



PROJECT MANAGEMENT
FOR THE NO-SO DUMMIES

PRESENTED TO
AMERICAN BUS ASSOCIATION
MARKETPLACE 2009
JANUARY 11

PRESENTED BY
JOHN KENNEDY

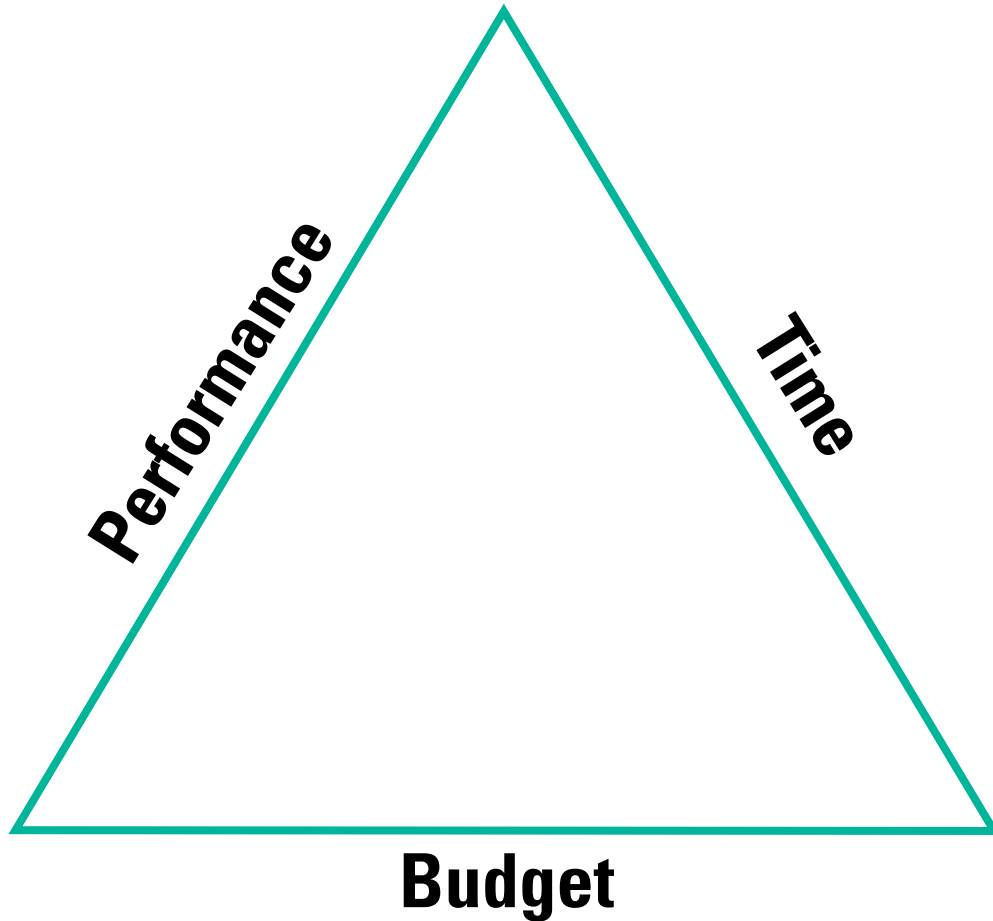
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ATTITUDE

***“The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or even do. It is more important than appearance, giftedness or skill. It will make or break a company . . . a church . . . a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past . . . we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the string we have, and that is our attitude. I am convinced that life is 10 percent what happens to me and 90 percent how I react to it. And so it is with you . . . we are in charge of our attitudes!*”**

