

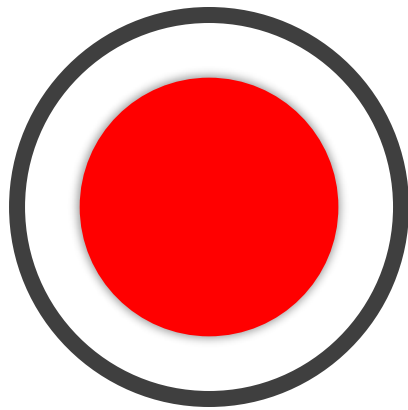
ASK ME (ALMOST) ANYTHING! BEST PRACTICES IN ANALYTICAL PROJECT MANAGEMENT AND DELIVERY

Michiko I. Wolcott, Principal Consultant

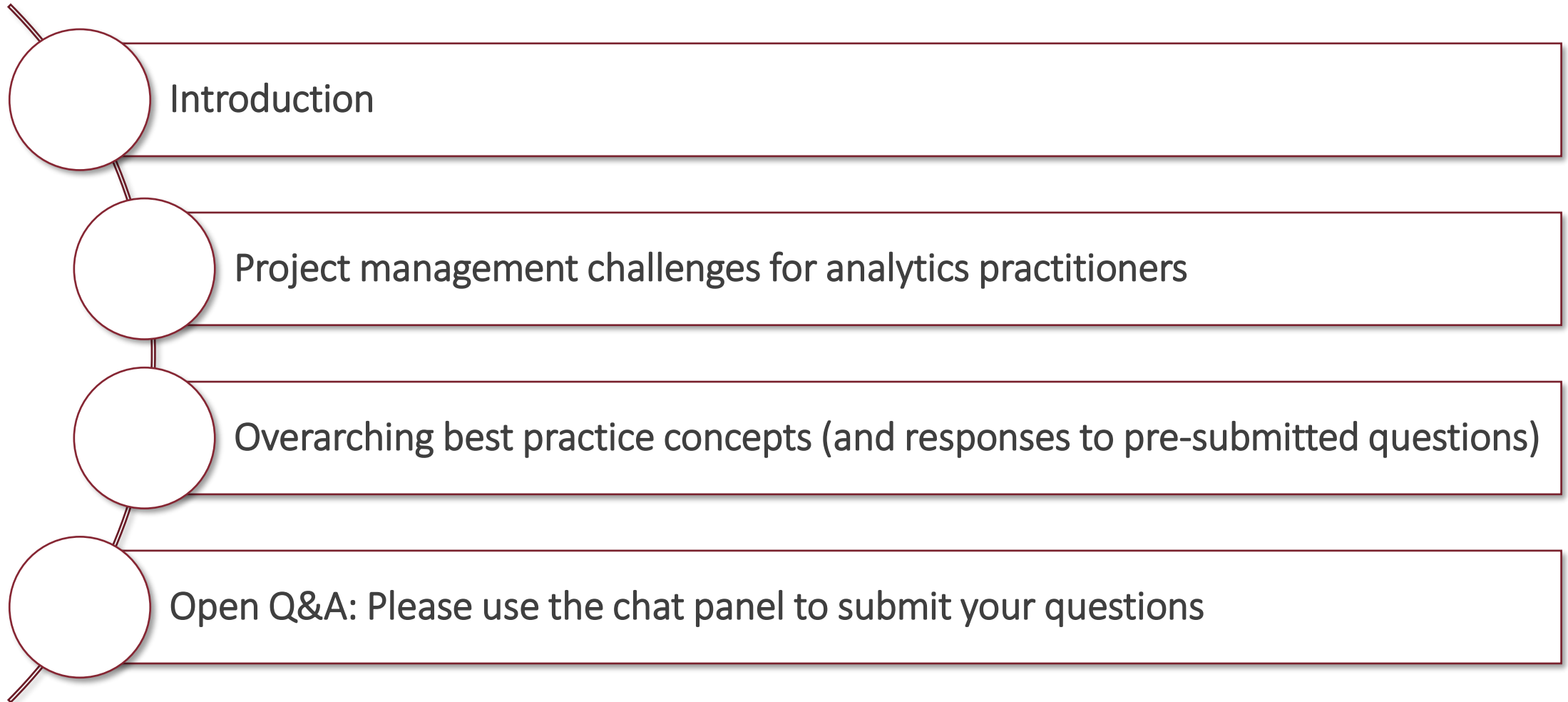
Msite Analytics

July 15, 2021





AGENDA



ANALYTICAL PROJECT MANAGEMENT CHALLENGES



Uncertainty with data (availability, quality, etc.)



