

## **Personal Project Management Plan**

### **A.**

#### **1) Goals & Objectives**

Goals are long-term, the ultimate circumstances you would like to see happen in your life. Objectives are short term. They are tasks that you are planning to complete in the near future. Objectives are short-term and they eventually lead up to your ultimate goal in life. Your goals and objectives must be attainable, reasonable, taking all the circumstances into account, and capable of being completed within specific time frames.

#### **2) Preparing the Plan**

Every project should have a plan. The main difference between a project and a business is that a project has a start and a completion date. A business is intended to go on indefinitely. You can plan a wedding party to take place on the 30<sup>th</sup> of the month. It has a start date and a completion date. That is a project. You can do this for several friends and each one will be a separate project. If you decide to become a wedding planner and operate it as a means of paying your bills, then it becomes a business and you hope that it will continue indefinitely, or at least until you decide to terminate it. Your plan must set out clearly how you will achieve each goal and objective. The plan should be in writing and must be flexible so that as circumstances change, your plan can be modified to accommodate those changes.

#### **3) The Benefits**

List the benefits that will result from your plan and who will receive those benefits. This is your personal plan and you should be the primary beneficiary. Do not feel guilty about this. You are planning to make yourself productive so that you can share your blessings with your family and others. Later on, you can develop projects for the benefit of those persons.

### **B.**

#### **1) Man-power**

You are going to need help with your plan. You cannot be in two places at the same time. If you are in recovery, someone needs to take care of your children or other matters during your absence. If you do not drive, someone will have to take you to classes and other places until your driving privileges are restored. No man is an island, and whatever your plan is, you will need the help of others.

#### **2) Money-power**

You must plan for the expenses that will be necessary for your plan to work. If you are going back to school, find out about the school loans, etc. If you are planning to start a business get advice from an accountant, business consultant, banker or other professional. Your plan might be to take time out to recover from your immediate problems with substance abuse. This might require you to make arrangements for certain expenses to be paid during your recovery.

#### **3) Location.**

Where are you going to carry out your plan? If you are planning a wedding party this is probably the first thing you will need to work on. If you are planning on a recovery program you may be able to choose where you want to be a resident. When these seminars were being planned we had to decide if we were going to have a fixed place to conduct the seminars or if we were willing to go to different recovery homes and do the seminars at those locations.

### **C.**

#### **1) Time Frames**

When will the project start and when will it end? When will each smaller part (sub-part) of the project begin and end? Allow some flexibility for unforeseen circumstances and events over which no one will have any control (generally called acts of God). For recovery purposes, try to focus on a definite time period when you will complete your program. Have faith that all things

will work in ways that will allow you to complete your program on schedule. Simply hoping that it will be over sometime soon or sometime in the future is not the best plan. Try to set a final date.

## **2) Programs/Work Packages**

Sometimes a large project will go on for several months, such as building a school. The project has to be broken down into manageable tasks and each task becomes a project within itself, with a start date and a completion date. You might have to do the same with your project of recovery. There might be certain classes or seminars you need to attend before moving on to other parts of the program. Each of these classes or seminars should have a specific time frame so that the total time planned for completion of the program can be determined.

## **3) Monitor the plan.**

You must have some method to determine if your plan is working. When we were all in school the way this was done was to have end of term examinations to determine if we were ready to go to the next grade. The method of control should give specific results so that your plan can be modified to spend more time on the weak areas and improve the strong areas.

## **D.**

### **1) Finalize the Plan in Writing**

Always put your plan in writing. This makes all the difference between a real plan and wishful thinking. Put it in writing and sign it. Then commit yourself to it and ask God's help in seeing it through. You will be surprised at the difference this makes. Many people make New Years' resolutions in late December and early January. Go see them in March and ask them what resolutions they made. They will probably not remember one! You have to keep your plan fresh in your mind each and every day. When we get to the **M.O.V.E. Program** you will see the importance of this. If you do not know what stage you are at in your plan you will not know when to be **Motivated, Optimistic, Victorious or Excited**. You will then become frustrated and complain that nothing works for you, including this seminar.

### **2) Do First Activity**

If your project is a seminar then you can do the first presentation and follow up with an analysis. If however, it is a final event, like a wedding party, then you need to document the results so you can use it as a guide for future projects. Do not be discouraged if things did not go perfectly the first time. We are all human and we will make mistakes. After many years in this business I still have to allow for errors in projects that I do. Move on to the next project. Each project will provide new experiences and you will eventually become the expert you want to be. The best and quickest way to become an expert is by doing the analysis after completing each project and documenting the results for future use.

### **3) Analysis**

Each time we present a seminar we go back and do an analysis. We review what was done and said at the meeting and note the type of response we received when certain topics were discussed. We also take notice of what topics the participants struggled with, and the interest they showed in certain topics. The whole purpose of the analysis is to see what mistakes were made and what can be done to improve the seminars. This is the time we spend examining the feedback and planning to respond to it so that the seminar material does not become irrelevant to the needs of the participants. You will have to do the same thing with your projects. If part of your program is not giving you the satisfaction or producing the improvement you want, you might have to modify it, improve it, or abandon it. Whatever you do, do not waste time doing something that is not benefiting you.

## **THOUGHTS TO PONDER**

### **E**

#### **1) Remember to Apply M.O.V.E.**

Keep your mind on the **MOVE** screen and treat every “**discouragement**” as a “**disappointment**”. Remember to constantly motivate your team. Recognize their efforts and give due reward

#### **2) You are the Owner, Contractor, Architect, Engineer, and Administrator**

Identify the responsibilities and functions of the members of a Construction Team. Understand that you perform all of those functions.

#### **3) R.U.O.K.**

Maintain a positive attitude - full of faith, commitment and intention

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