

A glowing lightbulb is centered on the right side of the slide, set against a dark blue background with a starry pattern. The lightbulb is illuminated from within, casting a soft glow.

**Kraft
Kennedy**

Launching Project Excellence

Presented by:
Olivia Parkin & Natalie Alesi

Project (& LPM) Management

New York, NY
PLTG
Hashtag #ilta

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1. Determining critical success factors
2. Gaining a competitive advantage
3. Creating a Sphere of Excellence
4. Selecting the right Project Management Tools

Agenda: Launching Project Excellence

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Taking a look back then, now and the future...

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<p>Location & Department based One way communications Limited by technology and geography Desk Phones Pager/Palm Pilots/Blackberries Snail Mail – FedEx Internet Starting Computers & Electric Typewriters Dot matrix printers</p>	<p>Enterprise Systems Virtual Team Collaboration Stakeholder Management Access to Real Time Data Projects born and driven outside of IT Mobility Many devices Social Media Search Electronic documents</p>	<p>Globalization of Data Cloud Primary, Private & Enterprise Security Focus on Service less on Devices 24/7 Access Virtual Teams Everything digital</p>
Then	Now	Future

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Determining Critical Success Factors

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DISCUSSION BOARD


Whiteboard!

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Question:

1. How are **projects** 'born' in your firm?
2. What does **success** look like for your projects?



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Questions:

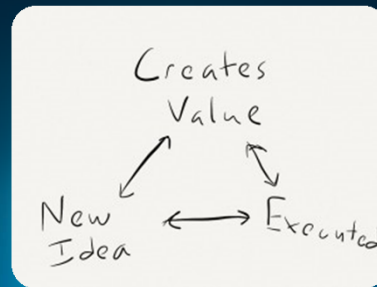
- 3. What **skills** does the **leader** need for the project to be **successful**?
- 4. Does the leader **possess** those skills?
- 5. Is your firm **managing** any current **legal matters** with a **project manager**?



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Questions:

- 6. What does **change** look like in your **firm**?
- 7. What does **innovation** look like in your **firm**?
- 8. Are your **legal matters** & practices **adjusting** for this?



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Questions:

9. What does **communication** look like in your **firm**?
10. How **visible** are your projects (& legal projects) to **stakeholders and employees**?




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1. Define it.
2. Document it.
3. Share it.
4. Resource it.
5. Execute it.

What's it?
Critical Success Factors = Plan



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Gaining that Competitive Advantage



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Define Your Critical Success Factors.
Bottom Line.



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Legal Project Management



Trends for legal in 2014



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Innovation +
Communications +
Collaboration +
Leadership +
Real Time Answers =
Competitive Advantage



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The Spectrum of Enterprise Knowledge Creation and Flow

