

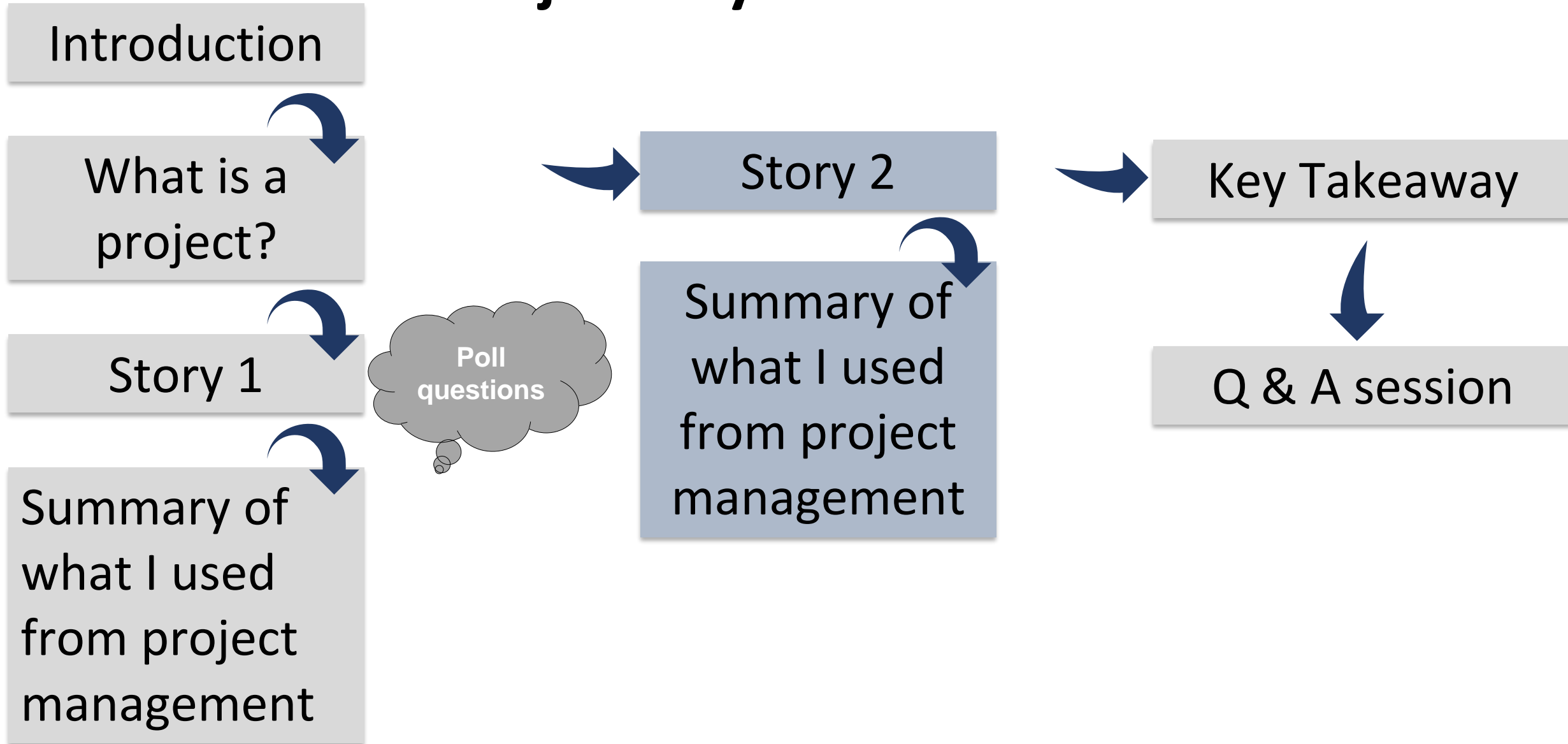
Project Manage your life

- Are you having sleepless nights?
- Are you stressing over a big personal project ?
- Is your To-Do List always growing?



Bina Champaneria

Our journey on this session





Design, specifications, manufacturing, quality control, iterative development, customer collaboration.



CAD-CAM: Computer-aided design & Computer-aided manufacturing systems.



EPoS: Electronic Point of Sale systems.



Accredited Trainer



Certifications



Developed and delivered courses in project management and other business subjects.
Managed several projects.



UNIVERSITY OF BRADFORD
MAKING KNOWLEDGE WORK

Team-based Learning project.



UNIVERSITY OF LEEDS

Data analysis project in partnership with the ATI.

The Alan Turing Institute



Project Support based at customer's site.

Project Manage your life – my stories

Story 1 – how I planned my **Big Move project**

Story 2 – how I took control of my ever-growing **To Do List**

We all face challenges in life when we need to get things done like moving house, organising a wedding, finding a job, fitting a new kitchen etc.

I want to show you how good practices from project management approaches help with these '**personal projects**'.



What is a **project**?



You manage this journey

Why?

What?

When?

How?

Who?

What if?

tasks

costs

changes

risks

time

communication

quality

resources



Poll Questions

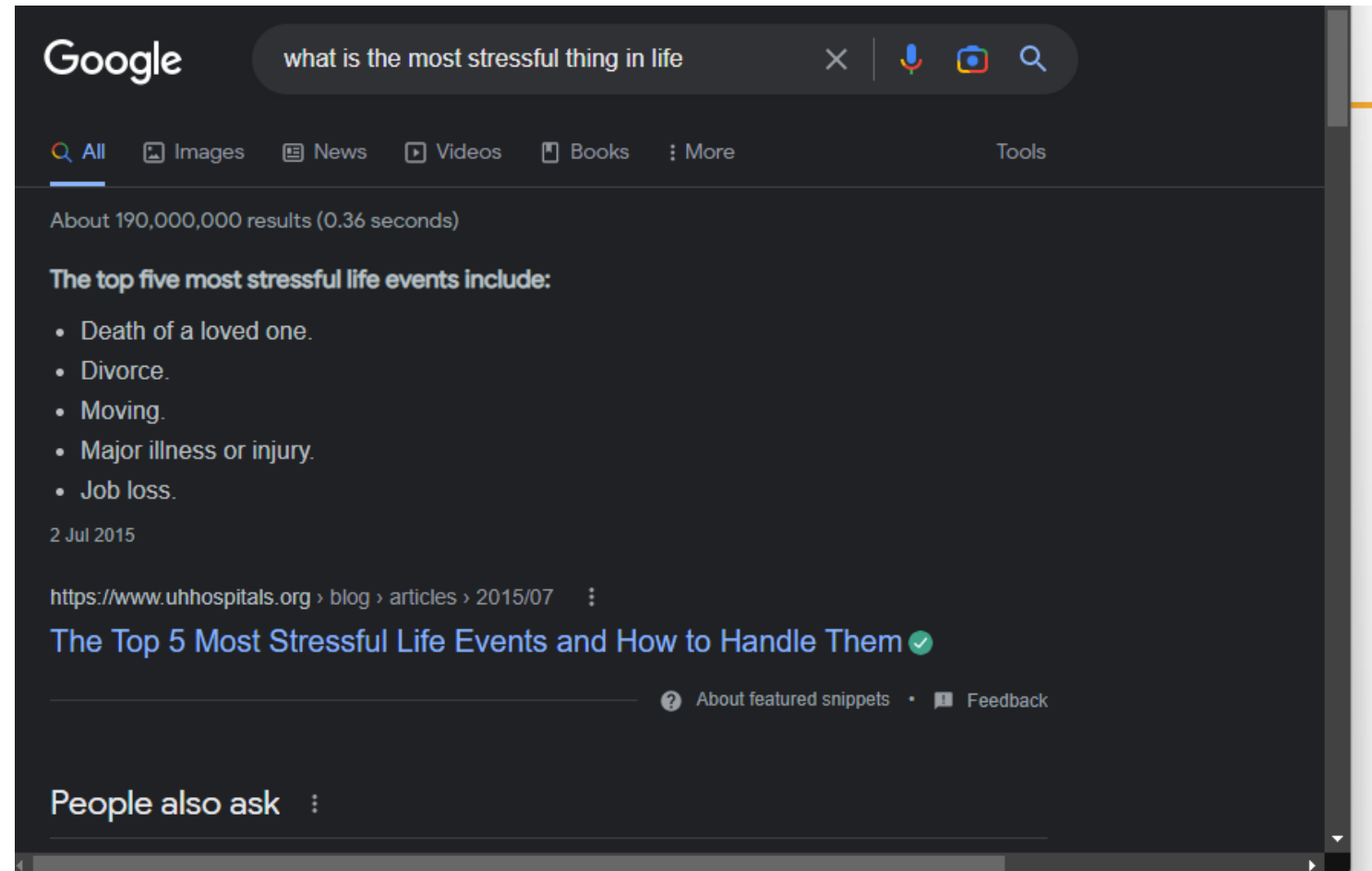
Q1. Have you moved house recently?

Q2. Have you moved house and country recently?

Q3. What was it like to manage?
Easy / Ok / Hard / Very hard?



According to Google
– these are the
most stressful life
events that people
may experience.

