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/](https://peopleshub.org/project/make-real-part-turn-dreams-strategies/)

- Managing Remote Teams Successfully: Remote Project Management Tips & Tactics
  [https://youtu.be/rb3LhwPr7P4](https://youtu.be/rb3LhwPr7P4)

- Management Center “Self-Guided Learning: Management Workout”
  [https://www.managementcenter.org/trainings/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

DIGITAL TOOLBOX

- Project Management
  - Template
- Meeting Agenda
  - Template
- 2x2 Team Feedback
  - Template
- PSN Resource Bank
- Monday
  - Template
- Campaign Strategy
  - Worksheet
- Leadership Styles
  - Workbook