knowledge flow today

Voice/phone
IM
e-mail
SMS/text messages
blogs
wikis
activity streams
ECM data

Enterprise knowledge flow

linkable, searchable, openly archived, leveragable

collective intelligence

Enterprise 2.0 ROI Gap

From <http://blogs.zdnet.com/Hinchcliffe>

Realizing Answers

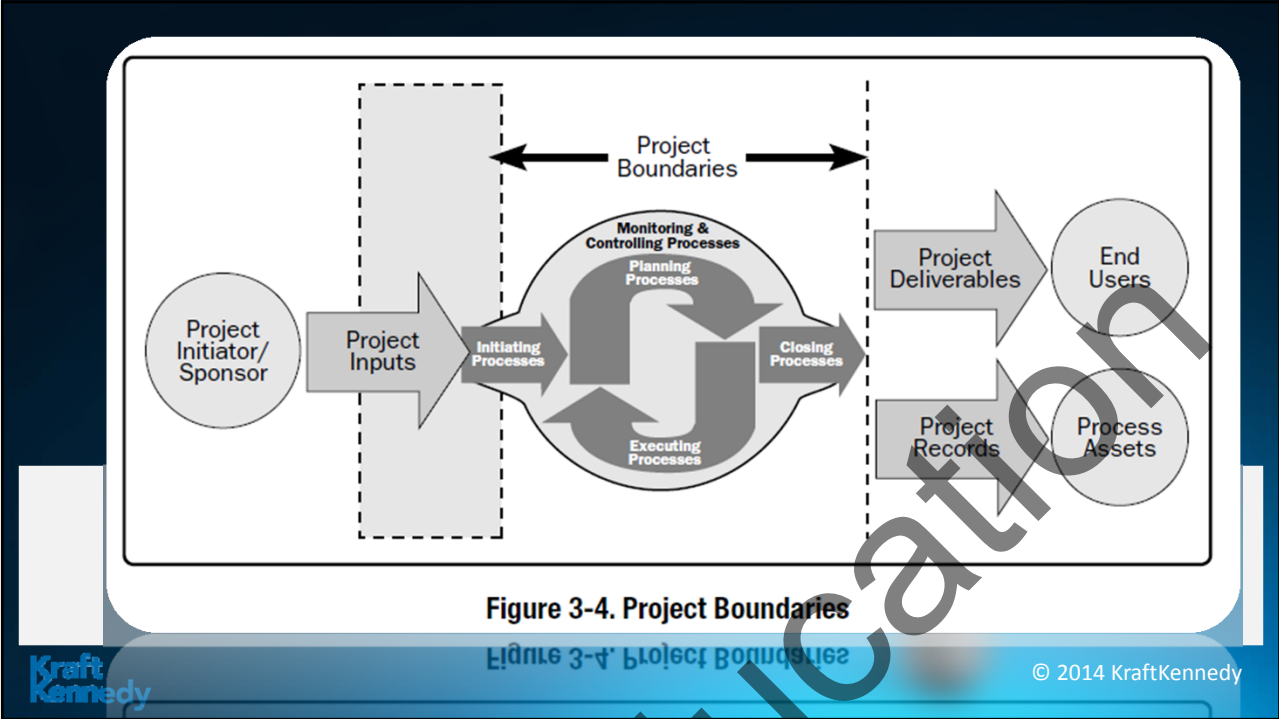
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Learn and Lead

Success
Innovation
Motivation
Education
Training
Online
Education
Improvement
Success
Employment

