Exploring the One-Page Project Manager

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Providence, RI
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The One-Page Project Manager

http://www.onepageprojectmanager.com/
The One-Page Project Manager

- How it Works
- Benefits
- Oddities
- Lessons
### Project: Automated Distribution Center (ADC)

**Project Objective:** Reengineer Distribution - 30% ROI

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Major Tasks</th>
<th>Project Completed By: Dec. 31, 1995</th>
<th>Owner / Priority</th>
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#### Summary & Forecast

- **Major Tasks:**
  - Jan-95: Building Completion
  - Feb-95: Systems Operational
  - Mar-95: People Deployed
  - Apr-95: Integration Operational
  - May-95: Full Consolidation Operational
  - Jun-95: Go Live On Time

- **Objectives:**
  - Building $6.0 Million
  - System $30 Million

- **Costs:**
  - People $15 Million

**Notes:**

- The integration of new software with current systems is proving more complex than expected. The expected cost overrun is expected to be recovered.
- Building change orders are being kept to a minimum. The transition to new leadership has been identified and are now involved.
- We are on track to meet our timing, budget, and ROI objectives.
## Mount Olympus Company
Corporate Projects for 2006
November 2006

### Corporate Projects

<table>
<thead>
<tr>
<th>Constituents</th>
<th>Number</th>
<th>Capital</th>
<th>Expenses</th>
<th>Corporate Projects</th>
<th>Status</th>
<th>Timeline</th>
<th>Owners / Priority</th>
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### Summary & Forecast

- **Capital**: $1,079
- **Expenses**: $2,120

### Notes
- **Alpha**: Meeting with stakeholders not attended. Pareto analysis not completed.
- **Beta**: Roadmap completed. Phase 2 implementation delayed.
- **Gamma**: Project benefited from additional resources. Final refinement needed.
- **Epsilon**: Testing phase extended due to unforeseen challenges.
- **Zeta**: Delivered ahead of schedule. Post-launch and maintenance ongoing.
- **Kappa**: Launch completed. Ongoing review of feedback.
- **Lambda**: Integration with existing systems incomplete. Will be addressed in the next phase.
- **Mu**: On track to meet target dates. Minor adjustments planned.
- **Nu**: Ready for launch. Post-launch support planning.

### Executive Team

- **Team Leaders**: ABC, DEF, GHI
- **Support Team**: JKL, MNO, PQR

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*Fields marked with an asterisk (*) are considered crucial for project success.*
One-Page Project Manager – Benefits

- Accessible – popular book, free templates, Excel-based
- Adaptable – can be customized to local needs
- Concise – easy to maintain, distribute and understand, provides a “unifying discipline”
- Extensible – sub-projects have their own OPPM
- Effective – focus on what’s important, avoid surprises
One-Page Project Manager – Oddities

- Layout takes some getting used to
- Excel is highly customized
- Better for high-level communicating than low-level detail management
- Examples are commercial/production oriented
- Too much customization reduces effectiveness
- “Shed a tear for the trees”
One-Page Project Manager – Lessons

- Principles can be applied to local tools
- Always have summation info up-to-date and ready when needed
- Keep lines of responsibility clear
- Strive for simplicity
- Be responsive to organization’s felt needs
- Make standardized tools that people can actually use
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