

THE PROJECT LEADERSHIP ACADEMY



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There is no ONE tool



Choosing the Right Tool For the Job



Choosing the Right Tools

The Ground Rules of Tools



- ✓ Treat it like any other software implementation

Gather requirements first!

- ✓ What business problem are we trying to solve?
- ✓ What solution is best for our people?

Do they already have “new tool exhaustion”?



Choosing the Right Tools



Tools are best used when your team knows how to use it!

Choosing the Right Tools

Customization Gone Wild



- ✓ Have an idea of your requirements and process BEFORE you pick the software
- ✓ Simplify your process before you implement
- ✓ Consider changing the process to fit the tool, not the other way around
- ✓ Remember the 80/20 rule

*The more you customize the tool,
the more complicated it will be to use!*

Choosing the Right Tools

The Bottom Line on Tools

- ✓ None of them are perfect
- ✓ Prioritize what you need from the tool
- ✓ Don't over customize
- ✓ Consider starting from scratch as opposed to tons of integration



Choosing the Right Tool

Schedule Development

Cost Management

Project Management Information Systems

Risk Management

3D/4D Modeling

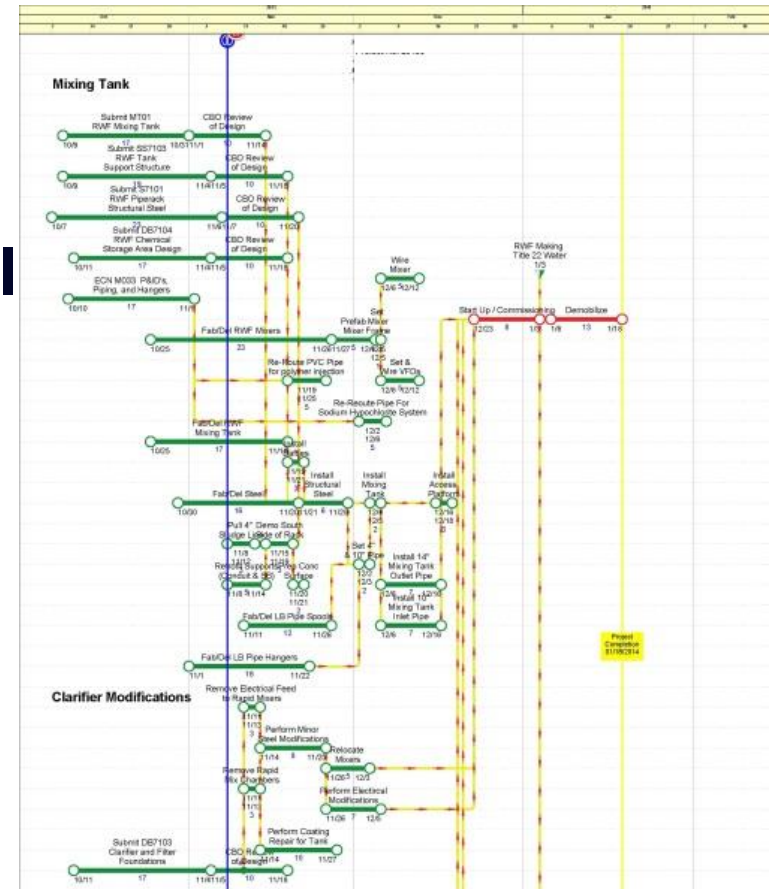
Quality / Metric Analysis

Information & Progress Reporting

Choosing the Right Tool

Schedule Development

- ✓ **CPM or NOT CPM – That is the ?**
- ✓ **Understanding Float**
- ✓ **Choosing the Right Level of Detail**
- ✓ **Schedules are Execution Strategy**
- ✓ **Milestone Mayhem**
- ✓ **Can Bubba Use It?**



Schedule Development

Cost Management

- ✓ **Budget Sources**
- ✓ **Contingency and Allowance**
- ✓ **Unit Rates**
- ✓ **Earned Value**
- ✓ **Identify Trends**
- ✓ **Works with Other Programs**