Create a Sphere of Project Excellence

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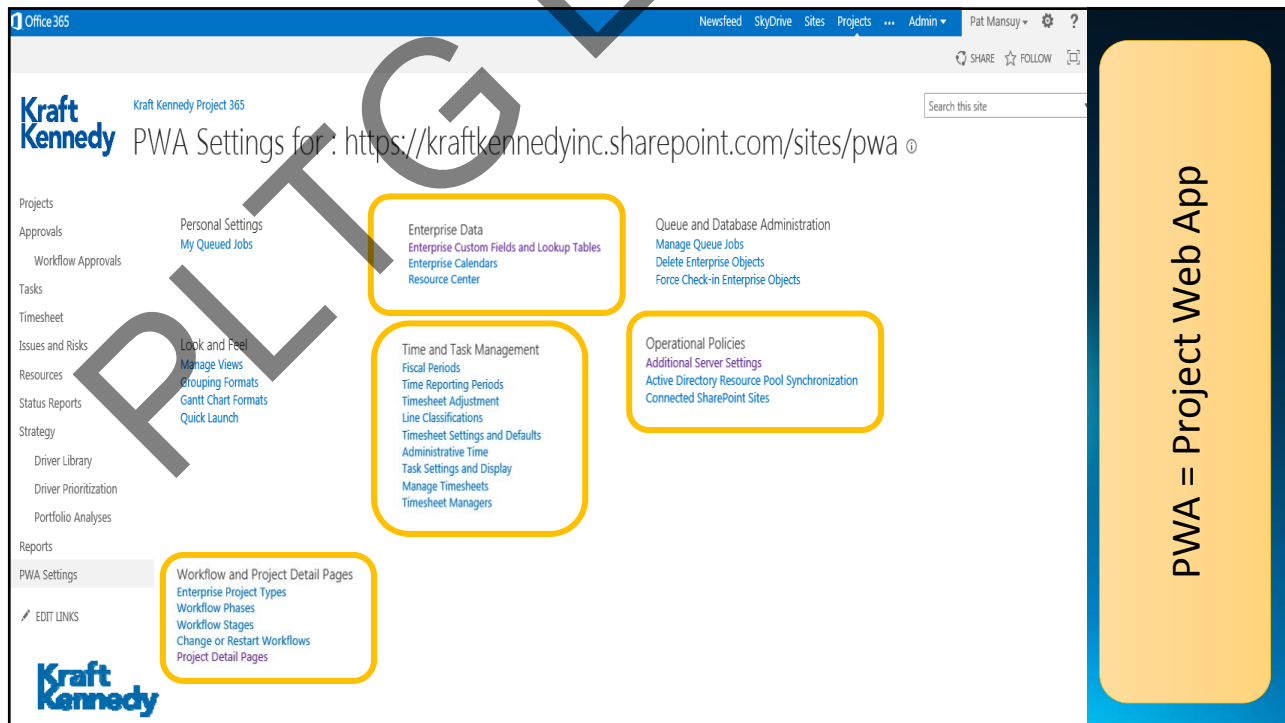
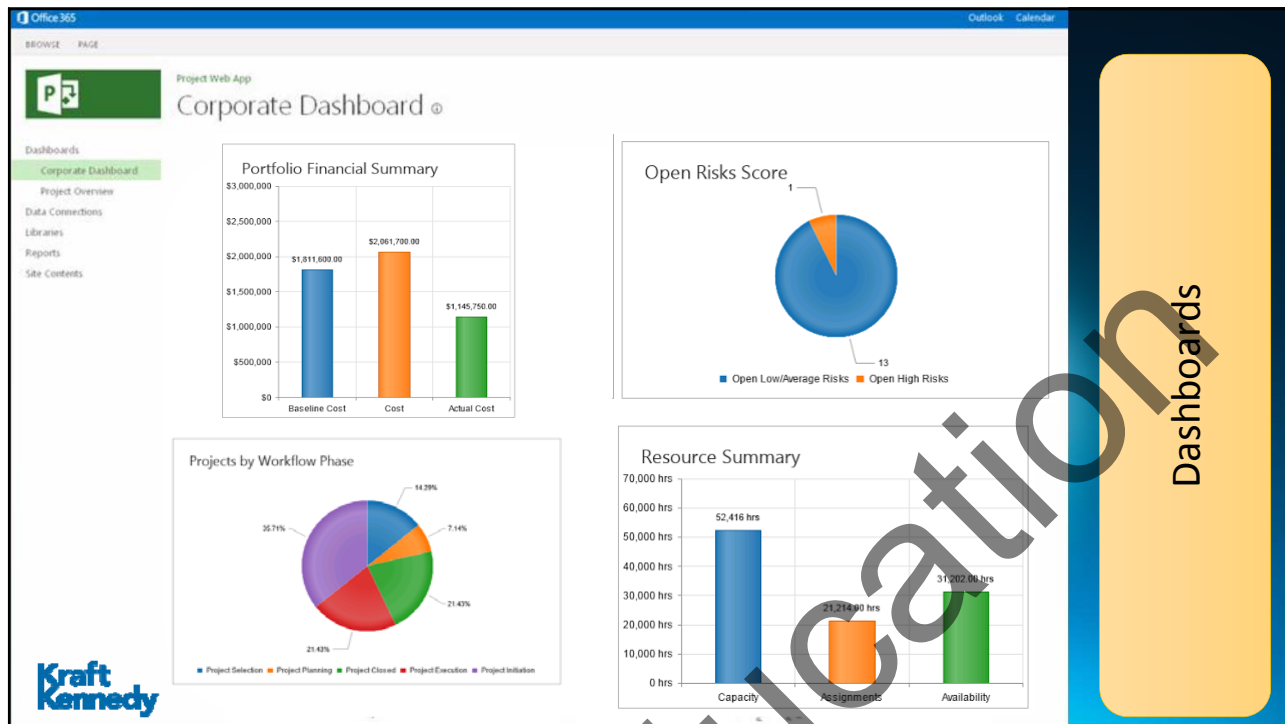


SharePoint admin center

18300 MB available | 4500 resources available | 1 PWA instances available

URL	STORAGE QUOTA (MB)	SERVER RESOURCE QUOTA	VERSION
Website			
https://kraftkennedyinc-public.sharepoint.com	100	0	2013
Site Collections with Project Web App (PWA)			
https://kraftkennedyinc.sharepoint.com/sites/ANSOR	1000	300	2013
https://kraftkennedyinc.sharepoint.com/sites/pwa	2000	200	2013
Site Collections			
https://kraftkennedyinc.sharepoint.com	1000	300	2013
https://kraftkennedyinc.sharepoint.com/search	50	0	2013
https://kraftkennedyinc-my.sharepoint.com	50	0	2013