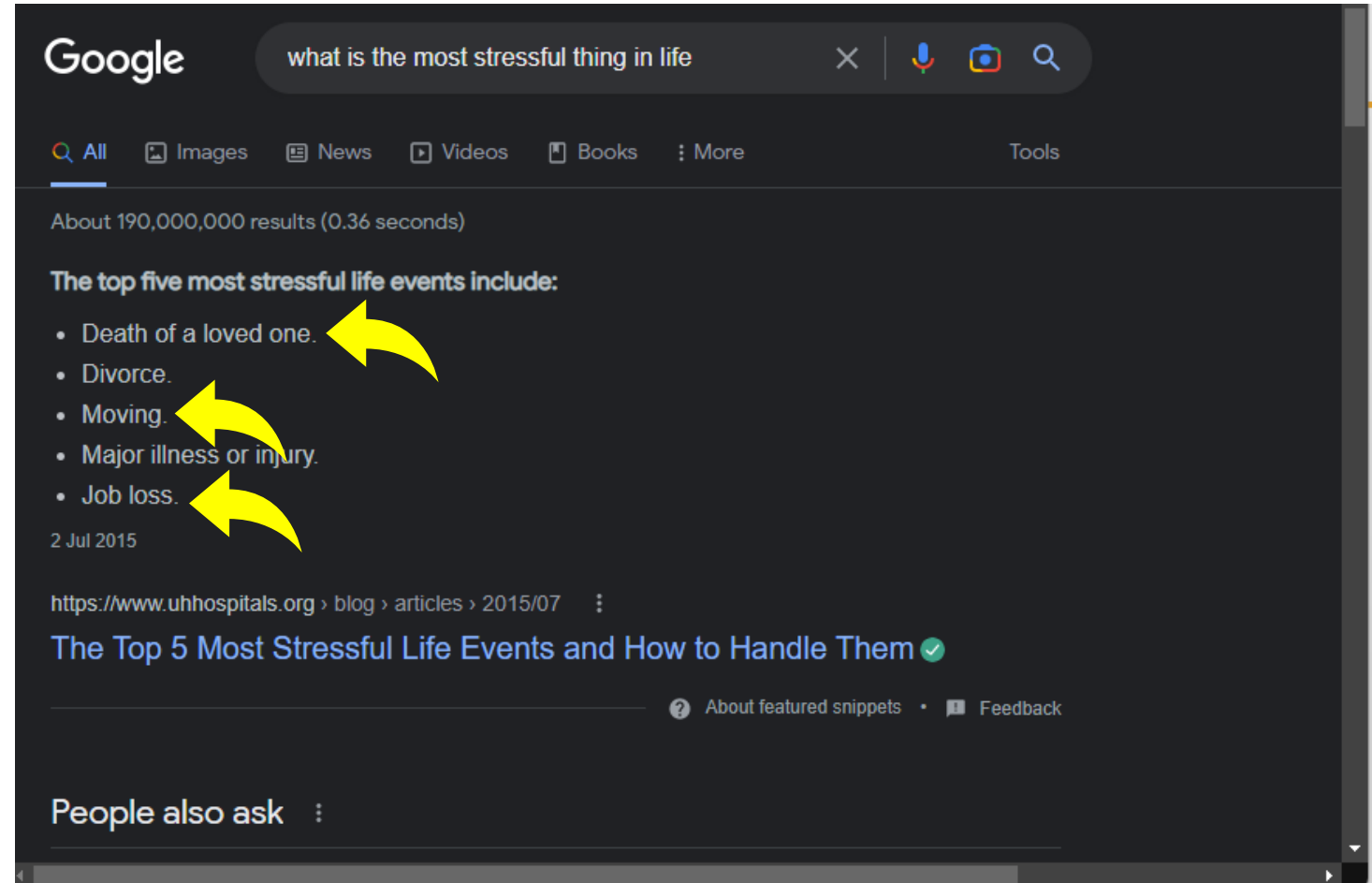


For me, it was:

1. **Death of a loved one** (my mum in February 2020)
2. **Moving house and country** (March 2020)
3. **Leaving a job**, friends and the place I called 'home' for the last 11 years

All this plus, the emergence of the pandemic

All at the same time

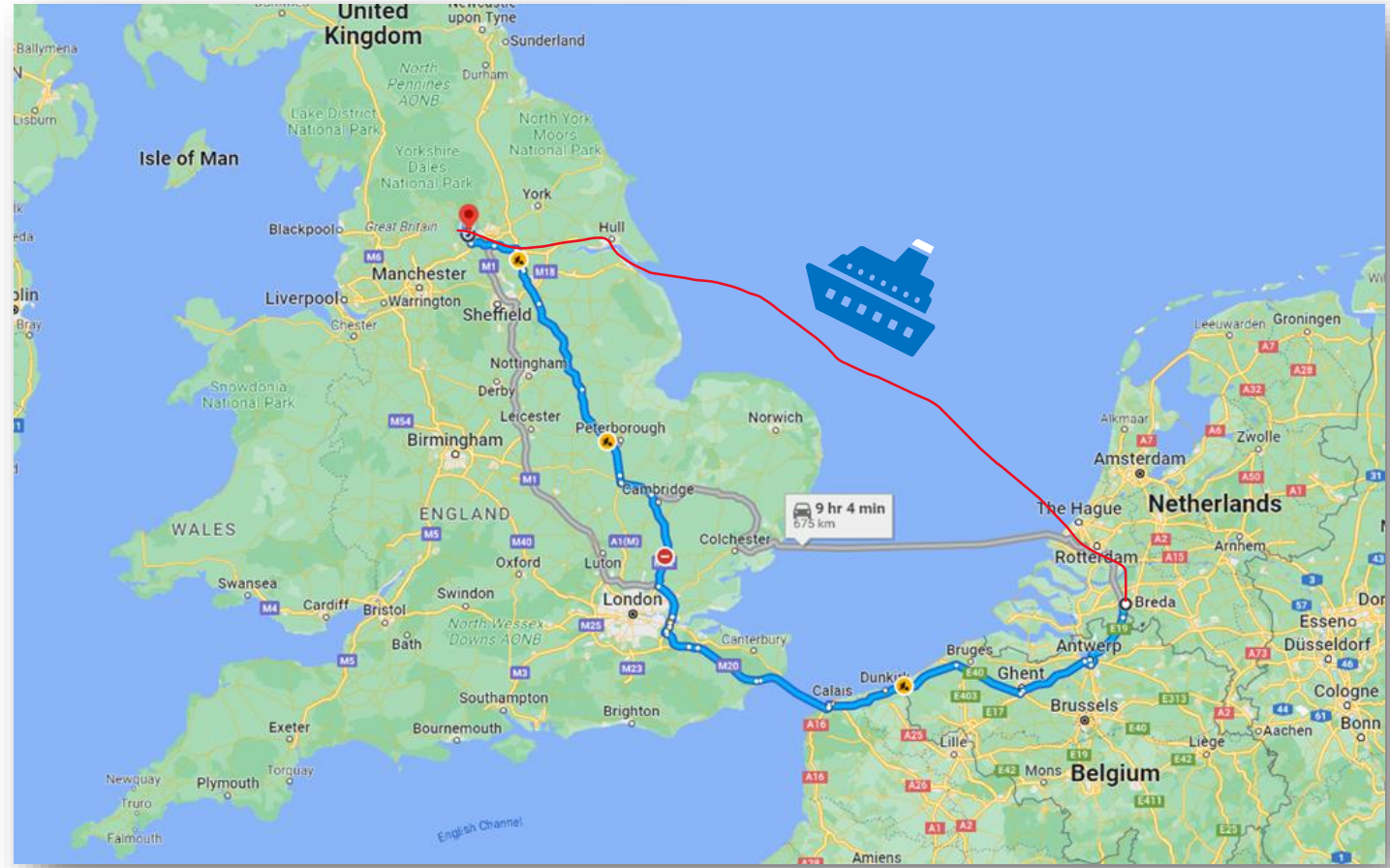


Story 1 – Big Move

I felt totally overwhelmed, and very stressed. I knew that I had only one shot at this.

Everything had to be done on time, there was no going back to finish things off.

Also, I had to do all this on my own.



How was I
going to
manage this
huge personal
life project?

What did I have to do?

Could I miss
something
out that
was
important?



What was the
scope of my
project?

What
if?

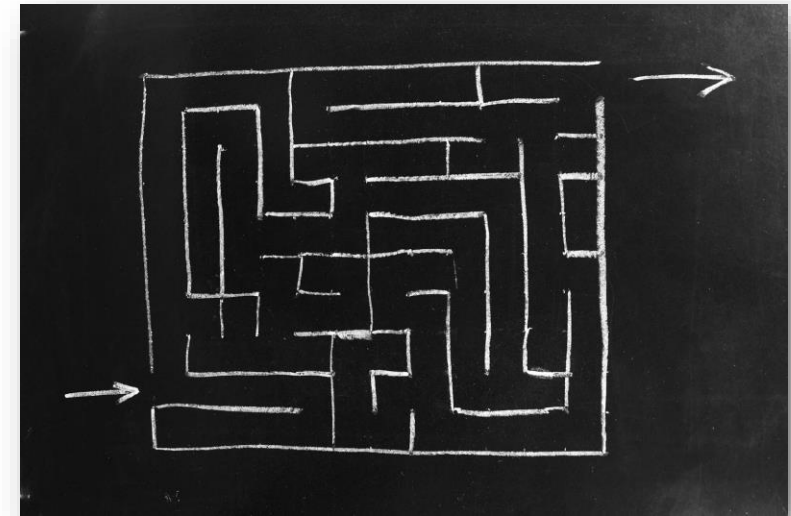
Can I do
this?

Where
do I
start?

I needed to think of a way of
managing my
Big Move project.

A way to **visualise** what I was faced with.

I decided to use the **Product-based
Planning Technique** from **PRINCE2[®]**.



The **Product-based Planning Technique** from **PRINCE2[®]** involves the following:

Describe your products.

Create a **Breakdown Structure** to **visualise the scope**.

Create a **flow diagram** to show the **dependencies** and the **order** for things to happen in.



This is a photo
of my original
Breakdown
Structure.

I made my
challenge
visual.



The Big Move

Import
car

Storage
in the
UK

Removals
company

My
travel

My
stuff

Packing

Dutch
Admin

Cleaning

Misc.

My Breakdown Structure –
showing ‘**final product**’ at the
top and the **scope** of the
project below.

