



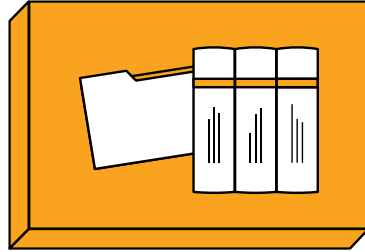
# Project Management Essentials

# Housekeeping



## Learn More

Check out the Resources tab for additional information and resources specific to this session.



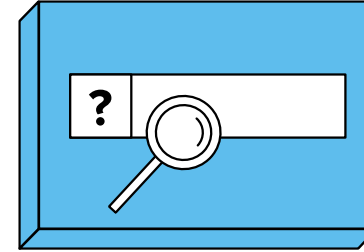
## Exhibit Hall

Head to the Exhibit Hall in the main environment to view all of our booths and download resources.



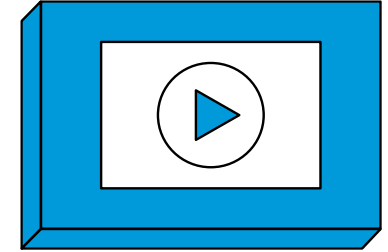
## Networking

Connect with your fellow govies in the Lobby chat in the main environment.



## Get Answers

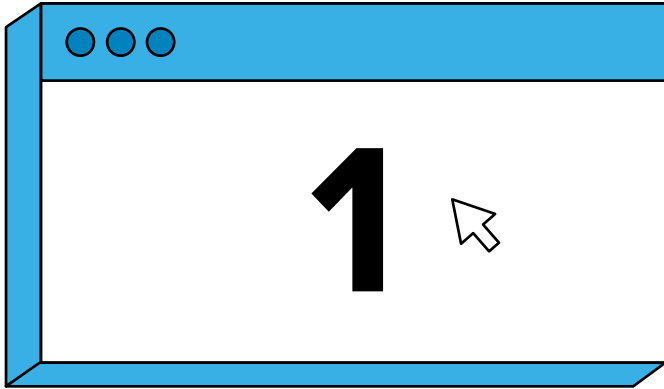
Submit your questions using the Q&A or Chat tab at the bottom of your console. The Q&A tab is also where you can submit technical questions.



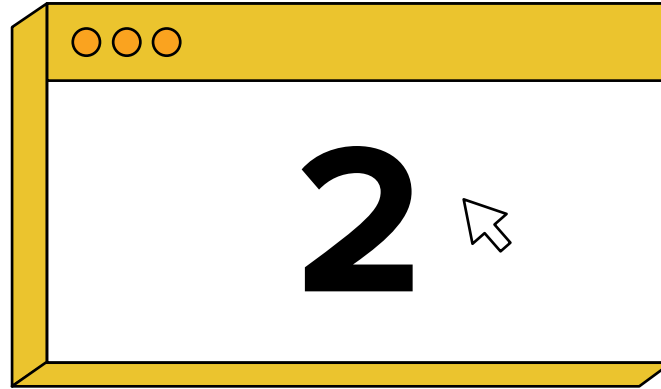
## On-Demand

We will email a link to the on-demand version tomorrow. Email us at [nextgen@govloop.com](mailto:nextgen@govloop.com) if you have any questions.

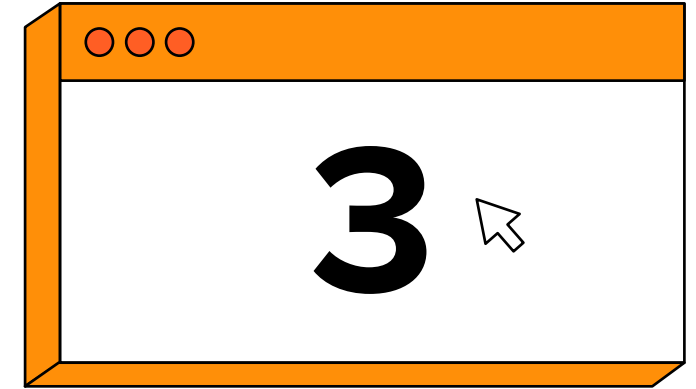
# CPE Info



**Attend** this live online training for the full duration



**Take the polls** throughout the live training. These will appear as a pop-out window on your screen. Click your response and hit submit.



**Complete the evaluation:** It can be found in the resource module on this training and in the Resource Center in the main environment.



## Tina Cooper

Consultant, Trainer  
and Facilitator

# Project Lifecycle

**Helpful framework to planning and executing effective projects**

- Initiation
- Planning
- Execution
- Monitoring & Controlling
- Closing

# Initiation: Project Charter

**Define the scope and what you hope to accomplish**

- Goals should be “SMART”
- Scope should specify what work is included
- Scope should specify what is excluded
- Describe who’s involved in the project