SharePoint Admin Center



SharePoint | Alesi, Natalie | BROWSE | SHARE | FOLLOW

Kraft Kennedy Project Web App | Home

Track your work

- Projects
- Approvals: 0 Pending
- Tasks: 0 New
- Reports

Project Center

SharePoint | Alesi, Natalie | BROWSE | PROJECTS | SHARE | FOLLOW

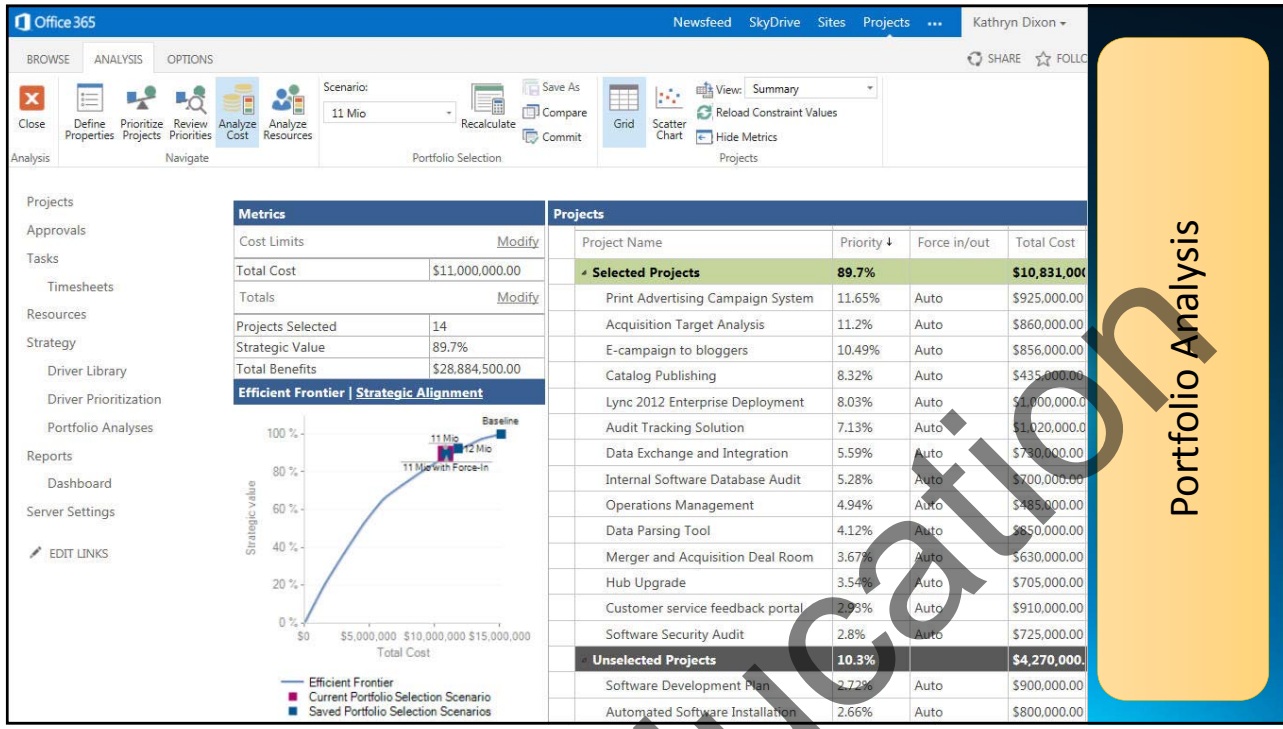
Kraft Kennedy Project Web App | Project Center