The Big Move

Import
car

Storage
in the
UK

Removals
company

My
travel

My
stuff

Packing

Dutch
Admin

Cleaning

Misc.

Import
papers
completed

UK car
registered

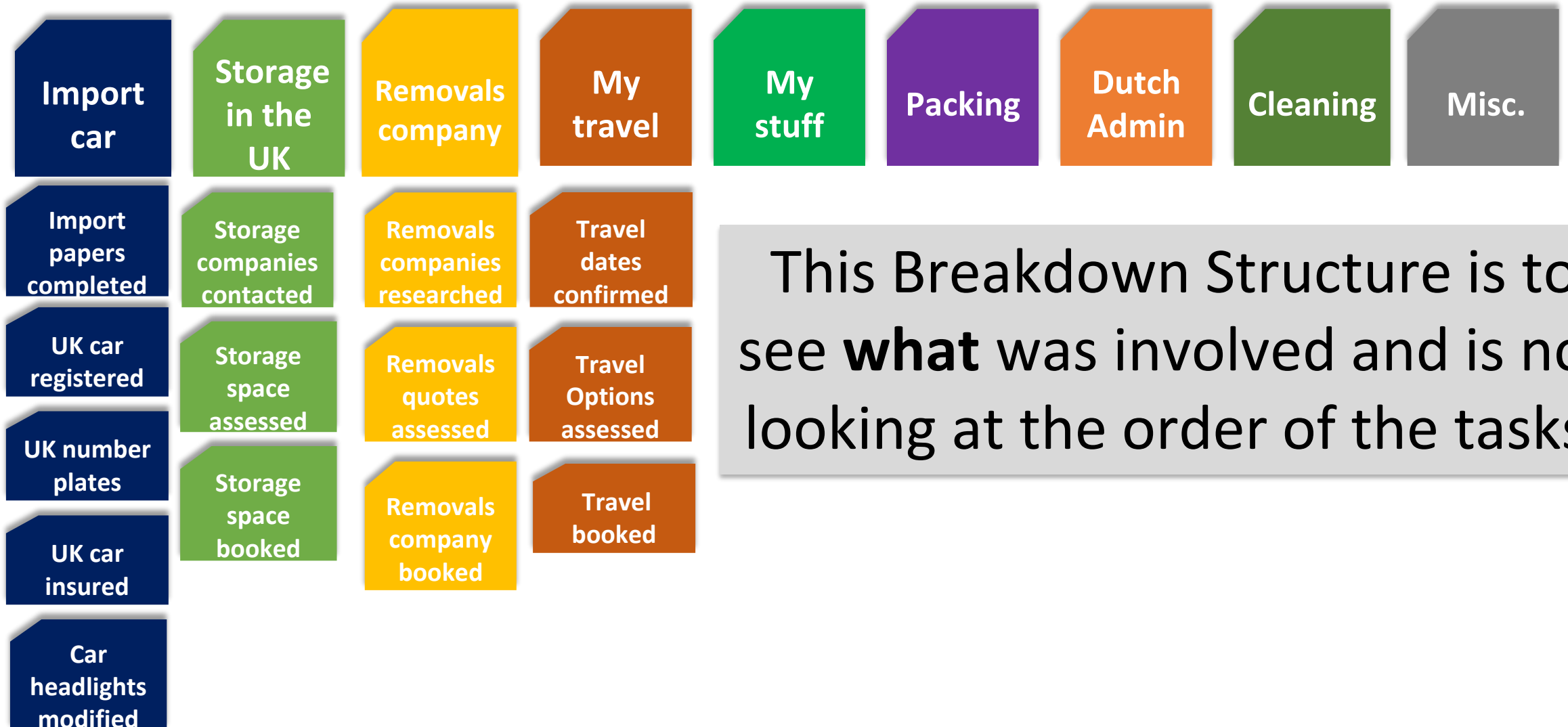
UK number
plates

UK car
insured

Car
headlights
modified

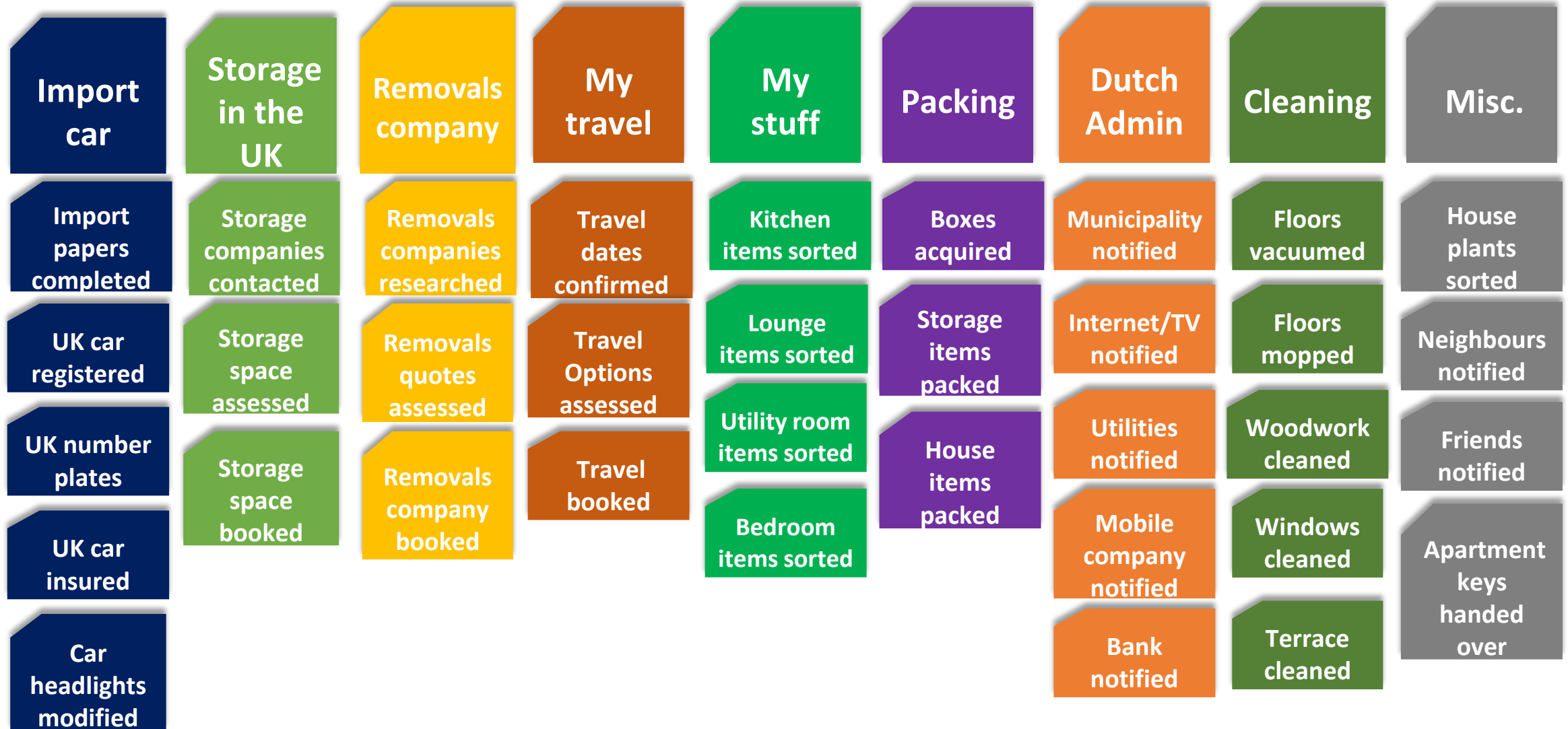
Taking each area of scope,
I identified what needed to be done.