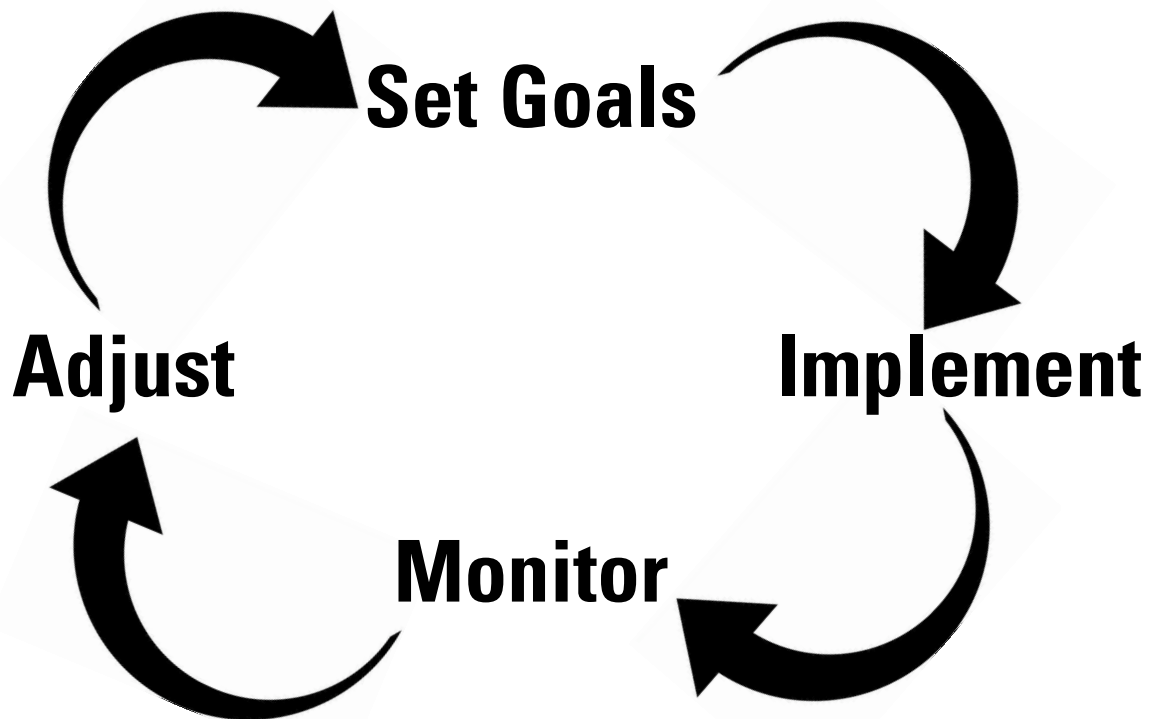
-Charles Swindoll

THE TRIPLE CONSIDERATIONS

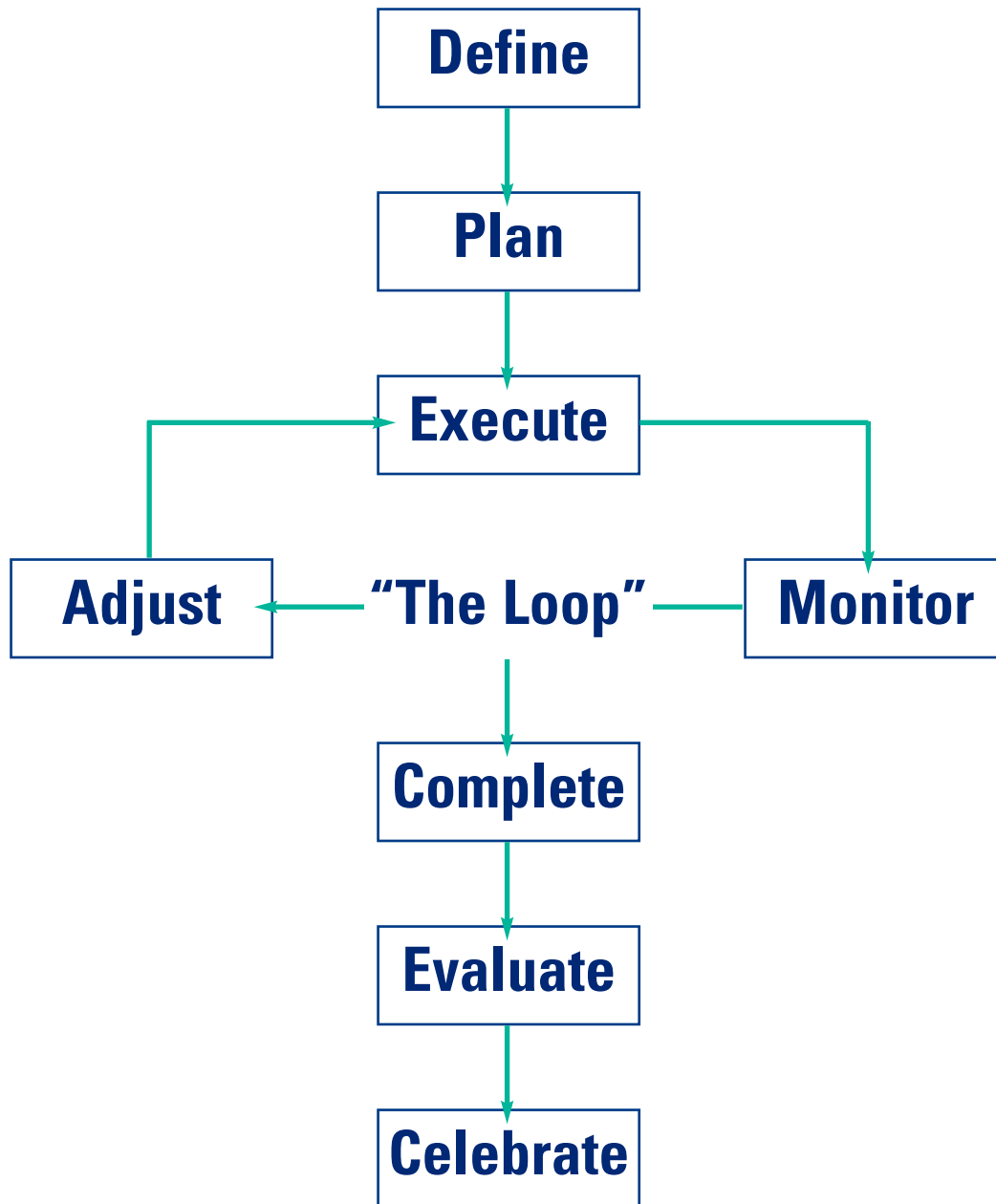