Today

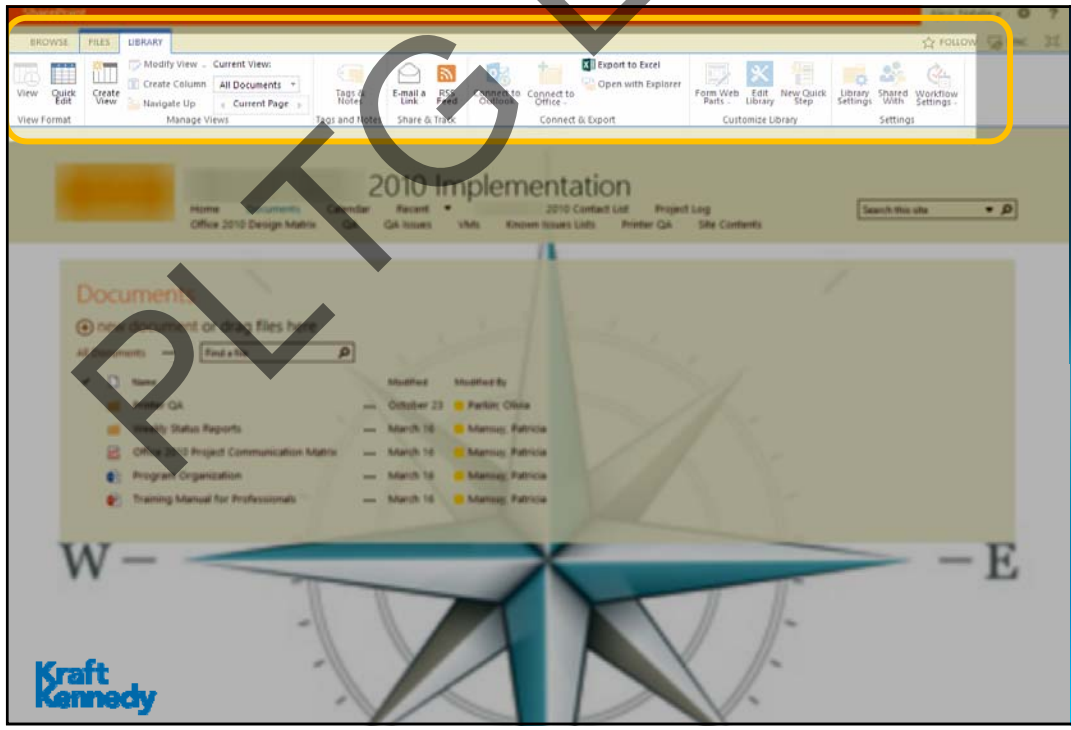
Add tasks with dates to the timeline

Project Name	Start	Finish	% Complete	Work	Duration	11/17/2013							
						W	T	F	S	S	M	T	W
Desktop 2013 Project	5/28/2013	10/30/2013	1%	1,414h	110d								
Windows 7 Office 2010 Implementation	11/5/2012	12/18/2013	32%	20,046.74h	285d								
...	10/7/2013	3/6/2014	0%	0h	104d								

Project Center



Portfolio Analysis



SharePoint Project Site

SharePoint

2010 Implementation

Home Documents Calendar Recent 2010 Contact List Project Log
Office 2010 Design Matrix QA QA Issues VMS Known Issues Lists Printer QA Site Contents

Documents

new document or drag files here

Name	Modified	Modified By
Printer QA	October 23	Parkin, Olivia
Weekly Status Reports	March 16	Mansuy, Patricia
Office 2010 Project Communication Matrix	March 16	Mansuy, Patricia
Program Organization	March 16	Mansuy, Patricia
Training Manual for Professionals	March 16	Mansuy, Patricia

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SharePoint Project Site

SharePoint

2010 Implementation

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SharePoint Project Site

Meeting Minutes from the 1st Auditors Review
Tuesday, February 19, 2013 8:22 PM

Description

A 3-day Architectural Design Session (ADS) starts with information gathering and understanding the business challenges; it then introduces customers to Office SharePoint Server 2007 technologies, solutions, and concepts, and explains how the technologies can meet those business challenges. During this engagement, the customer will learn about the Office SharePoint Server 2007 roadmap and learn about how best to deploy Office SharePoint Server 2007 in their environment. The delivery consultant can use pre-recorded demos and videos of solutions in action.

Activity

- An initial kick-off session with key resources from the customer, partner, and potentially Microsoft
- Strategy**
Briefing Session—this is similar to the 1-day engagement and has the objective to enable the delivery consultant to understand the customer's environment, deployment blockers, and business drivers, including some specific scenarios, as follows:
 - Specific business challenges (i.e. process automation)
 - Specific IT challenges (i.e. security, administration, capacity)
 - Deployment issues
- Architectural Design Session**—introduces the customer to the technologies and processes that are necessary to deliver a successful deployment project or engagement. The next two days will be an interactive session that includes the following:

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Microsoft OneNote
Project Notebook