The Big Move



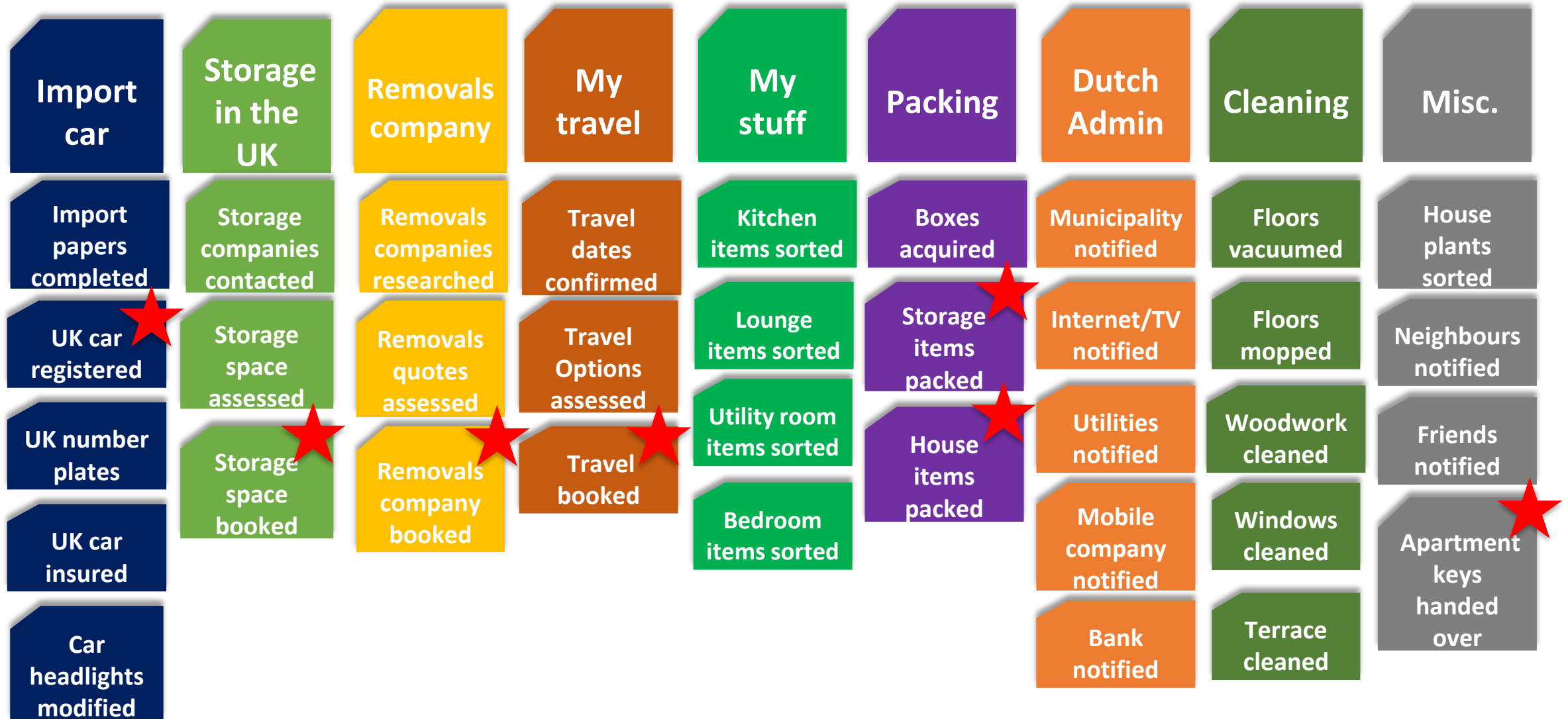
Product Breakdown Structure

The Big Move

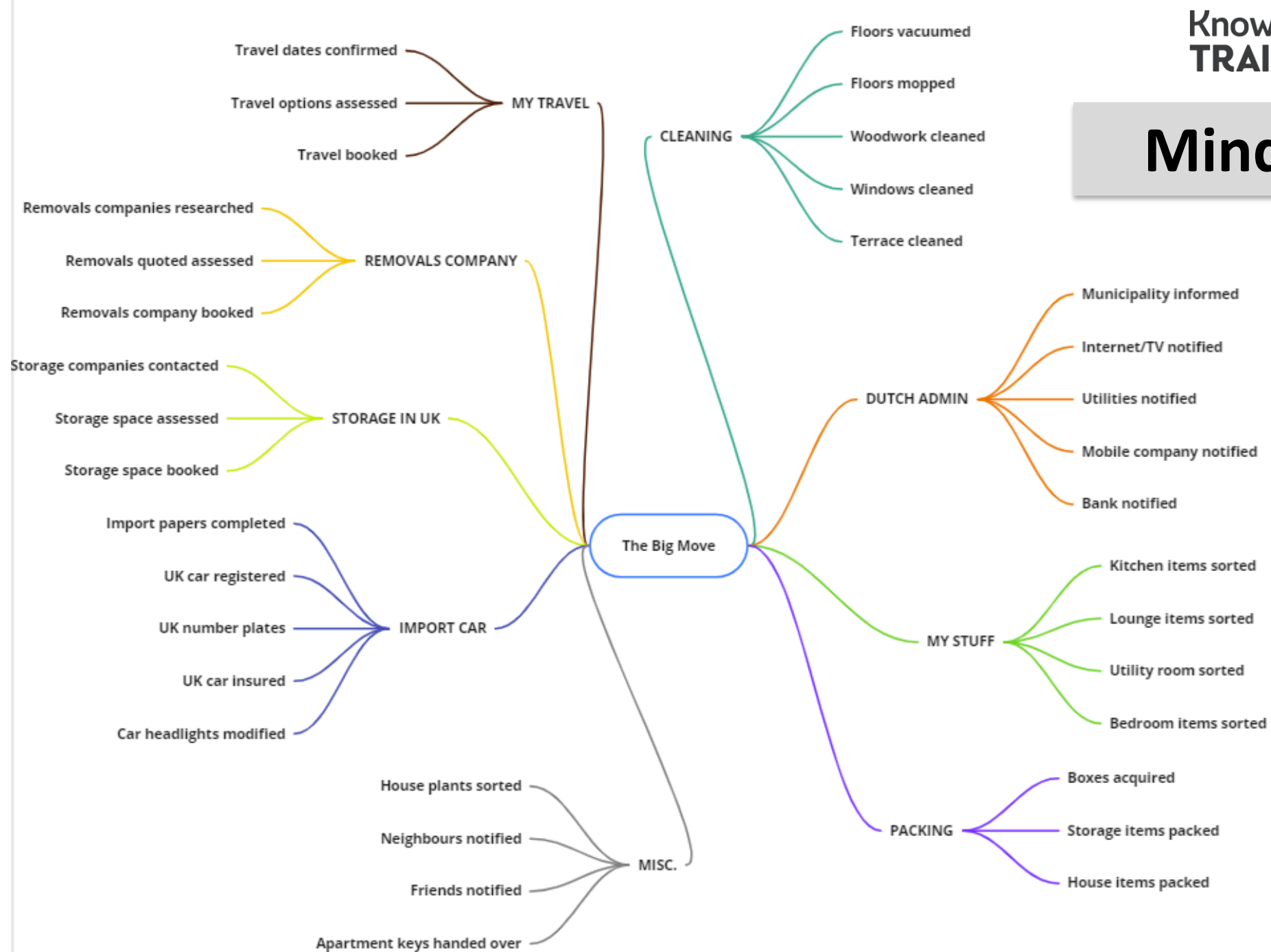


Key Milestones

The Big Move



Mindmap



IMPORT CAR	REMOVALS COMPANY	STORAGE IN UK	MY TRAVEL	DUTCH ADMIN	CLEANING
Import papers completed	Removals company researched	Storage companies contacted	Travel dates confirmed	Municipality notified	Floors vacuumed
		Storage space assessed	Travel options assessed	Internet/TV notified	Floors mopped
UK car registered	Removals quotes assessed	Storage space booked	Travel booked	Utilities notified	Woodwork cleaned
		MY STUFF	PACKING	Mobile company notified	Windows cleaned
UK number plates	Booked removals company			Bank notified	Terrace cleaned
		UK car insured		MISC.	
Lounge items sorted	Storage items packed			House plants sorted	
Car headlights modified		Utility items sorted	House items packed	Neighbours notified	
		Bedroom items sorted		Friends notified	
List				Apartment keys handed over	

Poll Question

Q.4 Which did you prefer?

Breakdown Structure?

Mindmap?

List?



Great starting point

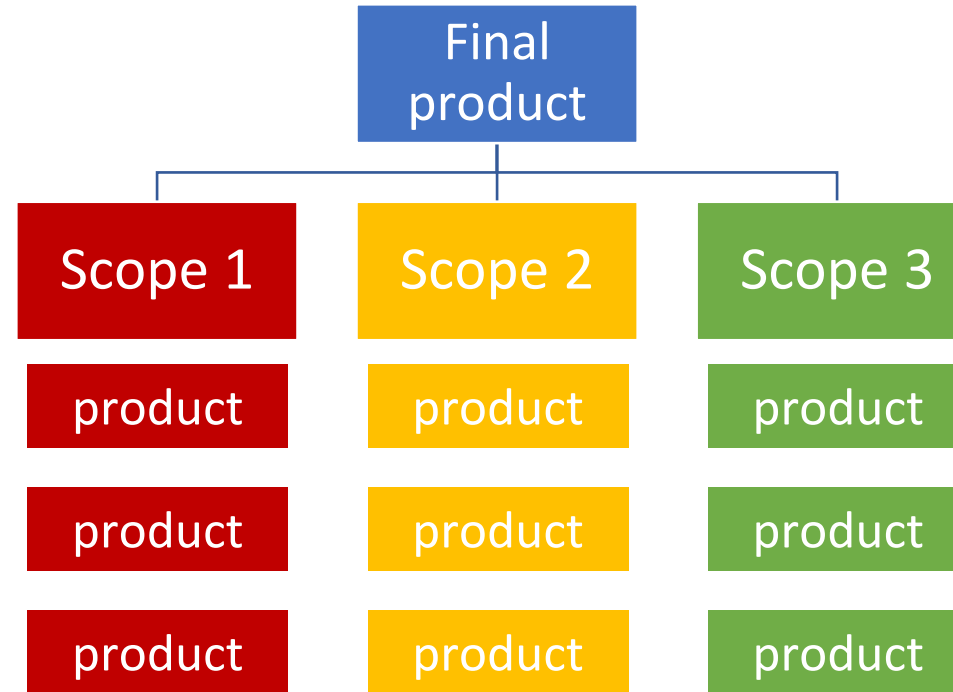
Clarity of scope

Focus

Visual

Individual products

Gave me **confidence**



What next?