Choosing the Right Tool

Project Management Information System



- ✓ **Ease of use and access**
- ✓ **Simple control numbers**
- ✓ **One repository of documents**
- ✓ **Makes close out easier**

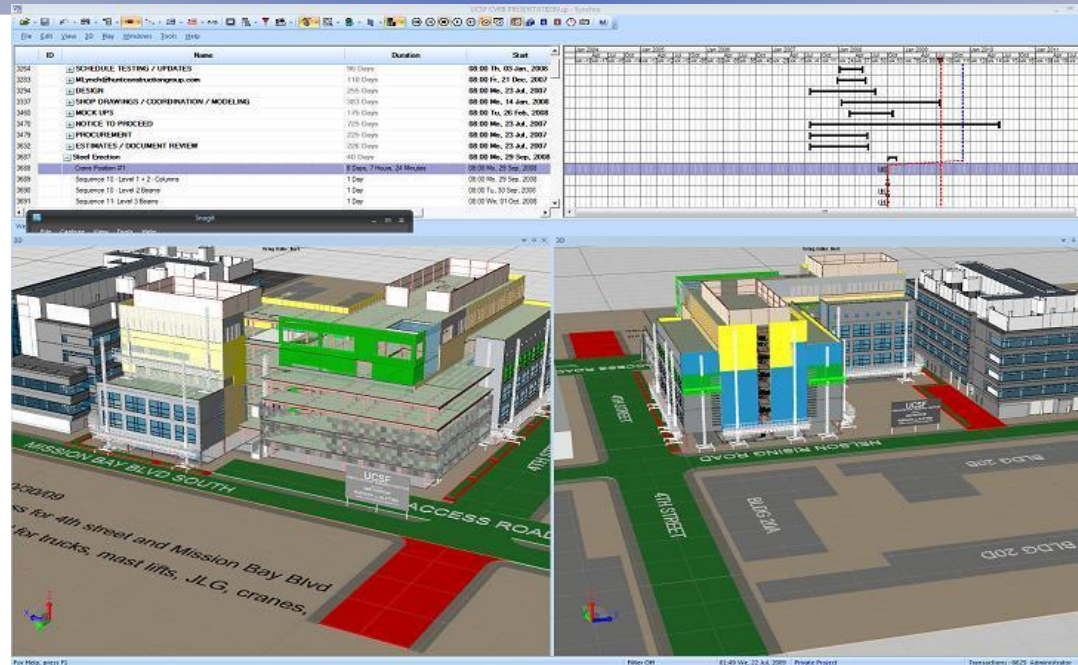


Risk Management

- ✓ **Ease in Assigning Range Durations**
- ✓ **Able to Import Various Network Types**
- ✓ **Probabilistic and Deterministic Output**
 - ✓ **User Friendly for Frequent Use**



Building Information Modeling



- ✓ Translates Design into a 3D Model
 - ✓ Time phases the model as 4th D
- ✓ High Level of Detail and Large Duration
 - ✓ Timescale in Months or Quarters
- ✓ Allows Analysis of "What If" Scenarios
- ✓ Part of Risk Assessment and Quality Plan



Metrics & Quality Checks



- ✓ **Allows Quality Checks of Overall Project**
- ✓ **View Project By Metric or By Work Element**
- ✓ **Produce Scorecards and Dashboards**
- ✓ **Slice and Dice Data for Various Views**
- ✓ **Baseline Comparisons**



Information and Progress Reporting



- ✓ **User friendly graphics and text**
- ✓ **Allows you to “paint the picture”**
- ✓ **Import capabilities from other programs**

Knowledge Check

When selecting tools, which is most important?

- A. Budget
- B. IT Compatibility / Interface
- C. User Capabilities
- D. Industry Market Share

Knowledge Check

When selecting tools, which is most desirable?

- A. Customized or Proprietary Software
- B. Commercial Off The Shelf (COTS) Software - Customizable
- C. Commercial Off The Shelf (COTS) Software - Rigid
- D. A Ouija Board and 3D Glasses