Digitisation of Biological Collections
Round Table Discussions

Project management

Effective project management requires a balance of technical skills with people skills. Technical skills include areas such as planning, estimating, measuring, and controlling. In contrast, people skills include areas such as leading, enabling, motivating, and communicating. Successful project managers are flexible in applying their knowledge and skills from both areas in the correct combination keep projects moving forward. This session will discuss aspects of project management in relation to strategies, tactics, and workflows for adapting to situations and driving things forward. We invite discussion of lessons learned, what works, and what doesn't work based on your experience and then brainstorm new approaches.

See presentation slides for a series of recommended project management support tools - incl. gantter, OpenAtrium, Basecamp, Open Project, Redmine etc.

idigbio uses Redmine as an issue tracking system - David puts actions from idigbio meetings in as Redmine tickets, helps track process.

Recommendations? (see slide) - identifying suitable person as project manager very important - needs the interest, skills and temperament.

RACI diagram - (http://en.wikipedia.org/wiki/Responsibility_assignment_matrix) - who's responsible, who's accountable, who needs to be consulted and who needs to be informed. Can be useful in terms of communication and responsibility.

Overall goals need to be a collaborative effort - idigbio tackles the challenge of five diverse goals under focus areas - marrying these to common goals can be a challenge. Project management documentation comes about through continuous evaluation.

Finding the balance between evolving and flexible project management, and scope creep - accepting and coping with the changes that matter, and resisting or rejecting the changes that don't matter.

Aquarium analogy - we all keep water and the fish take care of themselves - manager should create a culture and give people autonomy to implement