Office 365 | **Kraft Kennedy Project 365** | **Tasks**

Task Name	Start	Finish	Remain	% Wor	Work	Actual	Process Status	Period Total
Planning Window: In Progress For Current Period	2/25/2013	3/1/2013	200h	0%	200h	0h		
• Project Name: Deploy Windows Server 2008 R2	2/25/2013	3/1/2013	80h	0%	80h	0h		
Review network environment	2/25/2013	3/1/2013	40h	0%	40h	0h	Manager Updated	
Review network environment	2/25/2013	3/1/2013	40h	0%	40h	0h	Manager Updated	
Project Name: Lexis InterAction Upgrade	2/25/2013	3/1/2013	120h	0%	120h	0h		
Identify documents for conversion	2/25/2013	3/1/2013	40h	0%	40h	0h		
Identify documents for conversion	2/25/2013	3/1/2013	40h	0%	40h	0h		
Identify documents for conversion	2/25/2013	3/1/2013	40h	0%	40h	0h		
Planning Window: Near Future - Next 2 Periods	3/4/2013	3/14/2013	360h	0%	360h	0h		
Project Name: Deploy Windows Server 2008 R2	3/4/2013	3/14/2013	104h	0%	104h	0h		
Identify improvements to network environment	3/4/2013	3/7/2013	32h	0%	32h	0h	Manager Updated	
Identify improvements to network environment	3/4/2013	3/7/2013	32h	0%	32h	0h	Manager Updated	
Develop preliminary design	3/8/2013	3/14/2013	20h	0%	20h	0h	Manager Updated	
Develop preliminary design	3/8/2013	3/14/2013	20h	0%	20h	0h	Manager Updated	
Project Name: Lexis InterAction Upgrade	3/4/2013	3/13/2013	256h	0%	256h	0h		
Develop document migration strategy	3/4/2013	3/7/2013	32h	0%	32h	0h		
Develop document migration strategy	3/4/2013	3/7/2013	32h	0%	32h	0h		
Develop document migration strategy	3/4/2013	3/7/2013	32h	0%	32h	0h		
Identify macros, templates, and databases for migration	3/8/2013	3/13/2013	32h	0%	32h	0h		
Identify macros, templates, and databases for migration	3/8/2013	3/13/2013	32h	0%	32h	0h		
Identify macros, templates, and databases for migration	3/8/2013	3/13/2013	32h	0%	32h	0h		
Planning Window: Distant Future	3/14/2013	5/29/2013	1,344.9	0%	1,344.9	0h		
Project Name: Deploy Windows Server 2008 R2	3/15/2013	5/9/2013	336h	0%	336h	0h		
Obtain feedback/input on design	3/15/2013	3/19/2013	6h	0%	6h	0h	Manager Updated	
Obtain feedback/input on design	3/15/2013	3/19/2013	6h	0%	6h	0h	Manager Updated	
Develop detailed design	3/20/2013	3/27/2013	48h	0%	48h	0h	Manager Updated	
Get approval for Deployment plan	3/28/2013	3/28/2013	4h	0%	4h	0h	Manager Updated	
Review deployment team tasks and timeline	3/29/2013	3/29/2013	8h	0%	8h	0h	Manager Updated	
Review deployment team tasks and timeline	3/29/2013	3/29/2013	8h	0%	8h	0h	Manager Updated	
Review deployment team tasks and timeline	3/29/2013	3/29/2013	8h	0%	8h	0h	Manager Updated	

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Global Project Tasks

My Tasks

Important and Upcoming Active Completed ... Find a task

- Personal
 - new task
 - Review the Project Server configuration
- Deploy Windows Server 2008 R2
 - new task
 - Obtain feedback
 - Release to production/operations environment
 - Test infrastructure component
 - Deploy infrastructure component
 - Communicate impact to community
 - Review deployment team tasks and timeline
 - Get approval for Deployment plan
 - Develop detailed design
 - Create software maintenance team
 - Distribute to team members
 - Document lessons learned
 - Obtain feedback/input on design
 - Develop preliminary design
 - Identify improvements to network environment
 - Review network environment
- Lexis InterAction Upgrade
 - new task
 - Deploy the custom package to each client
 - Migrate identified files, macros, templates, and custom solutions
 - Conduct user training

