Remote Program and Project Management Tips & Resources

Projects and Programs (definitions and differences)

- *PROJECTS- a large or major undertaking, especially one involving considerable money, personnel, and equipment*
  - *One offering*
  - *Sometimes temporary*
  - *A manager does not necessarily supervise staff*

- *PROGRAMS- a planned, coordinated group of activities, procedures, etc., often for a specific purpose, or a facility offering such a series of activities*
  - *A series of offerings or projects that make up a portfolio*
  - *Usually ongoing*
  - *A manager does not have to supervise staff but usually does*

BEST PRACTICES: Create Goals

- **Projects**
  - Objectives: What are you trying to do? Objectives are important for laying out the map and and the change you are wanting to see with the completion of this project
    - What is the need you are trying to meet?
    - Why?
  - [SMART](#) Goals
    - Specific, Measurable, Attainable, Relevant, Time-based
    - Sometimes: Inclusive, Equitable
  - Collaborative project design meetings (these should happen weekly and potentially increase to 2x a week as the project/event gets closer
  - Have a clear audience agreement with your team (who are you trying to reach... and be SPECIFIC)

- **Programs**
  - SMART and Dreams!
    - Just as SMART goals are important, so are dreams!! Push yourself and your team to think beyond what is currently possible. It's so important to keep dreaming since we are striving for radical systems change in our world
  - How do these goals coincide with organizational mission?
  - Quarterly goal setting and checking (or some other time frame)

Resources for Management:

→ People's Hub "Make It Real, Parts A&B": https://peopleshub.org/project/make-real-part-turn-dreams-strategies/

→ Managing Remote Teams Successfully: Remote Project Management Tips & Tactics https://youtu.be/rb3LhwPr7P4

→ Management Center "Self-Guided Learning: Management Workout" https://www.managementcenter.org/trainings/management-workout/

- Take stock of audience needs and reviews- it may be valuable to survey your audiences on a regular schedule so you know if your team is continuing to be impactful in your objectives

BEST PRACTICES: Work Plans
- **Projects**
  - Develop centralized messaging so everyone on your team is describing your project and objectives in the same way
  - Make sure everyone has a clarity on tasks need
  - Create a GANTT, DARCI or RACI work plan to help with clarity
    - Multiple eyes in different capacities
    - Everyone is fully aware of the roles and who to go to for what
  - Clear timelines
  - Celebrate milestones/benchmarks!

- **Program**
  - Monthly individual work plans (actually check them to help with planning your weeks!)
    - Apply daily/weekly
  - Quarterly full team work plans (or whatever time frame works) and take stock at the end of the quarter of where aspects/projects lie in preparation for the next time period

BEST PRACTICES: Operations
- **Projects**
  - Central location for all developed materials
    - Minimally Secure: Dropbox, Google, Microsoft
    - More Secure: CryptPad (Google Docs alternative), Proton Mail (Email)
  - Weekly planning meetings (increase to bi-weekly when/if needed)
  - Establish standard operating practices and procedures the whole team understands
- **Program**

  - Scheduled 1:1s with coworkers/ staff/comrades
    - Relationships are the most important thing!
  - Clear pathways for staff communication that everyone adheres to
    - Slack
    - Microsoft Teams
  - Specific/standard check-in documents (don't have to be the same across the team)
  - Clear file sharing- what tools we're using and what goes where
  - Responsibility distribution of tasks and aspects of your program

BEST PRACTICES: Miscellaneous

- Full and robust intros are important
  - Especially with teams that have never met in person or work in different places; don't skip over the relationship building and ice-breaker check-ins. Sometimes these foundational team practices are the piece that build the trust and camaraderie for effective teamwork
- Be aware of where your team enters and how you can set them up for success
  - Neurodivergent
  - Other different abilities?
- Write EVERYTHING down
  - You never know when something someone said in a meeting or conversation about your project will come in handy
- Here is a good rule of thumb for projects that are campaigns: Goals→ Strategies→ Tactics

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DIGITAL TOOLBOX

Project Management Template

PSN Resource Bank

Monday

Meeting Agenda Template

Basecamp

2x2 Team Feedback Template

Campaign Strategy Worksheet

Leadership Styles Workbook

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