Hard Facts

Company- and project organization

EB ····> Steering committee

PL

Stakeholder analysis

Project

Project start

Study R&D

Creativity technique

Brainstorming

Problem solving techniques

Morphology Box

A ··· B

Phase models Phase plan

Phases — Milestones

Costs/Effort — 1 2 What 3 4 5 — time

Project team

x n

Objective planning
Content / approach

Object function

WBS

location time

who — what

WP

duration

EDP support in project

Documentation management

Information management and reporting

report Inform | creator | receiver | form | cycle
report

program and multi project management

timing

Flowchart network plan

Configuration and change management

Resource planning

Resource: ....

time

Time scheduling

today — Project end

Contract and claim management

x n

§

Finance /funding budget

1 1 1 100

Cost planning

€ — Project budget — time

Milestone trend analysis

t — Time reports

Cost trend analysis

Planned costs — current — planned
Planned time — t

Risk management

Risiko

€

Performance and quality

Quality management

Project performance reporting and controlling

t

Project closure

Project controlling

R&D : research and development
WBS : work breakdown structure
EB : executive board
PL : project leader
WP : work package

Soft Facts

Teambuilding
vgl. Tuckman

+ / −

Forming | Storming | Norming | Performing | Adjourning

Conflict management

loose / win
loose / loose
win - win

loose-win | win- win **consensus**
compromise
loose-loose
loose-loose prevention | win-loose

Motivation

self-fulfillment
appreciation and acceptance
Social needs
Need for security
Physical needs

Negotiation

Self-management
vgl. Eisenhower

importance

B terminate & eventually delegate tasks | A finish task immediately
check & eventually delegate | C delegate tasks
trash

priority

Social interaction
- interpersonal relation
- exposure each other
- honesty
- fairness
- feed back
- empathy
- confidence
- ….

Corporate culture development

Creativity

Communication

Feedback
transmitter — receiver
message

Interculturality

between nations

- between regions within one country
- between divisions within one company

Leadership

recompense | seduce/ tempting | Flow

prosecute | threaten | „Happiness"

Opportunities of misunderstanding in communication:
e.g.: if someone is talking within an meeting about a "tree"

tree

Leadership styles

people driven

advice | convince persuade
delegate | instruct direct/order

task driven