



Breaking
the Ceiling



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TIME IN PROJECT MANAGEMENT

TIME MANAGEMENT TRAINING MODULE



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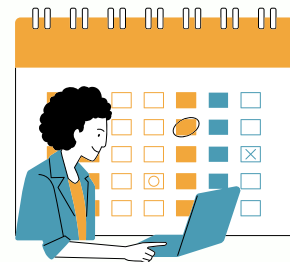
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1. Introduction



The **Project Management** approach will give you essential skills on time management, not only your own but that of your team. You will probably know the **GANTT Diagram**, but that's only a representation tool: what you need most is the planning method. Project Management will teach you to define **Work Packages**, **Tasks** and **Milestones**.

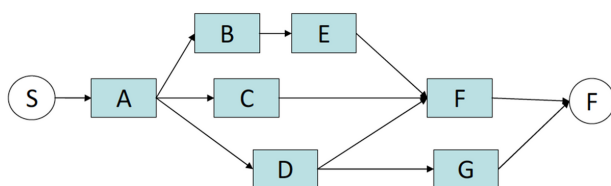
What is a work package? A work package (**WP**) is the smallest unit of work a project can be broken down into. Each WP is composed of different **TASKS**.



A **MILESTONE** is a decisive event (**crucial junction**) in the project. It represents an **intermediate control point** or a **significant realisation of the project** (e.g.: contract signature, prototype delivery, end of a phase). Milestones may be imposed by the contract (e.g.: project start and end date), or self-imposed by the project manager.

You will also learn to plan projects using smart scheduling methods, like the **Rolling Wave Planning**.

It is the process of planning in waves as the project proceeds and later details become clearer. Work Packages become more detailed as their implementation gets closer in time, and this allows not to waste time and resources on planning for risks and milestones not yet clearly visible and tangible.



Then, you will learn to sequence tasks, building a **logical network** that will visually describe the whole project.

2. The module in the professional environment



Project Management is "the process of leading the work of a team to achieve all project goals within the given constraints" (Phillips, 2004). It is a set of methods that help teams **make a plan and stick to it** while taking into account all variants, such as budget, resources and, most importantly, **time**.

You do not need to have the title of Project Manager to use this method: you can use it as an approach, an excellent managerial tool to control not only the **timing** of your work but also that of your team.

Time is a full-fledged resource and knowing how much of it is needed in order to achieve a result is vital for all other aspects of Project Planning and Project Management.

In this module you will learn to effectively **manage the time available** while working on your project.

You will learn about how to break down a project in smaller tasks, how to make a logical network, what a critical path is and why it is vital in reaching your goals or your company's goals in the most efficient and timely manner.

Each phase of **time-management** related to Project Planning will be accompanied by exercises sheets that you can use to apply what is described in the module to your work life.



3.Impacts recognized through gender stereotypes



No matter their qualifications and the tasks they usually perform, **project management** is an essential instrument for all working women who have the drive and ambition to reach managerial positions in their career.

Project management provides a series of practices and most of all, a tried method for visualising the necessary steps of a project, predicting risks and obstacles, solving them efficiently and in general for making sure a project -of whatever nature- reaches its goals within the **time frame** and the budget allocated. It is therefore a crucial skill to possess for any worker, as it enhances **leadership and organisational skills**.

Despite being used to **managing their time** and multiple tasks efficiently because of the necessity of balancing private life and work life, the **stereotype** remains that women cannot make good leaders because they are disorganised or don't work well under pressure.

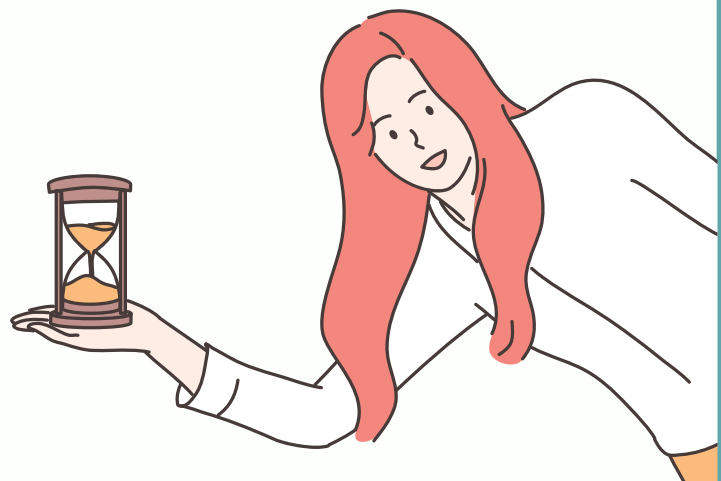
Effective **project management and time management** strategies for businesses can become a precious part of the skills of working women, as these methods and strategies can be applied to any project, any structures, any goal. Learning how to creatively apply **project management and time management** to their tasks will help women in position of responsibility brilliantly face any challenge and get the recognition they deserve.



4. Good Practices and Tips



- Divide the **macro-tasks** into many **sub-tasks** to be dealt with separately at different times and/or in different ways.
- Gather all your ideas and planning into an **agenda** that is as organised and at the same time flexible as possible
- When you start a task, as far as possible, finish it. **A lot of time is lost in resuming a task.**
- Set aside **specific times** or meetings to discuss routine matters with your colleagues. You thus avoid interrupting each other all the time and save time.
- Do things well enough. **Do not waste time in the pursuit of perfection.** Leave it for other important things.
- Think first and then act. Remember, as a slogan, that **one minute spent on planning saves 100 minutes of action.** There is nothing so urgent that a decision-making process cannot be set in motion. All truly efficient people have in common the ability to reduce the gap between thought and action, but above all to pre-see and pre-order.
- **DO NOT SACRIFICE IMPORTANCE TO URGENCY:** as in, give priority to what matters in the bigger picture, which might not be what is closer to you in time. Get rid of urgent but unimportant things quickly and without perfectionism. Organise your time to do above all the important things. Many things are falsely urgent.
- **BE SELECTIVE.**
- LEARN TO SAY **NO**



5. Conclusions

Effective **time management**, for professional women, goes beyond project planning and scheduling. It is a strategic tool that enables them to **balance their professional and personal responsibilities**, maintain their well-being, and pilot sustainable growth in their companies or in their teams.

By employing **time management** techniques such **as the AON and CPM methods**, women in the work place can achieve greater efficiency, reduce stress, and enhance their ability to seize opportunities in their entrepreneurial or managerial journey.

The tools proposed in this Module are crucial to develop a greater ability to organise a project and to carry it through with success by taking care of the best ways to allocate the most important resource of all, **time**. This will make women better leaders, better guides and better team-players.

Time management is not only a means to success; it is a vital ingredient for women to thrive as entrepreneurs and managers, balancing their personal and professional aspirations, and making a lasting impact in their respective industries.



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