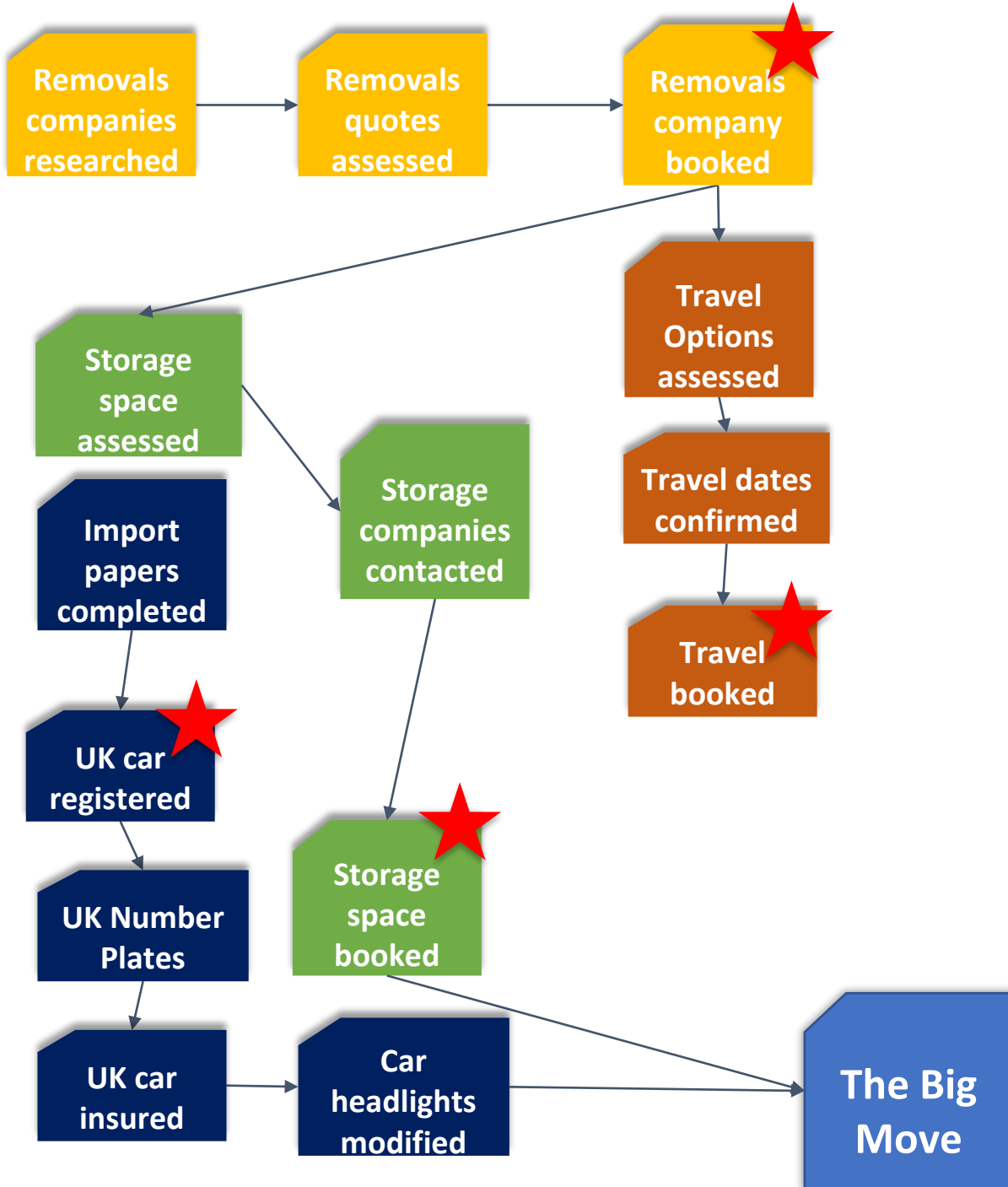
Visualise the order/sequence

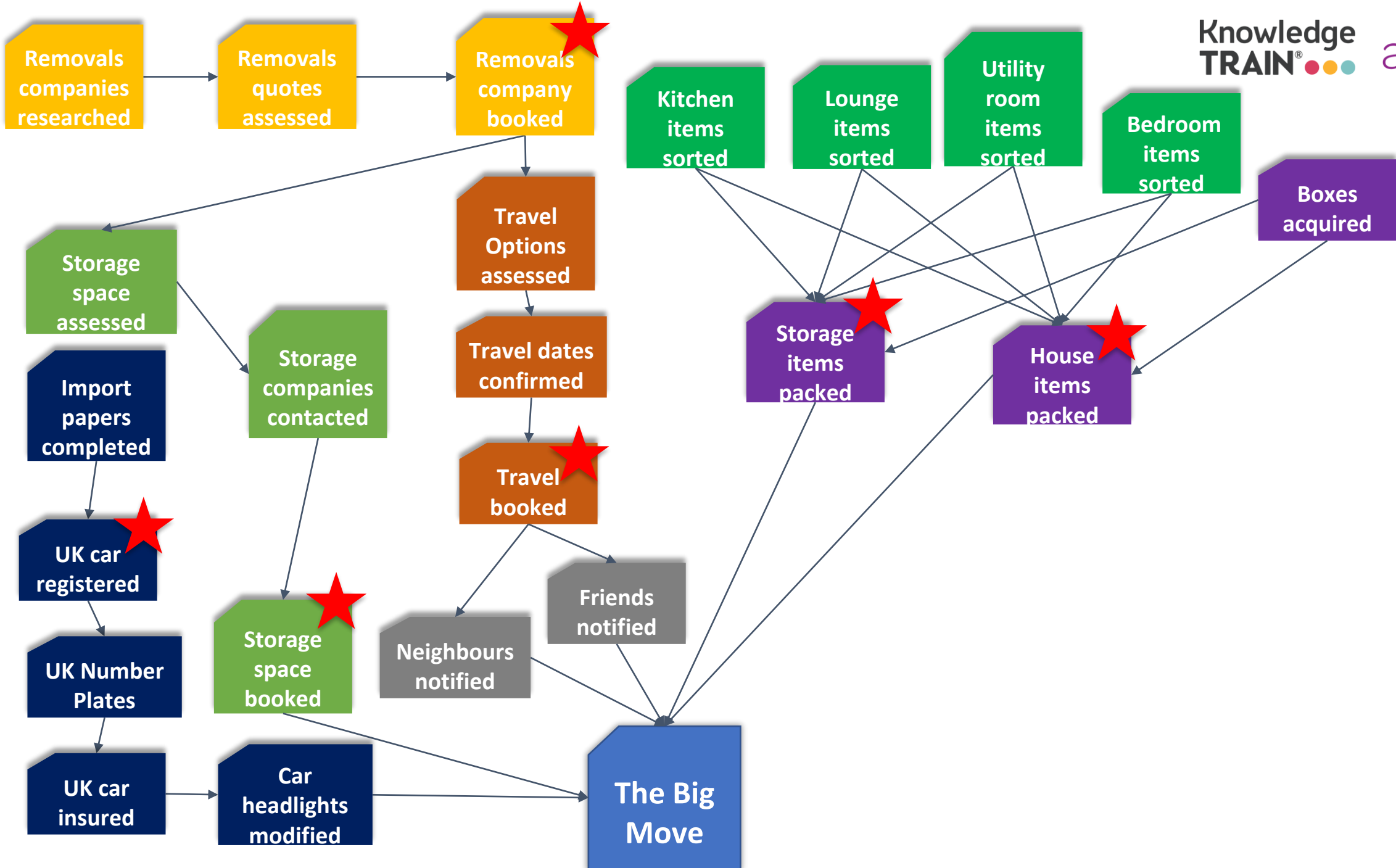
Identify **dependencies**

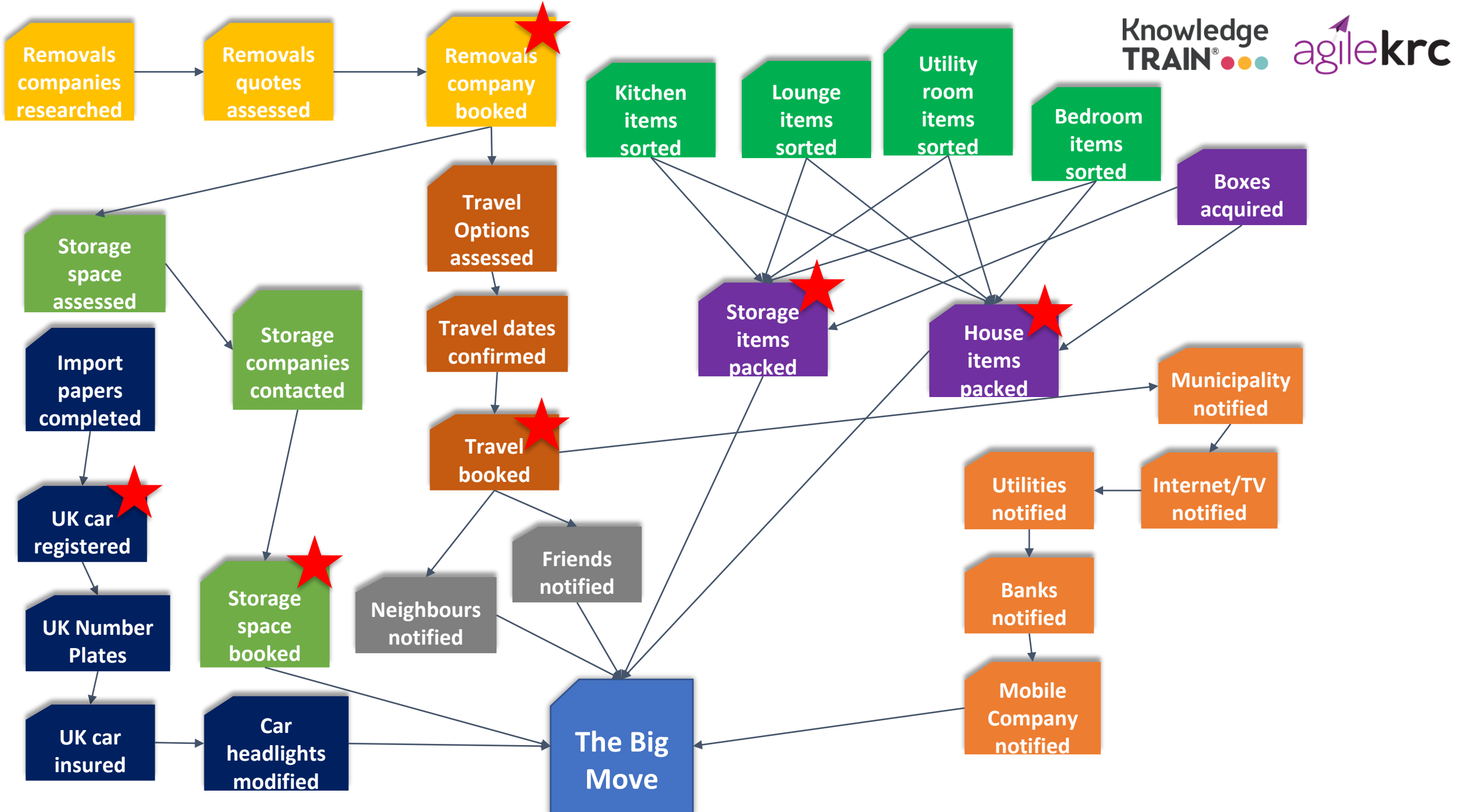












The Big
Move







Milestones & Dates

Date	Date	Date	Date	Date	Date	Date
 <p>Removals company booked</p>	 <p>Storage space booked</p>	 <p>Travel booked</p>	 <p>Storage items packed</p>  <p>House items packed</p>	 <p>UK car registered</p>	 <p>Apartment keys handed over</p>	 <p>The Big Move</p>

