOUR COLLEGE?

# PM SKILLS: PLANNING SKILLS AND TIME MANAGEMENT

- PRE AND POST-WORK WILL REQUIRE GROUP MEETINGS AND REQUESTS FOR DATA
- WE WILL SUGGEST TIMELINES FOR EACH INSTITUTE'S WORK
- PLEASE KEEP DEADLINES IN MIND!
- REACH OUT TO RENEE AND YOUR COACH IF YOU ENCOUNTER PLANNING DIFFICULTIES

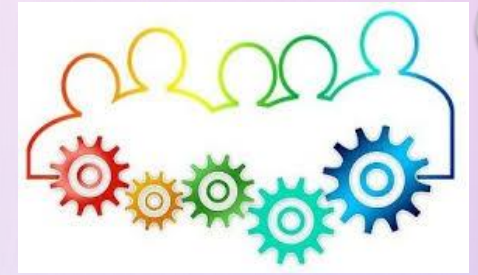


# PM SKILLS: RISK MANAGEMENT AND NEGOTIATION SKILLS



- TRICKIEST PART OF REFORM WORK!
- THERE IS RISK IN THIS WORK, BUT NOT AS MUCH AS SOME PEOPLE WILL PURPORT
- A GOOD QUESTION TO ASK YOURSELF AND OTHER: WHAT IS THE RISK OF NOT DOING THIS WORK?
- BRING IT BACK TO THE “WHY”
- IMPORTANCE OF EVERY PERSPECTIVE – IN THE END, BRING IT BACK TO STUDENTS

# PM SKILLS: SUBJECT MATTER EXPERTISE



- YOU WILL BE GAINING EXPERT KNOWLEDGE IN GUIDED PATHWAYS REFORMS AND TRANSFORMATIONAL CHANGE
- WHEN FORMING TEAMS FOR INSTITUTES (INCLUDING PRE AND POST-WORK), MAKE SURE THE RIGHT PERSONS ARE AT THE TABLE
- LOOK FOR EXPERTISE AND IDEAS IN LESS OBVIOUS PLACES; TRY TO GET AS MANY VOICES AND MINDS INTO THIS WORK

# FACILITATING GREAT MEETINGS



- DESIGN A GOOD AGENDA – BE REALISTIC ABOUT TIMING AND THINK ABOUT ORDER
- KEEP THE MEETING FOCUSED ON THE AGENDA – TACKLE ALL POINTS
- HELP EVERYONE PARTICIPATE – KEEP TRACK OF WHO WANTS TO SPEAK, DRAW OUT THE QUIET AND LIMIT THE TALKATIVE
- ACTIVELY LISTEN, CLARIFY, SUMMARIZE, AND SYNTHESIZE TO BE SURE ALL UNDERSTAND KEY POINTS
- ENSURE ACTION POINTS ARE RECORDED
- LISTEN FOR UNDERLYING CONCERNS AND ADDRESS THEM AS A GROUP OR PRIVATELY

# MORE ON FACILITATING GREAT MEETINGS

- EXCITEMENT SHARING – POSITIVE ENERGY
- GROUP AGREEMENTS – RESPECT, ACTIVELY LISTEN – ANYTHING YOU CAN'T LIVE WITH?
- GO-ROUNDS – EVERYONE TAKES A TURN TO SPEAK WITHOUT INTERRUPTION OR COMMENT
- PARKING SPACE – WHEN SOMETHING COMES UP THAT TAKES YOU OFF AGENDA PUT IT HERE
- THROW IT BACK TO THE GROUP – IF SOMEONE ASKS A QUESTION, CONSIDER THROWING IT BACK TO THE GROUP





## RESOURCES TO HELP

- INSTITUTE DATES AND LOCATIONS
- SUGGESTED INSTITUTE ATTENDEES
- OVERALL DATES FOR SUNY GUIDED PATHWAYS COHORT II
- ONBOARDING INSTITUTE TEAM MEMBERS
- MATERIALS FOR EACH INSTITUTE
- RESOURCES
- LET US KNOW WHAT YOU NEED!



# IMPORTANT DATES



- EARLY AUGUST FEEDBACK ON SCALE OF ADOPTION ASSESSMENT
- MID AUGUST/SEPTEMBER HOTEL BLOCK DEADLINE
- AUGUST 15, 2019 EOD KPI REPORTING DUE COHORT II COLLEGES
- AUG 22, 2019 1-2 PM COHORT II WEBINAR: PROJECT RESOURCES
- SEPT 16, 2019 3-4 PM COHORT II WEBINAR: INSTITUTE #1 PREVIEW
- SEPT 24, 2019 EOD INSTITUTE #1 PRE-WORK DUE
- OCT 2, 2019 3:30-5:00 #1 PRE-INSTITUTE
- OCT 3 & 4, 2019 INSTITUTE #1: BENCHMARKING & TRANSFORMATIONAL CHANGE
- OCT 20, 2019 EOD INSTITUTE #1 POST WORK DUE

Thank  
you!

- QUESTIONS???
- CONTINUE TO REACH OUT VIA PHONE AND EMAIL!
- RENEE DIMINO 585-292-3134 [RDIMINO@MONROECC.EDU](mailto:RDIMINO@MONROECC.EDU)



# RESOURCES CONSULTED FOR THIS PRESENTATION

- THE PROJECT LIFE CYCLE

[HTTPS://OPENTEXTBC.CA/PROJECTMANAGEMENT/CHAPTER/CHAPTER-3-THE-PROJECT-LIFE-CYCLE-PHASES-PROJECT-MANAGEMENT/](https://opentextbc.ca/projectmanagement/chapter/chapter-3-the-project-life-cycle-phases-project-management/)

- THE FOUR PHASES OF PROJECT MANAGEMENT

[HTTPS://HBR.ORG/2016/11/THE-FOUR-PHASES-OF-PROJECT-MANAGEMENT](https://hbr.org/2016/11/the-four-phases-of-project-management)

- 7 ESSENTIAL PROJECT MANAGEMENT SKILLS FOR 2019

[HTTPS://THEDIGITALPROJECTMANAGER.COM/PROJECT-MANAGEMENT-SKILLS/](https://thedigitalprojectmanager.com/project-management-skills/)

- FACILITATING MEETINGS – A SHORT GUIDE

[HTTPS://WWW.SEEDSFORCHANGE.ORG.UK/SHORTFACILITATION](https://www.seedsforchange.org.uk/shortfacilitation)