“Good, Fast and Cheap”

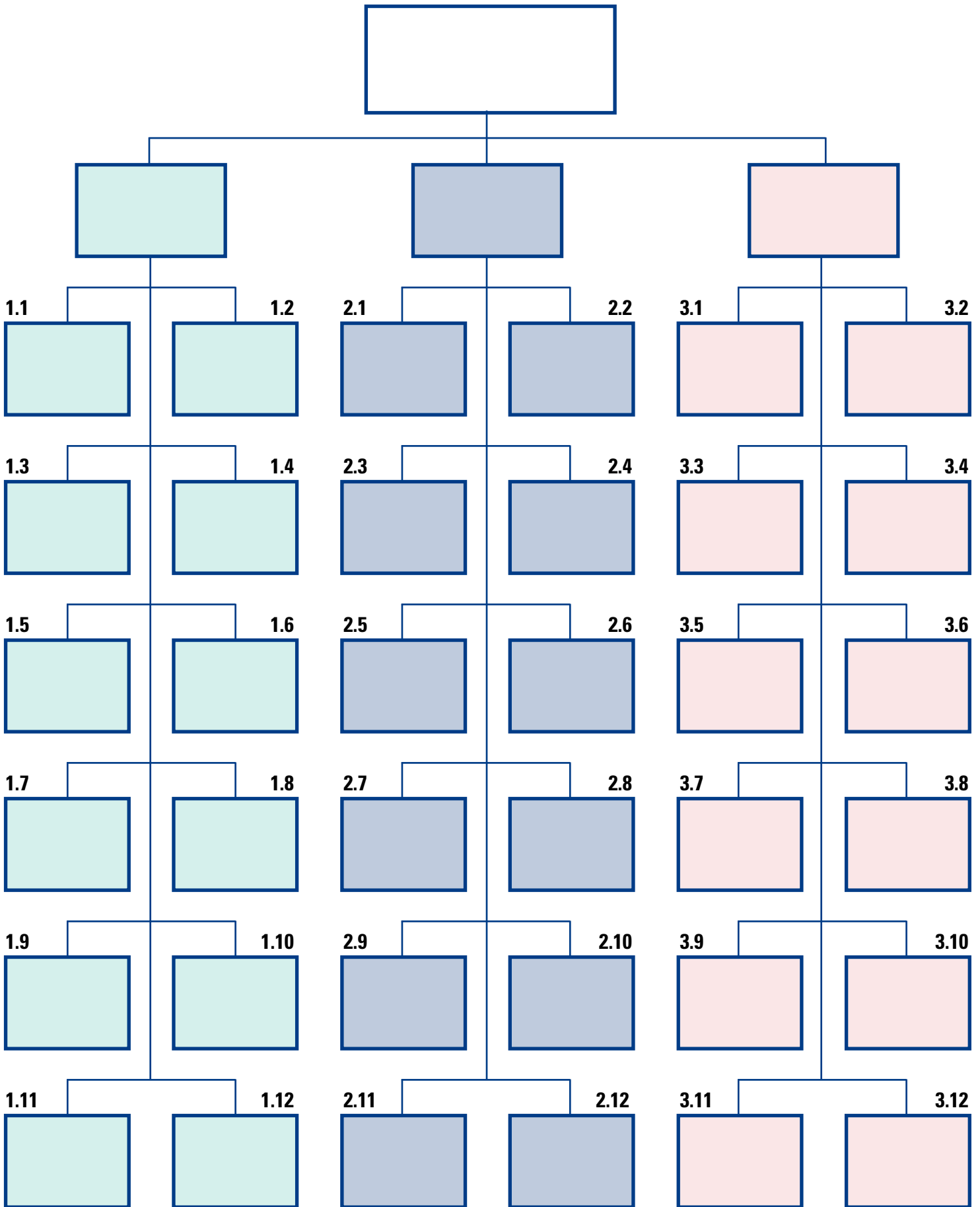
THE CYCLE OF MANAGEMENT



“ BEGIN WITH THE END IN MIND ”

