

Managing Your Project Management Career

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What are you managing?

- Your current project?
- Your family vacation?
- Your next grocery shopping trip?



What is most important?

- Work Project?
- Family Vacation?
- Grocery Shopping?

Career!



Is Career Management a Project?

A project is a temporary endeavor undertaken to create a unique product, service, or result.

- Temporary?
 - Start and End
- Unique?
 - Your Career

Project: *Career Success!*

- Initiate
 - Plan
 - Execute
 - Control
 - Close
- 

Initiate: *Career Success!*

Initiating Process ~

Recognizing that a project/ phase should begin

And

Committing to do so.

Initiate: *Career Success!*

Recognize

To acknowledge
formally

Take notice in some
definite way

Commit

To carry into action
deliberately

Pledge to a particular
course or action

Only *You* Know

Are you right for Project Management?

Is Project Management right for you?



Project: *Career Success!*

Product, Service, Result

- What is the purpose of your career?
 - Salary?
 - Personal Fulfillment?
 - Contribution to Society?

Project: *Career Success!*

Focus

Work Project

- Mission Statement
- Vision Statement
- Strategy Map
- Business Plan
- Objectives
- Initiatives
- Goals

Project: *Career!*

- Mission Statement
- Vision Statement
- Strategy Map
- **Career Plan**
- Objectives
- Initiatives
- Goals

Project: *Career Success!*

Mission Statement

- Mission Statement ~
Who you are

Project: *Career Success!* *Your* Mission Statement

Plan out as early as possible what your mission in life will be.

Do not abdicate this responsibility to anyone else.

<http://www.collegegrad.com/jobsearch/1-8.shtml>

Project: *Career Success!*

Mission Statement = *Focus*

Thinking about and writing a personal mission statement gives you a clear purpose, a basis for defining all of your activities, who you are and what you're about.

Project: *Career Success!*

Mission Statement

- Help for **YOU** and me
- Search personal mission statement
 - www.google.com Results of about **1,440,000**
(**0.18** seconds)
 - www.yahoo.com Results of about **89,000,000**
(**0.27** seconds)

Project: ***Career Success!***
Mission Statement Help

Stephen Covey

<http://www.franklincovey.com/missionbuilder>

Wizard for gathering **YOUR** values together
into **YOUR** Mission Statement

Project: *Career Success!*

Vision Statement

➤ Mission Statement ~

Who you are

➤ Vision Statement ~

What you will do

Project: *Career Success!*

Career Strategies

➤ Mission Statement ~

Who *YOU* are

➤ Vision Statement ~

What *YOU* will do

➤ Strategy Map

How *YOU* will do

Project: *Career Success!*

Strategic Alignment

Is everything aligned to maximize success?

Education?

Experience?

Expertise?

Endeavors?

Enthusiasm?

Project: *Career Success!*

Career Plan

Plan ~

Principles of Progressive Elaboration


- Do what you like and the money will follow
- More than one career in a lifetime –
some estimate up to 5
- When in doubt aim high

[http://www.careerplanner.com/
Career-Articles/CareerPlanningAdvice.cfm](http://www.careerplanner.com/Career-Articles/CareerPlanningAdvice.cfm)

Project: *Career Success!*

Career Plan

Who better than a
Project Manager
to plan?

The background of the slide is a solid blue color. In the lower right quadrant, there are several sets of concentric circles, resembling ripples in water, rendered in a lighter shade of blue. These circles are of varying sizes and are arranged in a way that suggests movement or a series of events.

Project: *Career Success!*

1. Mission Statement
2. Vision Statement
3. Strategy Map
4. Career Plan
5. Objectives
6. Initiatives
7. Goals

Project: *Career Success!*

Objectives & Initiatives

➤ Objectives

Results to be accomplished in terms that are specific and tangible

➤ Initiatives

Actions necessary to achieve the objective



Project: *Career Success!* *SWOT* Analysis

- Strength
 - Weakness
 - Opportunities
 - Threats
- 

Project: *Career Success!* *Your SWOT Analysis*

➤ Strengths

- Your specialized technical expertise
- Your processes for success
- Value Add specific to you

What strengths do you possess that creates an advantage to you?

Project: *Career Success!* *Your SWOT Analysis*

➤ Weakness

- Less than stellar skills
- Envy of another's trait
- Lack of knowledge or information

What are your weak areas that put you at a disadvantage?

Project: *Career Success!* *Your SWOT Analysis*

➤ Opportunity

- Developing needs
- New alliances
- Mentoring someone new

Where can you make a difference that isn't being made now?

Project: *Career Success!* *Your SWOT Analysis*

➤ Threats

- Changing job requirements
- Poor health
- Shifting value propositions

What will be an obstacle to your growth?

Project: *Career Success!*

Your Goals

➤ Strength

- What are you continuing to do?

➤ Weakness

- What do you need to do?

➤ Opportunity

- What are you willing to do?

➤ Threat

- What can you prepare to do?

Project: *Career Success!*

Your Objectives

- SWOT analysis provide objectives
- *Your Objectives*
 - Leverage *your* strengths
 - Compensate for *your* weaknesses
 - Capitalize on *your* opportunities
 - Prepare for *your* threats

Project: *Career Success!*

Your Initiatives

- Objectives determine Initiatives
- Up to 3 Initiatives per Objective
- Initiative can apply to multiple Objectives
- Track progress

Project: *Career Success!* *Your* Goals

- Initiatives determine Goals
- Objective ~ Communicate Better
- Initiative ~ Increase Vocabulary
- Goal ~ Incorporate new vocabulary in emails

Project: *Career Success!*

1. Mission Statement
2. Vision Statement
3. Strategy Map
4. Career Plan
5. Objectives
6. Initiatives
7. Goals

Project: *Career Success!* *Your* Goals

- Long term goals for **YOUR** career
 - 3 to 5 years or more
- Short term goals for **YOUR** career
 - 1 to 3 years
- Annual Performance Reviews & Evaluations
 - Alignment between **your** goals and your employer's goals

Project: *Career Success!*

Product, Service, Result

Work Project

- Strategic Alignment
- Project Objectives
- Business Context
- Historical Information
- Product Definition

Project: *Career!*

- Strategic Alignment
- Career Objectives
- Personal Context
- Historical Information
- Career Definition

Project: *Career Success!*

- Initiate
 - Plan
 - Execute
 - Control
 - Close
- 
- The background of the slide features several concentric, light blue circular ripples that resemble water droplets hitting a surface, positioned in the lower right quadrant.

