

A GPR Consulting, Inc. White Paper



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Set You and Your Project Up for Success!

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Introduction

Do you have too much to do and too little time to do it? Who doesn't? Today's expectations are that you're available 24/7. Learn how to set limits for your project, your staff and you by focusing, diverting, delegating and outsourcing.

Problem Statement

With all the communication tools available today, you can be accessed 24/7 via email, voice mail, IM, snail mail, cell phone, land line, etc. How often have you heard "I sent you an email" only to think "Gee, of the 300 I received today, I just haven't gotten to yours." That's not a great answer when your boss wants a status on the project that is over due and over budget. So you stay late, work from home, never get any down time and guess what: you suffer and so does the project. How can you get a better handle on all the demands?

Previous Options

It used to be that if someone wanted to communicate with you, they had to get you on the phone or walk over and have a face to face conversation. Discussion happened, agreements were made and productivity ensued. Life was good. Well, at least manageable. Now, there are multiple methods of communication but no more time. When email, voice mail, and all other electronic leashes came along, no bigger time allotment came with them. I'm not denying the benefits of technology and progress but I am questioning the constant interruptions and stimuli.

Solution

When you're working and a new email pops up or the cell phone rings, do you ignore it and keep your focus or do you work the interruption and have to regroup when you get back to your original task? The solution



is to focus, divert, delegate, and outsource. Focus on the task at hand (your project), divert interruptions, delegate whenever possible and outsource when necessary and if it's a better solution.

Solution 1

Focusing on your project will allow you to direct all of your energy into the project tasks.

Solution 2

Diverting interruptions will allow you to focus, solution 1. It is human nature to want to help when someone asks but instead of helping, divert them to the correct or better person for handling their issue. Of course you'll still have to answer email but you can do it at the beginning or end of the day, not constantly. Block certain times of day for email, meetings, etc. and don't deviate from your planned schedule.

Solution 3

Delegating tasks to the responsible party for that effort applies the right skill set to the issue at hand and allows you to stay focused and do what you do best: your project work.

Solution 4

Outsourcing gives you access to needed skill sets and additional staff that can quite possibly do the task better and quicker because they can focus on the assigned task and avoid the interruptions.

Implementation

Focusing, diverting and delegating are skills that can be learned over time or with assistance from skilled project managers. Practice organizing your day so you can focus, diverting and delegating to the appropriate person and learn how to not take on more than the duties encompassed by your project. Outsourcing requires budget commitment but in the long run can be less costly and more productive.

Summary

Focusing, diverting, delegating and outsourcing will help you gain control of your project efforts. Contact GPR Consulting for more information about getting control of your project efforts.

About the Author

Tammy Taylor is a founding partner of GPR Consulting, Inc. She is a certified Project Management Professional® (PMP) and has over twenty years of governmental and private sector information technology and business management experience.



About GPR Consulting, Inc.

GPR Consulting has experience and expertise in developing Information Technology solutions for a variety of businesses. Our clients come from diverse industries like Global Banking, Medical Research, Education, Utilities and Healthcare Providers.

We provide Professional Resources to compliment existing staff or create new teams to develop and implement your IT solution. GPR consultants are trained to work in small teams to successfully maintain and upgrade your IT systems without a lot of costly supervision on your part. We can provide on-site services or off-site consultants, matching our services to your needs.

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