



Project Management for HR : What to do after Covid-19

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About me :



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BSc. (Hon) Engineering

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Project Management and Covid 19 :

Stakeholder
engagement

Project
prioritization

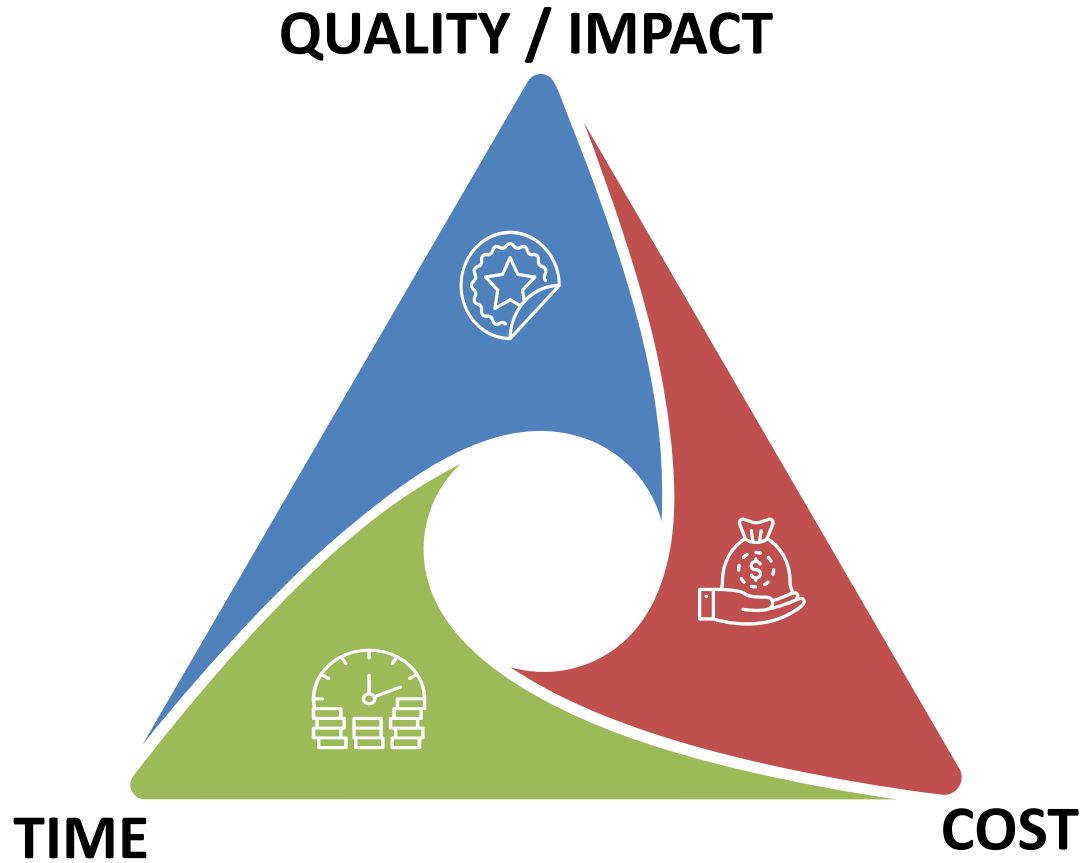


**Project
Management**

Project
monitoring

How to manage
team remotely?

Project Priorities



Example of Project Priorities

All figures in the table are for reference only

Projects	Time	%	Cost	%	Quality	%	Total Score
Curry Chicken	2	30	5	40	4	40	84
Rendang	3		5		3		82
Mee Soup	3		3		5		82
Nasi Lemak	2		2		5		68

* Score : 1 (less important) to 5 (very important)

Total Score : Sum of (Rating x weight, %)

Definition :

Stakeholders

An *individual* or *organization* who will involve *directly or indirectly* on the project and their interest may be *positively or negatively* affected as a result of project success.