Product Description example – for the Storage space

Title	Storage Space.
Purpose	To store items that will not fit into the house.
Composition	Door, lock, walls, store room number.
Quality Criteria	Size xxxm x xxxm. Height xxm. Must have a lockable door. Easily accessible, by lift if needed. Secure. Cannot be opened by anyone else. Access to the building monitored.
Quality tolerance	Can be +/- 50cm smaller on height.
Quality method	Check access to building is secure by testing the entry code. Check access to room is secure by testing the key and lock. Measure inside of storeroom. Check doors open wide enough.
Quality skills required	Someone who will help move the items into storage.

How did the 'Big Move' go?



My Storage space



My Yucca tree



Goodbye Netherlands



My imported car

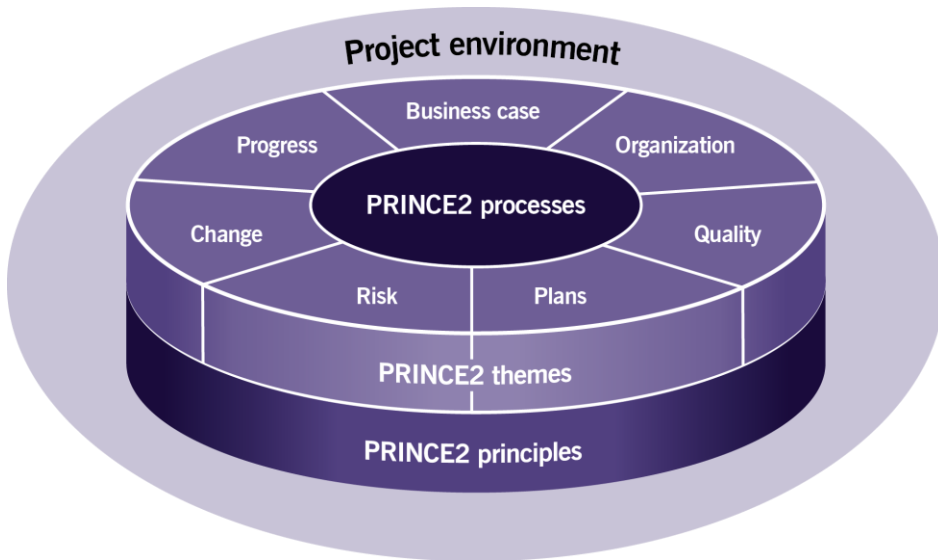
What is PRINCE2[®]?

1975

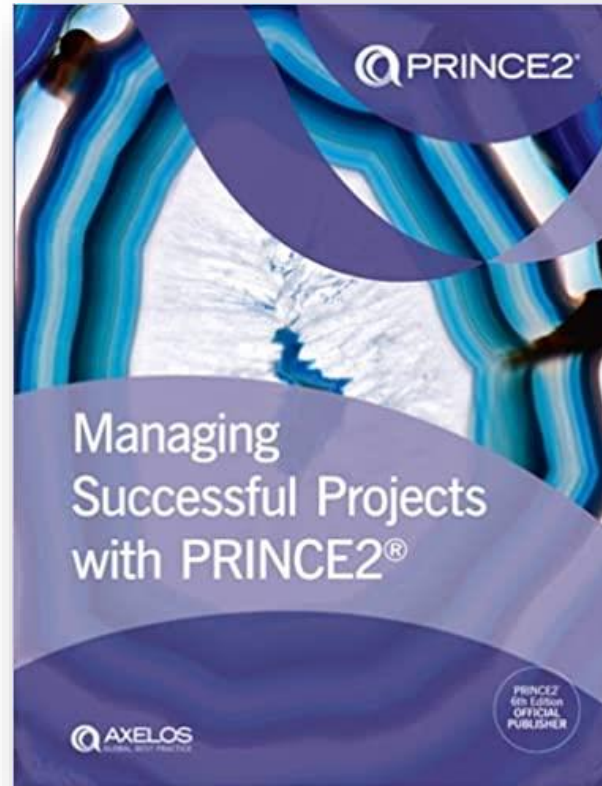
- **PROMPT** (Project Resources Organisation Management Planning Technique)

2017

- **Revision** (6th edition)



Tailoring



18 languages

Any kind of
project, type, size
or environment

Globally
(150+ countries)
recognised project
management
method

2nd Story – an ever-growing ‘To Do List’

Do you have an ever-growing
‘To Do List’ (TDL)?

My ‘To Do List’ seemed to be
‘ever-present’,
in my mind; day and night



I would wake up in the **night**
thinking about my TDL

I would wake up in the **morning**
thinking about my TDL

I would work on my TDL **anytime**



So one night, I said STOP BINA!!

Day time is for **working**
Night time is for **sleeping**

I needed to take **control** of my TDL



Questions I asked myself

1. **What** was on my TDL?

2. Was each item **'important'**?

3. **How long** will it take to complete?

4. **'When'** will I work on my TDL?



1. What was on my TDL?

User Stories from DSDM AgilePM[®]

User Story:

As a <user role>
I need <what>
So that <why>



A User Story:

As a <trainer>

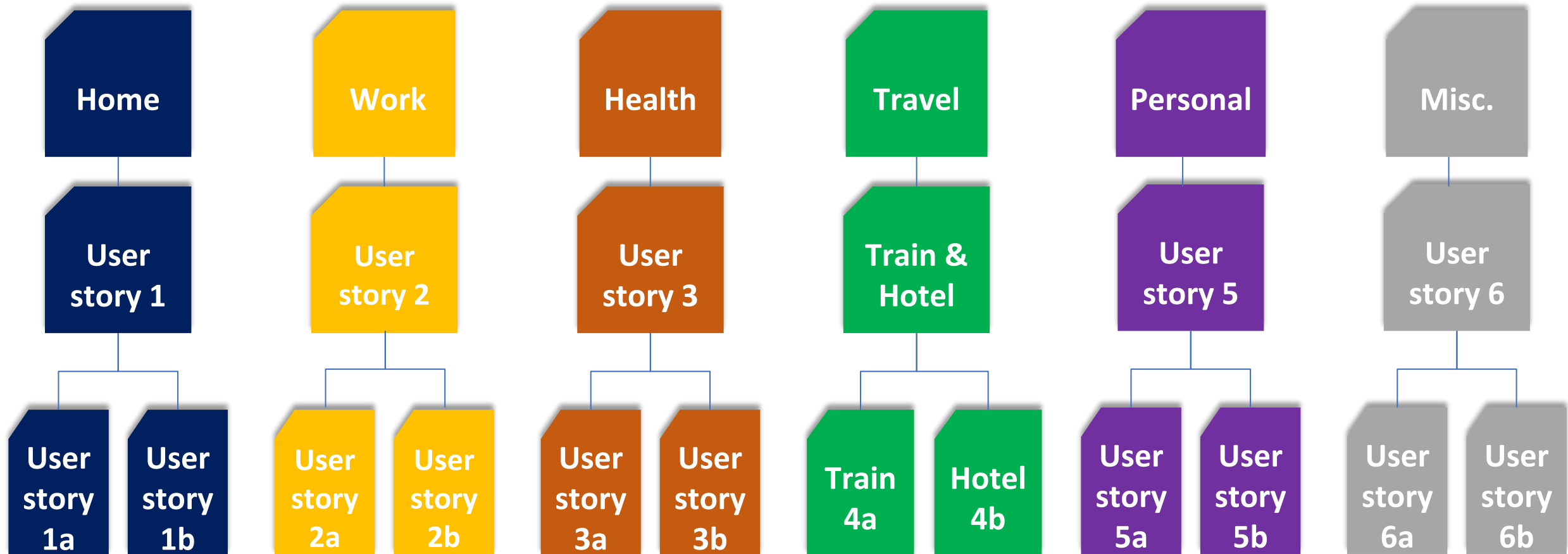
I need <to know if a course is confirmed>

So that <I can arrange my travel to the training location>

Acceptance Criteria

- **What** – Proof of course confirmation
- **How well** – Can I get the confirmation within 2 weeks of the course start date?

Organising my user stories



2. Was each item 'important'?

MoSCoW Prioritisation

Must have

Should have

Could have

Won't have for now

Bina's TDL

Home	M	M	C
Work	M	M	S
Health	M	C	C
Travel	S	S	C
Personal	M	C	W
Misc.	M	W	W

3. How long will it take to complete?

Bina's TDL

Estimation –
how long will
each user
story take to
complete?