Endless follow-ups



Project overruns

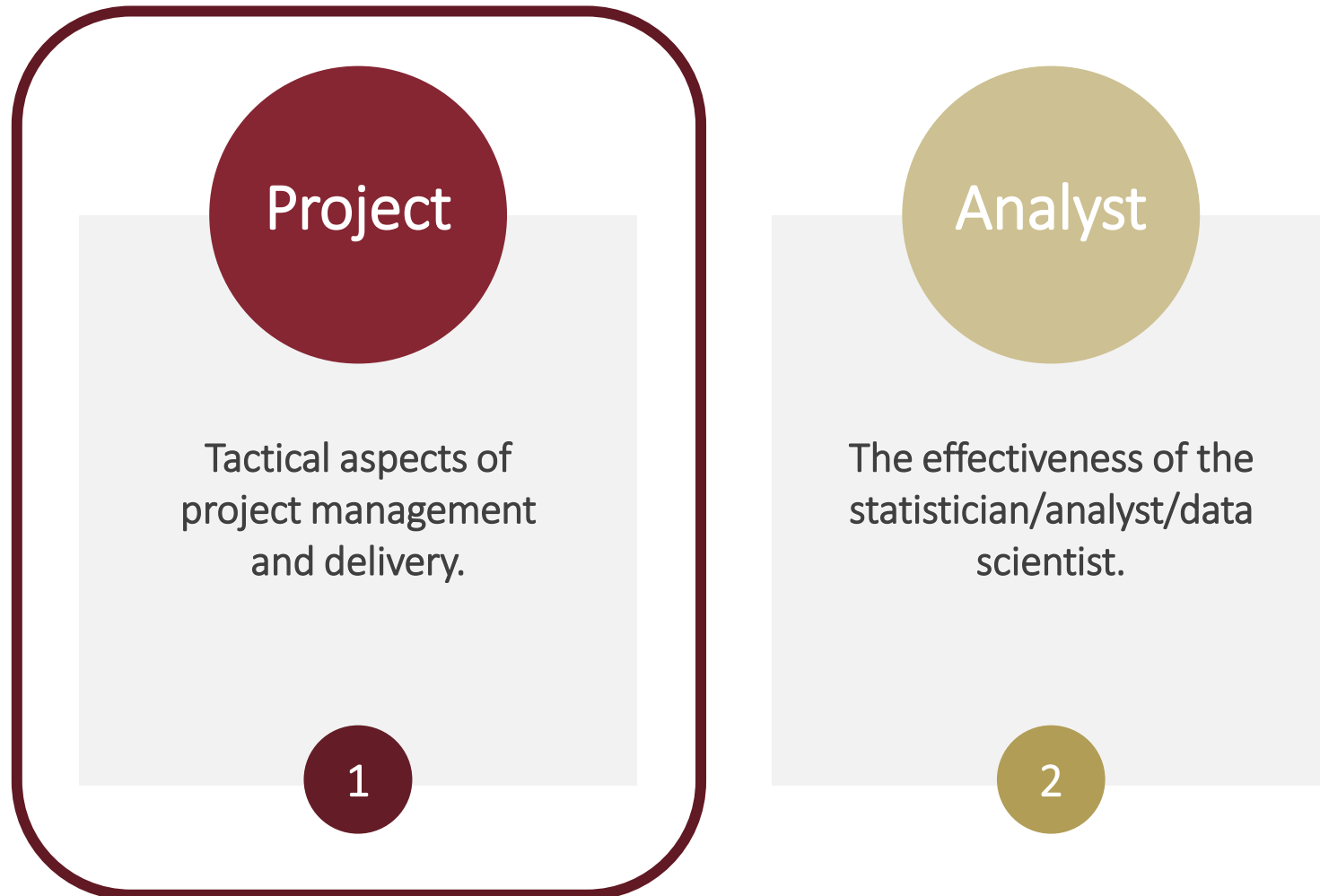


Unexpected problems



Stakeholders/participants not on the same page

SOURCES OF PROJECT AND CLIENT MANAGEMENT BREAKDOWN



THE SCOPE OF THIS SESSION

IN SCOPE

Project management practices as they apply to what we do in statistical/analytical project delivery