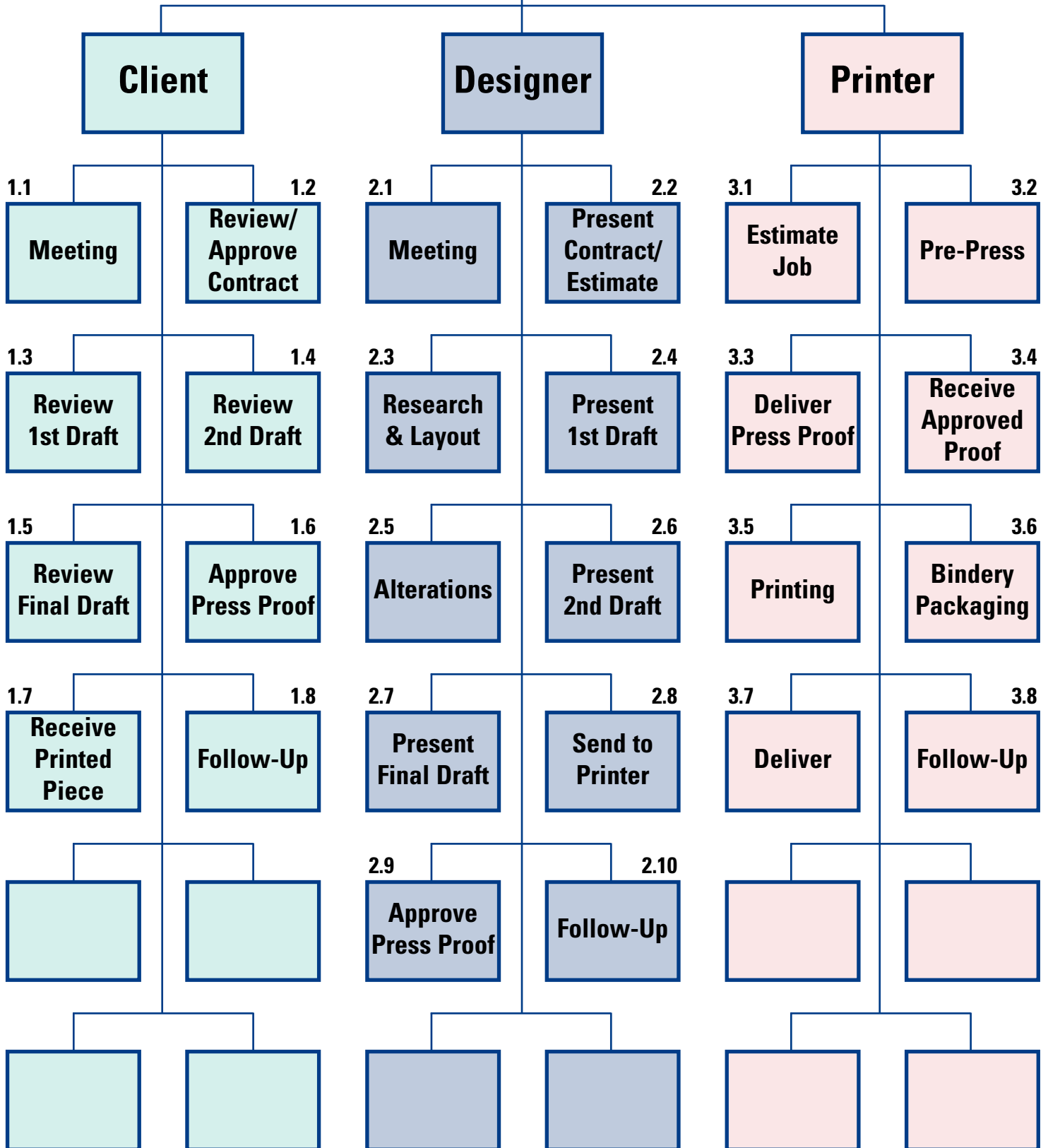


WORK BREAKDOWN STRUCTURE



WORK BREAKDOWN STRUCTURE

Design & Print Marketing Piece



TIPS FOR EFFECTIVE PROJECT MANAGEMENT

_____ in the most sensitive areas
will avoid many conflicts.

Get _____ well in advance.

Develop detailed _____ .

Secure _____ from key administrators.

_____ closely, _____ clearly,
_____ quickly.

INVEST YOUR TIME WISELY

- \$ Measure twice, cut once**
- \$ Identify your best time of day**
- \$ Organize, organize, organize**
- \$ Delegate effectively**
- \$ Leave work at work**
- \$ Plan one week in advance**
- \$ Color code**
- \$ Work on one thing at a time**
- \$ Put "First Things First"**
- \$ Prioritize your priorities**

NOTES

A large, empty rectangular box with a black border, intended for writing notes.