Home	M	M	C
Work	M	M	S
Health	M	C	C
Travel	S	S	C
Personal	M	C	W
Misc.	M	W	W



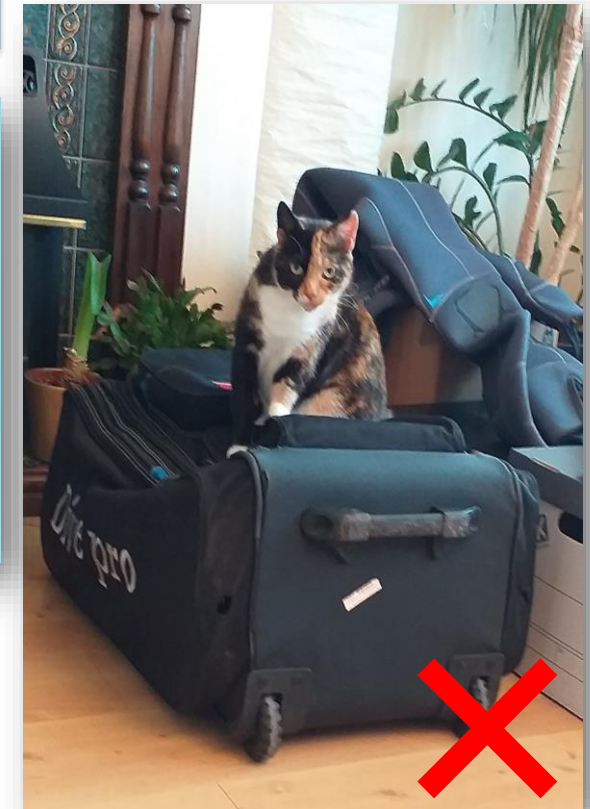
4. 'When' will I work on my TDL?

Create a **Timebox** into which you fit in the amount of work you are capable of completing as a team, or me on my own, in this case

Timebox



Timebox analogy



Bina's TDL



Value

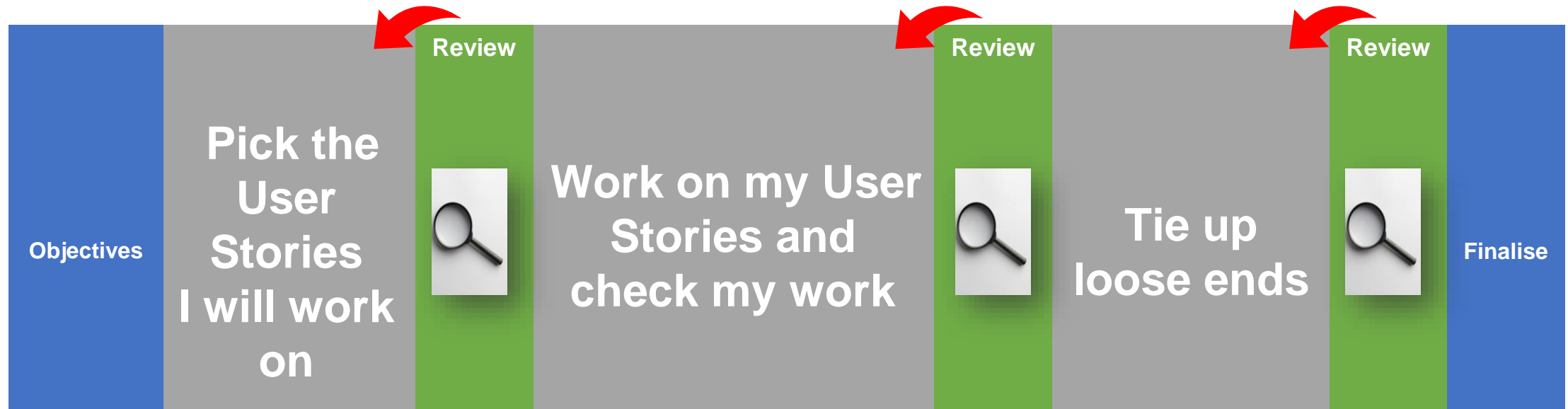


Timebox



Planning

Timebox structure

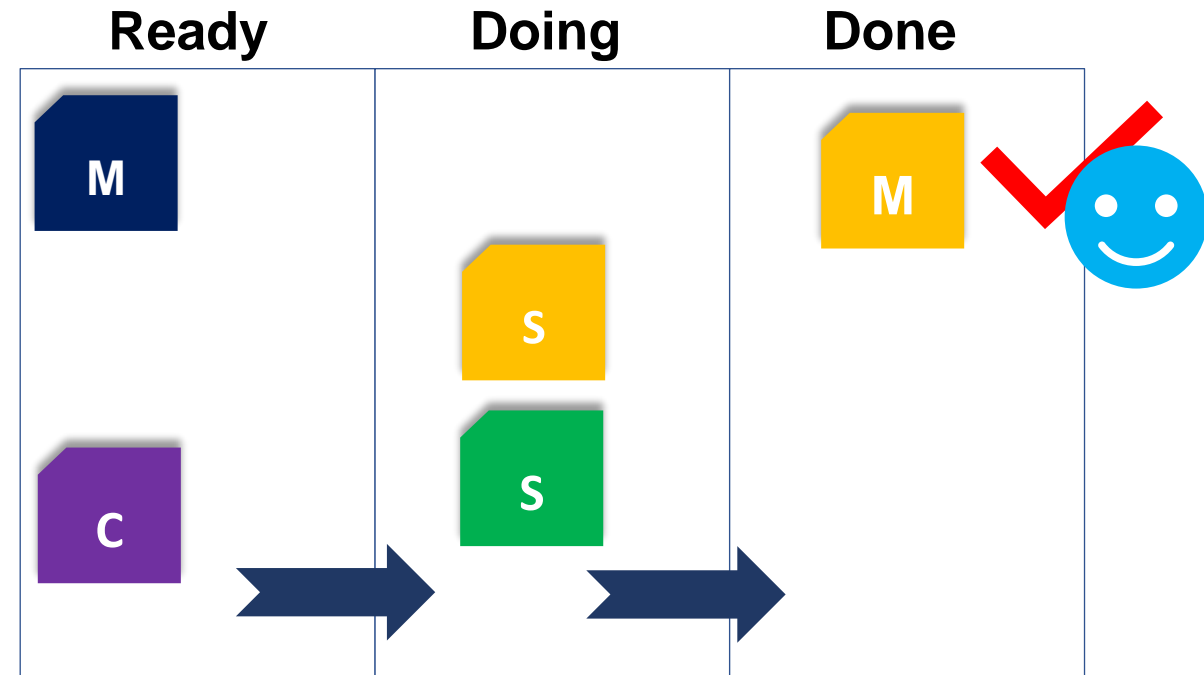


Check progress

Lessons

Prepare for next Timebox

Bina's TDL

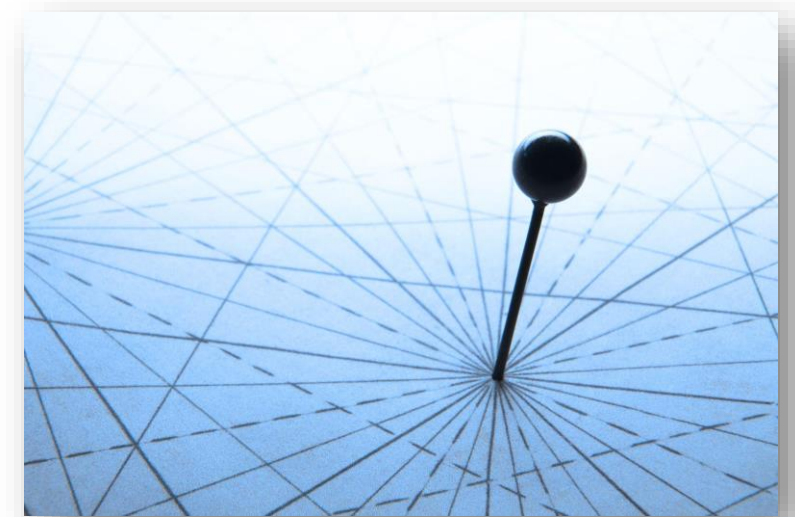


Managing

Daily Timebox from 09:30 – 16:30hrs.

In that time, I would **work** on the chosen tasks I needed to do.

When 16:30 came, my **Timebox was finished**, closed off, shut shop, gone home.



Recap on how I took control of my TDL

1. **What** was on my TDL?



User Stories

2. Was each item **'important'**?



MoSCoW

3. **How long** will it take to complete?



Estimation

4. **'When'** will I work on my TDL?



Timeboxing

Required
some
discipline



Focus



Manage my
workload



DSDM AgilePM[®]

