



Project Management

Ever noticed that tasks with deadlines get done, but those without deadlines tend to trickle on endlessly?

Using projects as a tool for finishing those 'important but not urgent' tasks will give you more time to be strategic. So this issue of KPPM's newsletter is dedicated to the art of Project Management.

Customers who have known us since the early days will remember that our original name was *Kristine Peters Project Management*, which has morphed into KPPM Organisational Strategists. It was no accident that Project Management was in our name, our customers depended on us to deliver different kinds of work (market research, organisational development etc) **on track, on time and on budget**. Fifteen years on, we still use project management techniques to complete our work, and we run our business very efficiently using this philosophy.



So what is a project, and why do I care?

A project is a finite piece of work delivering a unique product or outcome.

You care because if you can define a task, it's easier to do! You won't get sidetracked into other activities, and because there's a focus on getting the task done to a deadline, you'll be more aware of when you go off track.

Rules for achieving 'on track, on budget, on time'

The art of project management can be boiled down to three simple rules:

1. Nag early rather than lament late
2. Write up detailed actions and distribute immediately after meetings (then refer to Step 1)
3. Reward anticipation: if your project team knows what to do and it gets there before you, make sure you reward this behaviour (if you focus on 'bad behaviour' that's what you'll get!)

The job of a project manager is to hold it all together—it's both strategic and detailed. If you are lucky enough to have help on the project, make it easy for people to do their work. Effective project management results from good systems and good teams.

The art of project management is being comfortable with being uncomfortable! Where do I start? *At the end* by setting goals, processes and measures.

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Todd Street Business Chambers is World Leader!

As Chair of the North West Business Development Centre, Kristine Peters recently travelled with a small contingent to Kansas City for the National Business Incubation Association's annual conference and awards. Imagine our pleasure when Todd Street won the highest award for a general business incubator! Congratulations to Lyn Hay and her team for their recognition of what we already suspected was a world class act.





Book Review: 'Who moved my Cheese?'

This gem of a book reflects the thoughts of Sun Tzu (c. 490 BC, Chinese military strategist): ***do not repeat the tactics which have gained you one victory, but let your methods be regulated by the infinite variety of circumstances.***

In a simple and engaging tale of four characters (two mice and two little people), Spencer Johnson provides insights into how we deal with change.

KPPM bought a copy not long ago and the cry of 'who moved my cheese?' has been reverberating around our office.

If you're dealing with change at home or at work, or you're contemplating the changes needed to navigate the 'Brave New World' beyond the global financial crisis and global warming, we'd recommend you get a copy and start simplifying your search for cheese.

"Turnover is vanity, profit is sanity, and cash flow is reality"

Good Quotes from our website

More examples of the daily quotes that have appeared on our website www.kppm.com.au

Never complain, never explain. Personal motto of Kerry Packer

History never looks like history when you are living through it. John W Gardner

Because things are the way they are, things will not stay the way they are. Bertold Brecht

If you're in a bad situation, don't worry it'll change. If you're in a good situation, don't worry it'll change. John A Simone Sr

I like villains because there's something so attractive about a committed person—they have a plan, an ideology, no matter how twisted. They're motivated. Russell Crowe

Persistence is the hard work that you do after you are tired of doing the hard work you already did. Newt Gringrich

There are many things that we would throw away, if we were not afraid that others might pick them up. Oscar Wilde

Featured Client Company

Home2Home Settlements is a company set up five years ago to help new migrants to settle into Adelaide. Judy Donnelly, Principal Consultant, is an expat herself, having moved with her family to Adelaide from Britain.



Home2Home believes that the support starts before migrants leave their country of origin, so Judy and her team spend time getting to know clients in the UK before they make their move, and provides a UK-based Help Desk to handle the

myriad of small details involved in moving from the other side of the world. The company also has links with an Australian-based Migration Agent, finance and pension advisers, accommodation providers, car hire companies and even qualified counsellors to provide a "one stop shop". As part of its service, Home2Home helps with information on the jobs market, schools, accommodation, and then looks after the new migrant and their family on arrival. Because social isolation is one of the crucial factors that makes the difference between settling well in a new country, or giving up in the first few months and returning to England, Home2Home organises frequent social get togethers to make sure no member of the family feels left out.

If you know anyone who is thinking of emigrating to Adelaide, or you are looking to recruit skilled migrant staff, give Judy a call at Home2Home Settlements and see how she can help. w: www.h2h.com.au e: info@h2h.com.au t: 0410 143 055

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Feel free to make copies of this KPPM Newsletter for your office colleagues or others who may be interested in learning more about Project Management or the work of KPPM Organisational Strategists

Pipelines for New Work

In researching their Three Horizons model of business management, McKinsey and Co found that businesses with sustained fast, profitable growth over time had invested in a **pipeline of business ideas** that reached maturity at different times (Horizon One - a strong core business; Horizon Two - new opportunities that increase revenues and market share; Horizon Three - ideas and dreams, tested through pilot projects that can be cut off if they don't work). These three horizons work for any sized business, and can be thought of as:

Bread and Butter products/customers (which we call our **Perfect Partners**): these keep the business going without much effort - should comprise at least 60% of your work. New opportunities arising out of existing product/customer requests or referrals (our **Supermodels**): provide an opportunity to test new trends, markets or products based on known demand, should be limited to 30% of your work.



Strategic testing of new ideas (waking up the **Sleepers**): requires effort and financial investment, but helps to keep your staff fresh and your business prepared for an unknown future. Because these are exciting, these ideas tend to take priority, so make sure you limit your investment to 10% of your work—remembering to set go/no go points and **don't fall in love with a loser!**

Write it down

Does your organisation have a formal business or strategic plan? No? Perhaps you feel you have a clear idea of where you're going and how you're going to get there and therefore don't need one.

Whether you have a full-blown business plan, or a set of dot points on the back of an envelope, you'll get the best value out of that plan if you periodically review how you're going and ... this is the scary bit ... **write it down.**

Because you can't 'unknow' what we've learned, we often feel we're not making progress.

But if you spend a couple of hours every six months actually recording what you've achieved and where you hope to be in the next six months (and keep this for future reference), you'll be amazed to see what you've accomplished and your future planning will be easier.

Remember: Setting a goal is half way to achieving it

Community Builders Grants Announced

KPPM delivers the Community Builders program for the Office of Regional Affairs (now the Office of Small Business and Regional Development). Four regions have been successful in gaining Community Builders grants: Adelaide Hills, Wattle Range, Mt Remarkable and the Barossa Arts Council. Congratulations to all. One of our previous facilitators commented that "it's a fantastic learning and development experience whether you're coordinating or participating." Watch this space for information about the great projects that come out of this program.



Events: Where you will find KPPM

- **6th June** - ATEC 20th Anniversary Gala Ball.
- **13th and 14th June** - Community Builders Retreat, Beachport
- **13th and 14th June** - Community Builders Retreat, Adelaide Hills
- **18th June** - Demonstration and Launch of Regional SA's Easydata
- **27th and 28th June** - Southern Flinders Community Builders Retreat in Burra
- **30th June** - North West Business Development Centre networking function at AAMI Stadium
- **8th July** - Business Class Corporate mid year luncheon.

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