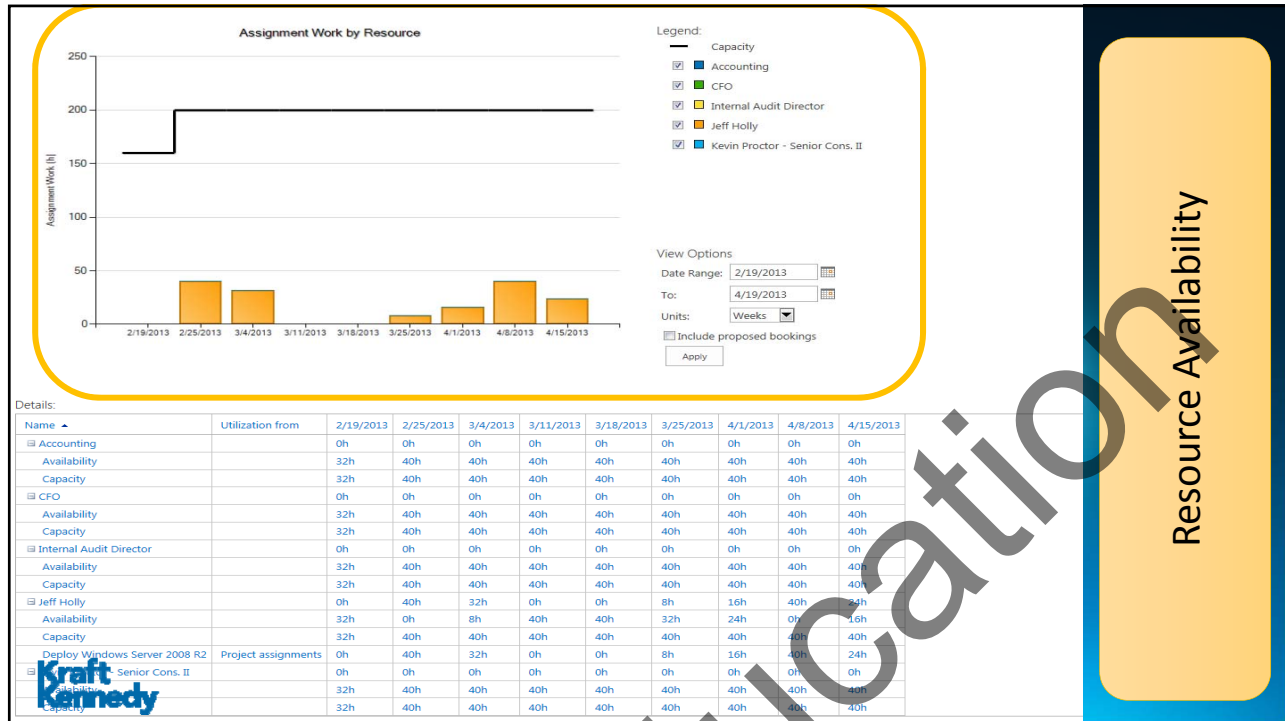
Resource Tasks

Project Timesheets

Your timesheet is open. You can send updates or turn it in in **Total: 0h Period: 3/26/2013 12:00 AM - 4/8/2013 11:59 PM**

Project Name	Task Name/De	Comment	Time Type	Tue 3/26	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30
SOX Compliance and Technology Assessment	Top Level		Actual Planned					
Administrative	Administrative		Actual Planned					
Administrative	Sick time		Actual Planned					
Administrative	Vacation		Actual Planned					
Total work			Actual Planned					

