Project Management Resources

Welcome

You are welcome to add any available resources that help people who have to do project management tasks within TID. Page moderator: Sander Breur

Current slack channel: https://slac.slack.com/archives/C0481BY9C4X

Instrumentation division procedures

See all guides on our smart sheets here: Smart Sheets Guide

Tracking: Every month on the 17th we track all projects by checking:

- How many hours each account spent on project tasks (up to the total amount of hours they charged in the previous month)
- Their progress on said task (in % complete) and inputting that into the correct row of the budget sheet
- Then you compare that the WBS actuals and figure why there are differences (assuming there are any)
    - How to get Actuals Information from Peoplesoft
- If the costs are not in any of the rows then add a row under 'unplanned activities' for the program manager to address
- in the tracking file of the project we copy paste the current row onto the correct month

Resources

Official training resources within SLAC

- SLAC community of practice project management office
    - training sign-up sheet for: 413. 3B and PM principles training (two series of four consecutive days)
- TID project management presentation 2021

- 413.3b and PM Principles Training Course Materials
    - Course Syllabus
    - Slides
        - Slide deck A: Introduction, Context, Overview
        - Slide deck B: CD-0: Mission Need
        - Slide deck B1: Leadership and Teams
        - Slide deck C: CD-1: Project Planning, Approve Alternate and Cost Range, Scope Planning, Requirements Management, Technology Readiness Levels (TRLs), Work Breakdown Structure (WBS)
        - Slide deck D: CD-2: Project Planning, Performance Baseline, Scheduling, Project Activities Network, Cost/Schedule/Personnel Estimation, Risk Management, Resource Leveling, Contingency/Management Reserve
        - Slide deck E: CD-3: Approve Start of Construction, Configuration Management, Change Control, Budget and Schedule Control, Earned Value Management, Procurement Management, Quality Management, Stakeholder Management, Communication Management
        - Slide deck F: CD-4: Approve Start of Operations/Project Completion, Project Closing Phase, Project Success and Failure,
    - SLAC DOE-PM Participant Folder-20221114T163317Z-001.zip
        - Contains all slides as well as additional support material and exercises

Official training resources within Stanford

Useful links on the Internet

Useful books

- "high output management' by Andrew S. Grove
- '(Harvard business review) collaborative teams'