# The “Iron Triangle”

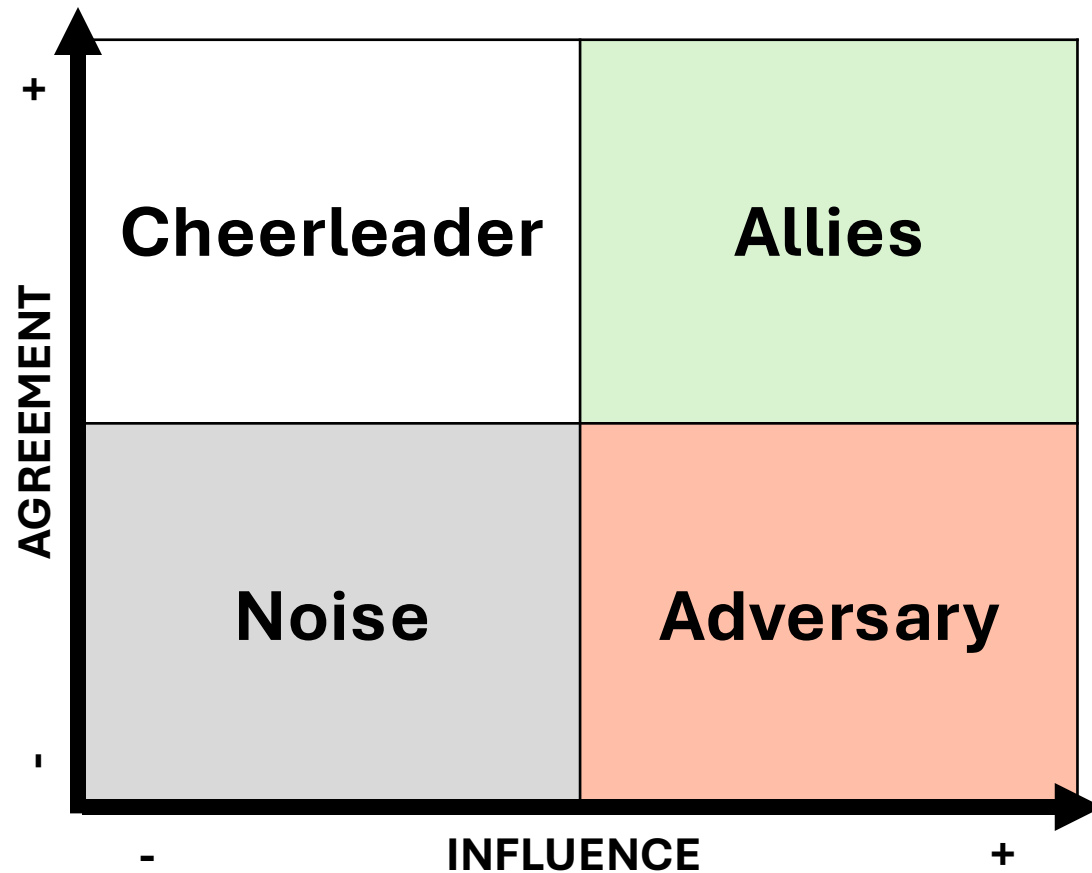
**You cannot alter one side of the triangle without forcing another side to move.**

- If the sides of the triangle are balanced, then quality remains high
- What part of the triangle do you influence?



# Planning: Stakeholder Management

Use a matrix to prioritize your stakeholders



- Who needs regular, tailored communications?
- From whom do you need to collect feedback from?
- Which groups do you provide occasional updates?

# Planning: Building a Schedule and Budget

**Aligning resources to a project is a key step in the planning process**

- Work breakdown structures (WBS)
  - Eat the elephant in bite-sized chunks
  - Makes it easier to plan the work, estimate timeframes, and costs
- Budget estimates
  - Bottoms-up
  - Analogy
  - Parametric
  - Expert opinion

# Monitor & Control: Performance Management

## Measuring and tracking progress helps everyone stay focused

- Key performance indicators (KPIs) should be selected carefully
  - Incentives drive behaviors
  - Be careful of the work involved in tracking and computing the KPIs
- Earned Value Management (EVM)
  - Schedule Performance Index (SPI)
  - Cost Performance Index (CPI)

# EVM Example

## Kitchen remodeling project

- The project is supposed to be 10 weeks long
- Budget is \$15,000 (\$5,000 for materials and \$10,000 for labor)
- Let's say the schedule is to buy all the materials the first week and get 10% of the labor done each week

## Are we on track?

- It's week 5. Our Planned Value is \$10,000 (\$5,000 for materials, and \$5,000 worth of labor hours)
- Materials were bought on time and 40% of the work is actually done at this point (earned value = \$9,000)
- We've actually spent \$10,000
- **We're behind schedule and over budget**

# Monitor & Control: Risk Management

**No plan survives first contact with reality...**

- Conduct a “pre-mortem”
- Qualitative vs. Quantitative methods
  - Failure Modes and Effects Analysis (FMEA)
  - Monte-Carlo simulations and other models

# Closure: Administrative Tasks & Lessons Learned

## Crossing the finish line isn't the end

- Close out financial obligations with vendors
- Prepare documentation, training, and other resources so that the stakeholder(s) can use the result of the project and reap the benefits
- Get written acceptance from your project sponsor that they accept the final deliverable(s)
- Gather the team and key stakeholders to capture best practices, document lessons learned, and celebrate team contributions

# Thank You to Our 2026 NextGen Sponsors



**CODE** *for*  
**AMERICA**

# Up Next

## Closing Keynotes from 3pm – 4pm ET

### **Building Credibility and Trust in Public Service**

*Javier Inclan, Assistant Inspector General for Management, National Science Foundation  
Office of Inspector General*

---

### **The Future of Government Leadership**

*Traci DiMartini, former Human Capital Officer at the Internal Revenue Service*