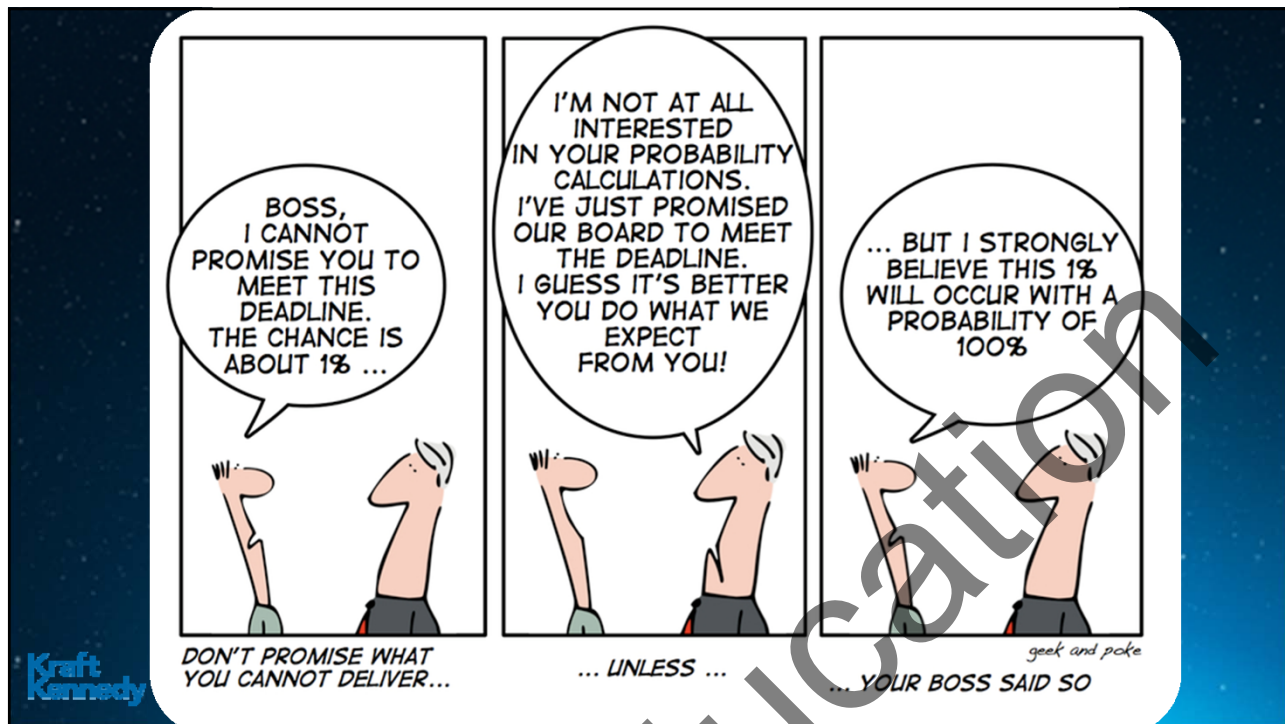
Actual vs Planned



Resource Availability

Resource Name	ID	Checked Out	Email Address	Generic	Timesheet Man	Type	Act
Type: Cost							
Hardware Expense	80	No		No		Cost	Yes
Project Budget	78	No		No		Cost	Yes
Software Expense	79	No		No		Cost	Yes
Travel Expense	81	No		No		Cost	Yes
Type: Work							
Alesi, Natalie	129	No		No	Alesi, Natalie	Work	Yes
Alexander, Marc	128	No		No	Alexander, M.	Work	Yes
Barrett, Simon	120	No		No	Barrett, Simon	Work	Yes
Bloom, Matthew	118	No		No	Bloom, Matth	Work	Yes
Bukoff, William	122	No		No	Bukoff, Willur	Work	Yes
	103	No		No		Work	No
	108	No		No		Work	Yes
Goldberg, Michael	123	No		No	Goldberg, Mi	Work	Yes
Gunchar, Steven	112	No		No	Gunchar, Stev	Work	No
Hussain, Ryan	124	No		No	Hussain, Ryan	Work	Yes
	117	No		No		Work	Yes
	95	No		No		Work	Yes
	97	No		No		Work	No
	107	No		No		Work	Yes
	110	No		No		Work	No
Kim, Michelle	94	No		No	Kim, Michelle	Work	Yes
Kim, Michelle	111	No		No	Kim, Michelle	Work	Yes
	105	No		No		Work	No
Lin, Alexander	119	No		No	Lin, Alexander	Work	Yes
Maloney, Dwight	91	No		No	Maloney, Dwight	Work	Yes
	88	No		No		Work	Yes

Project Resources



Launching Project Excellence Checklist

- ✓ Plan and define critical success factors
- ✓ Gain the competitive advantage
 - ✓ Understand your firm's internal processes and workflows
 - ✓ Invest in your 'Leaders'
 - ✓ Allow for project innovation
 - ✓ Assemble the right team with the right Stakeholders
 - ✓ Be flexible
- ✓ Create your Firms Sphere of Excellence
- ✓ Evaluate PM Tools that resonate with your critical success factors and allow for real time analytics and collaboration



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Q&A



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We can help...Launch Project Excellence in 2014

Project and Legal Project Management (PM/LPM):
Assessments | Leadership & Change Management Coaching | Tool Selection
Analysis | Project Rescue | Delivery Process Redesign | Communications Design |
MS Project Server Implementation & Customization



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