Project: *Career Success!*

Initiation Review

- Initiation Process Inputs
 - Product Description
 - Strategic Plan
 - Project Selection Criteria
 - Historical Information

Project: *Career Success!*

Initiation Review

Work

- Initiation Process
Inputs
 - Product Description
 - Strategic Plan
 - Project Selection
Criteria
 - Historical Information

Career

- Initiation Process
Inputs
 - Mission Statement
& Vision Statement
 - Strategy Map
 - Conviction to Project:
Career Success
 - Other Sources of Help

Project: *Career Success!* *Your Coaches & Mentors*

➤ Coaches ~

Coaching is the planned process of facilitating learning, performance, and development which provides benefit to the Coach

➤ Mentors ~

Mentoring is help given to develop skills, knowledge, and experience which does not directly benefit the Mentor

Project: *Career Success!* *Your Coaches*

- Who can help that would benefit?
 - Manager
 - Manager's Manager
 - Employer (Human Resources Department)
 - Professional Recruiters
 - Career/ Outplacement Agent

Project: *Career Success!* *Your Mentors*

- Who will help without direct benefit?
 - Managers within your company
 - Successful Benefactors
 - Peers
 - Industry Leaders
 - Professional Organizations
 - College Services
 - Social Services

Project: *Career Success!* Who is *Your* Coach?

- Stephen Covey?
- Earl Nightingale?
- Dale Carnegie?

2,150,000 hits on www.google.com for career coach in 0.23 seconds

Project: *Career Success!*

Your Resources

- Current Employer
 - Success in Goals for your current role
- Family & Friends
 - Network
- Leadership Coaches
 - Published works, Internet sites, Consultations
- Professional Organizations
 - PMI Employment Services

Project: *Career Success!* *Your Resources*

Historical Information

- Who has experience?
- Documented Lessons Learned

Expert Judgment

- Subject Matter Experts
- Financial Reports – Wall Street Analysis

Project: *Career Success!*

Sidebar Question

What is the most important contribution of Project Management?

- Or -

What is it that Project Managers do that employers value?

Project: *Career Success!* Sidebar Question's Answer

In my personal experience ~

Project Managers

Communicate

&

Follow Up!

Project: *Career Success!*

Sidebar Observation

Who else is better equipped to carry out a
Job Search?

Project Managers are
professionally trained
to do the very core elements of a Job
Search!

Project: *Career Success!* *Your Skills*

Communicating

- Networking
 - Asking what company is hiring
 - Asking who to contact
- Interviewing
 - Describing accomplishments
 - Listening for Key Performance Needs

Follow Up

- Networking
 - Contact hiring managers
 - Thanking contacts
- Interviewing
 - Providing follow up information
 - Providing response to needs

Project: *Career Success!* *Your* Lessons Learned

PAR Approach

- Problem
- Action
- Result

Project: *Career Success!* *Your PAR*

Problem ~

We had difficulty getting status

Action ~

I converted the Project Gantt Chart to a Spreadsheet

Results ~

Our developers were able to respond with timely status reports on their tasks

Project: *Career Success!* *Your Stories*

- List stories that illustrate **your strength**
- Categorize **your stories** under topics of interest to potential employers
- Practice relating **your contributions**
- Expect to impress **your next manager!**


Project: *Career Success!* *Your* Pride List



Developing *Your* Pride List:

- List experiences from your past that are **positive for you**.
- These are things that you are proud of, that make you **feel energized** as you recall them.


<http://www.cdm.uwaterloo.ca/index.asp>

Project: *Career Success!* Online Help

Address  <http://www.cdm.uwaterloo.ca/index.asp>

UNIVERSITY OF WATERLOO  Career Services  eManual

Career Development eManual HOME | CONTACT



1. Self Assessment
2. Research
3. Decision-Making
4. Networks & Contacts
5. Work
6. Life/Work Planning

Welcome!

- Are you concerned about the future?
- Are you unsure how to start your career?
- Do you need to make changes in your direction?
- Are you concerned about finding stable and secure work?

The **Career Development eManual** is designed to help you consider these questions and many, many more! The advice that follows has come from years of talking with students, employers, alumni and through research by the staff and volunteers in Career Services at the University of Waterloo. The most important things we have learned are that:

Where do I Start?

Steps to Success

Icons

Testimonials

Credits

Feedback

Purchase

Career Services

Project: *Career Success!* *You* Know this Stuff!

Reminders for

- Networking
- Resume writing
- Letter writing
- Interviewing

After all, how did **you** get your last job?

Project: *Career Success!* *You* Know this Stuff!

- Break into manageable chunks
- Assign resources
- Schedule tasks
- Measure the success
- Improve the process
- Continue until complete
- Close out the phase

Project: *Career Success!*

- Career Management is a **PROJECT!**
- Initiation Process ~ start **NOW!**
- Plan your Career ~ and then run **your** Job Search Phase
- Leverage **your** available resources
- Use **your** Lessons Learned and those from others



Managing Your Project Management Career

Thank You!

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