User Stories



**MoSCoW
Prioritisation**



Timeboxing

Productive



Learned my
capability

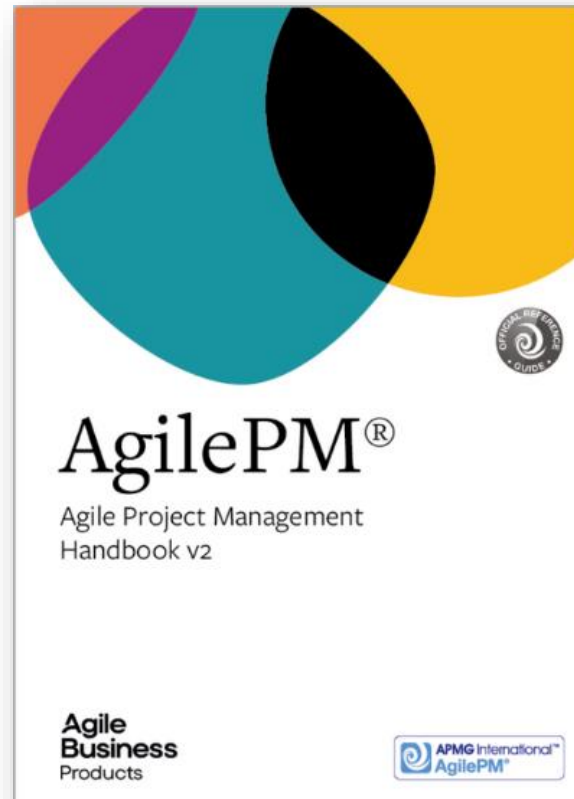
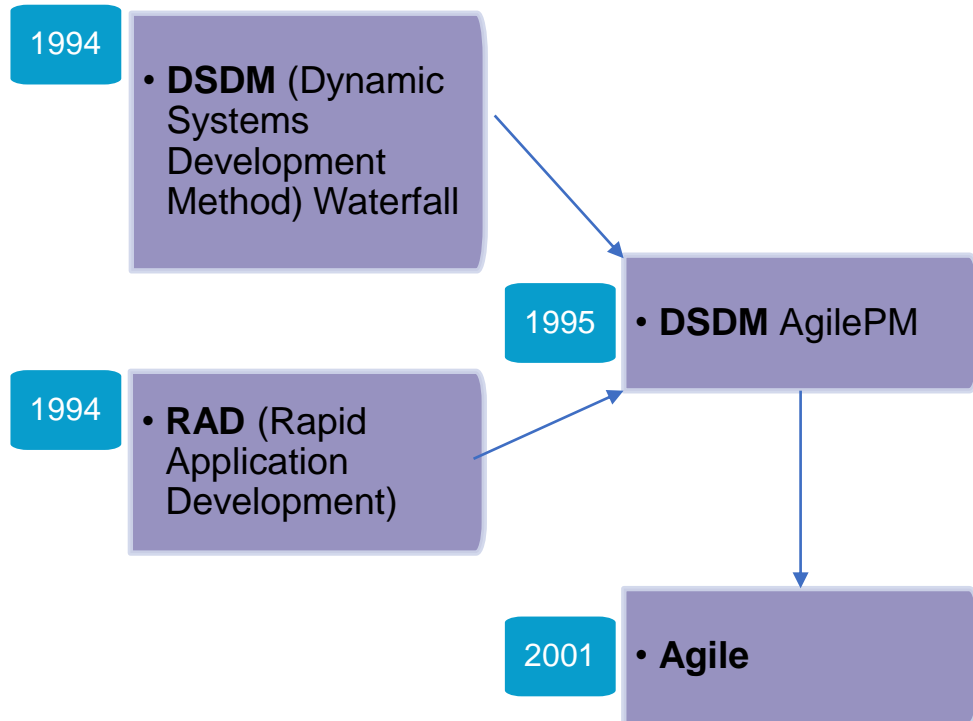


Work and
non-work
time

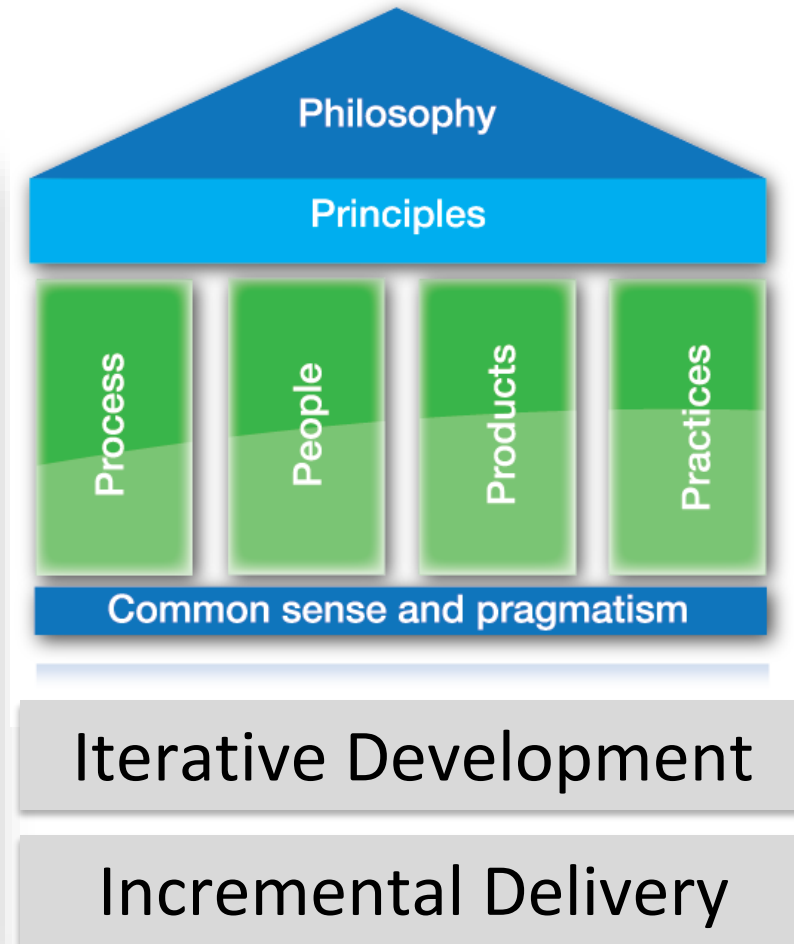


What is DSDM AgilePM[®]?

Full project lifecycle



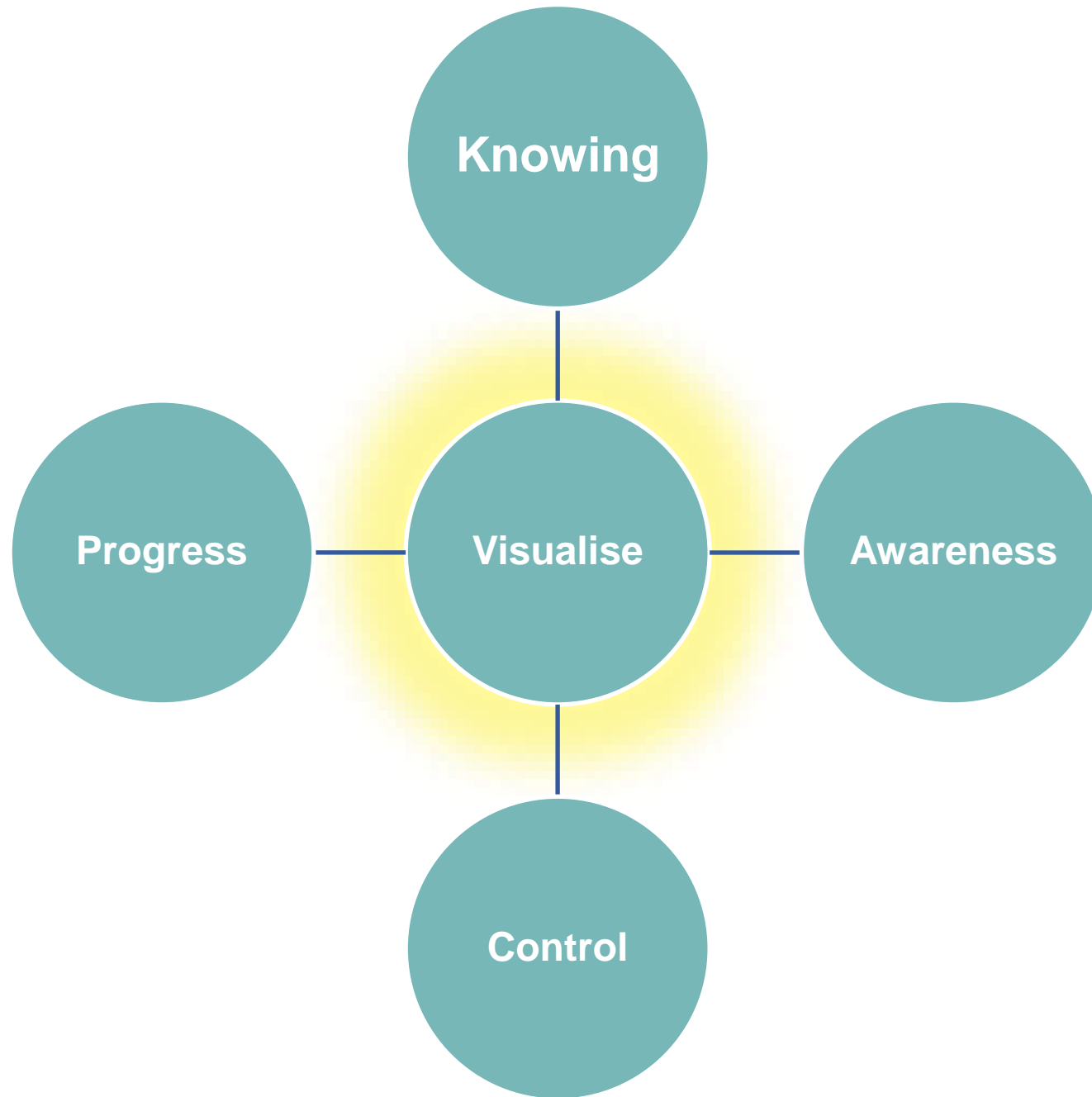
4 languages



Project Manage your life – my stories

**Story 1 – how I planned my Big Move project –
PRINCE2[®]: Product-based planning technique**

**Story 2 – how I managed my ever-growing To Do List (TDL) –
DSDM AgilePM[®]: User stories, MoSCoW, Timeboxing**



Bina Champaneria
Thank you

<https://www.linkedin.com/in/binachampaneria/>

Project Management courses

- PRINCE2®
- APM
- AgilePM®
- PRINCE2 Agile®
- P3O
- Beginners' course
- PMI Project Management
- Business Cases

Business Analysis courses

- BCS Business Analysis
- AgileBA®
- PMI Business Analysis

Agile courses

- AgilePM®
- PRINCE2 Agile®
- Scrum
- AgileBA®
- PMI Agile
- Lean Six Sigma
- Kanban

Change management courses

- APMG Change Management

Programme management courses

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