Only to the extent related to project management

Client management
People management
Quality management
Documentation

OUT OF SCOPE

- Contractual topics
- Regulatory topics
- Pricing/Billing
- How to get projects
- Technical topics
- Communication and other interpersonal skills

Quality Management: Come to my talk at the World Statistics Congress 2021 or the Joint Statistical Meetings 2021

Project: an effort with a beginning and an end to create something

<https://www.pmi.org/about/learn-about-pmi/what-is-project-management>

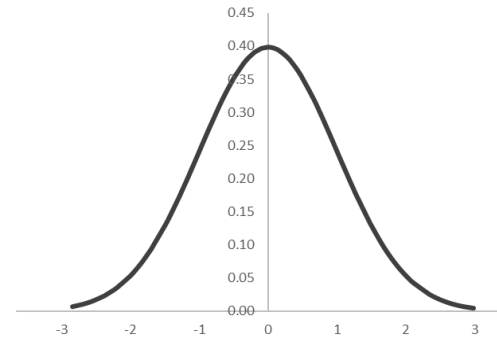
GOOD PROJECT MANAGEMENT: LIVE STATISTICAL PRINCIPLES

σ

Variability

μ

Expected vs.
Observed



Assumptions

π

$0 < p < 1$

8 ESSENTIALS OF ANALYTICAL PROJECT MANAGEMENT AND DELIVERY

1 Set expectations.

- Expectations you do not set will be set by others.
- What is not explicitly out of scope, is in scope.
- Risk, limitations, and dependencies do not exist if they are not explicit.
- Don't plan for perfection.
- The deliverable acceptance criteria will be infinite if left undefined.
- Understand all of your project stakeholders.
- Set expectations at the earliest possible opportunity.

8 ESSENTIALS OF ANALYTICAL PROJECT MANAGEMENT AND DELIVERY

1 Set expectations.

2 Make projects as small as possible.

- By type of activity (proof of value/concept, exploratory analysis, go/no-go)
- By deliverable
- By data source
- By phase
- By workstream

8 ESSENTIALS OF ANALYTICAL PROJECT MANAGEMENT AND DELIVERY

1 Set expectations.

2 Make projects as small as possible.

3 Isolate the unknown from the known.

- Isolate the unknown into a separate project.
- A “project” to define a project: to make the unknown, known.
- A new project for additional follow-ups.
- Use a change management process defined at the expectation stage.

8 ESSENTIALS OF ANALYTICAL PROJECT MANAGEMENT AND DELIVERY

1 Set expectations.

2 Make projects as small as possible.

3 Isolate the unknown from the known.

4 Manage from the end.

- Divide the whole rather than sum the parts.
- Establish cadence at kickoff: standing touchpoints, milestones.

8 ESSENTIALS OF ANALYTICAL PROJECT MANAGEMENT AND DELIVERY

1 Set expectations.

2 Make projects as small as possible.

3 Isolate the unknown from the known.

4 Manage from the end backward.

5 Have everything in writing.

6 Deal with everything as early as possible.

7 *Verify* you have met all requirements.

8 Measure and analyze yourself.

TOOLS: MORE IMPORTANT TO JUST DO IT THAN TO HAVE THE PERFECT TOOL

DISCLAIMER: These are examples; NOT endorsements. Use at your own risk.

Time Tracking

- Homegrown
- Toggl Track
- RescueTime
- Office 365 Timesheet App
- Google TimeSheet App
- Etc.

Project Management

- A white board or bulletin board (!).
- Excel/Word/Google Doc/Google Sheets.
- MS Project.
- Smartsheets.
- Basecamp.
- Trello.
- Monday.com.
- Mural.
- Dashboarding/BI tool (a large portfolio of projects).
- Etc.

HOLD THE DATE! Data Quality Workshop for Analytics Practitioners
Wednesday, September 8, 2021
English: 11 am US EDT/15 UTC
Español: 17 US EDT/21 UTC

More at <https://msightanalytics.com>

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