Stakeholder Classification:

↓ Interest ↑ Impact

- Authority or investors
- Regular communicated
- Keep them warm on the project

↑ Interest ↑ Impact

- Management or team members
- Closely communicated
- Do not miss out any information

↓ Interest ↓ Impact

- Indirect support such as IT
- For information only
- Do not overwhelming with information

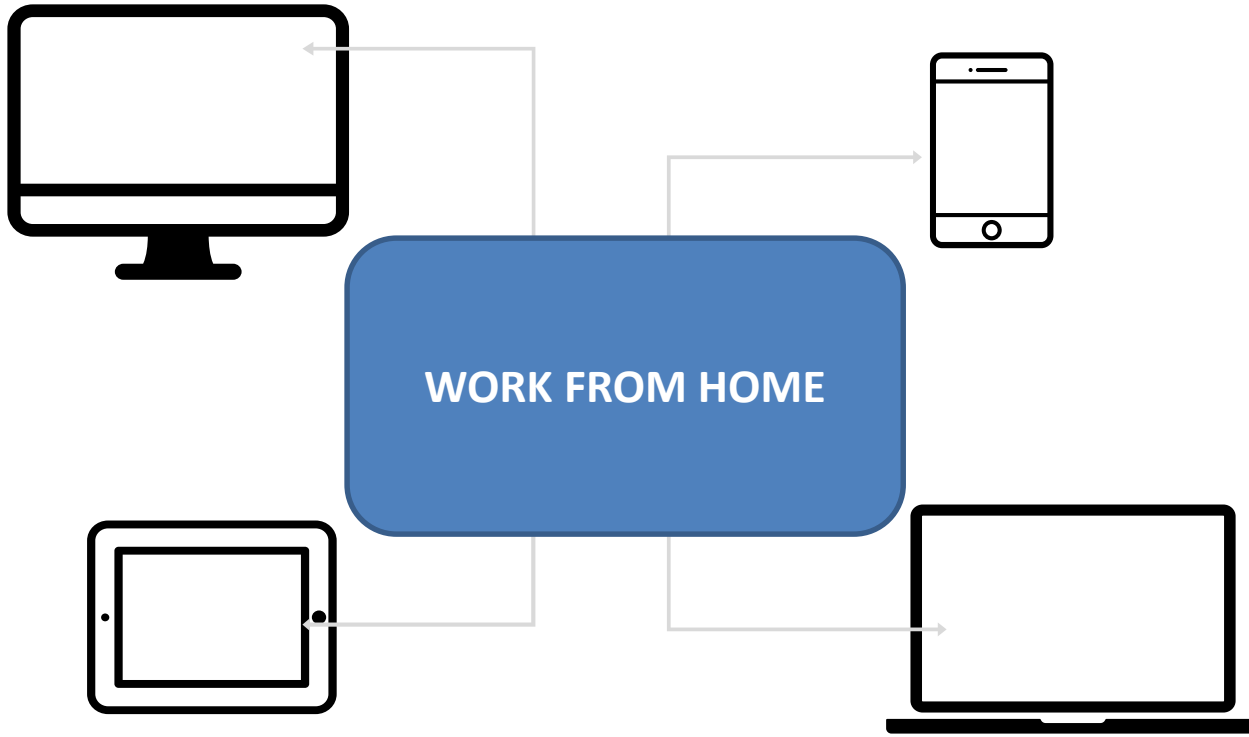
↑ Interest ↓ Impact

- Co-worker or supporting Team
- Periodically communicated
- Ensure no major risk or issue raise

Level of Impact



Level of Interest



Working remotely



Flexibility



Motivation



Engagement



Communication

Newsletter/ Publication

- Visual Communication
- for stakeholder with
- ↓ **Interest** ↓ **Impact**



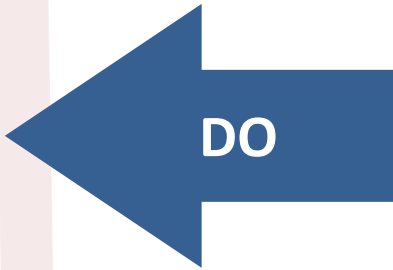
Email/ Memo

- Written communication
- For stakeholder with
- ↑ **Interest** ↓ **Impact**

Meeting

- Verbal communication
- for stakeholder with
- ↑ **Interest** ↑ **Impact**
- ↓ **Interest** ↑ **Impact**

Project Team Communication



Be Considerate



**Show
Appreciation**



**Communicate
Effectively**



**2 ways
communication**



Request Sympathy



Micro management



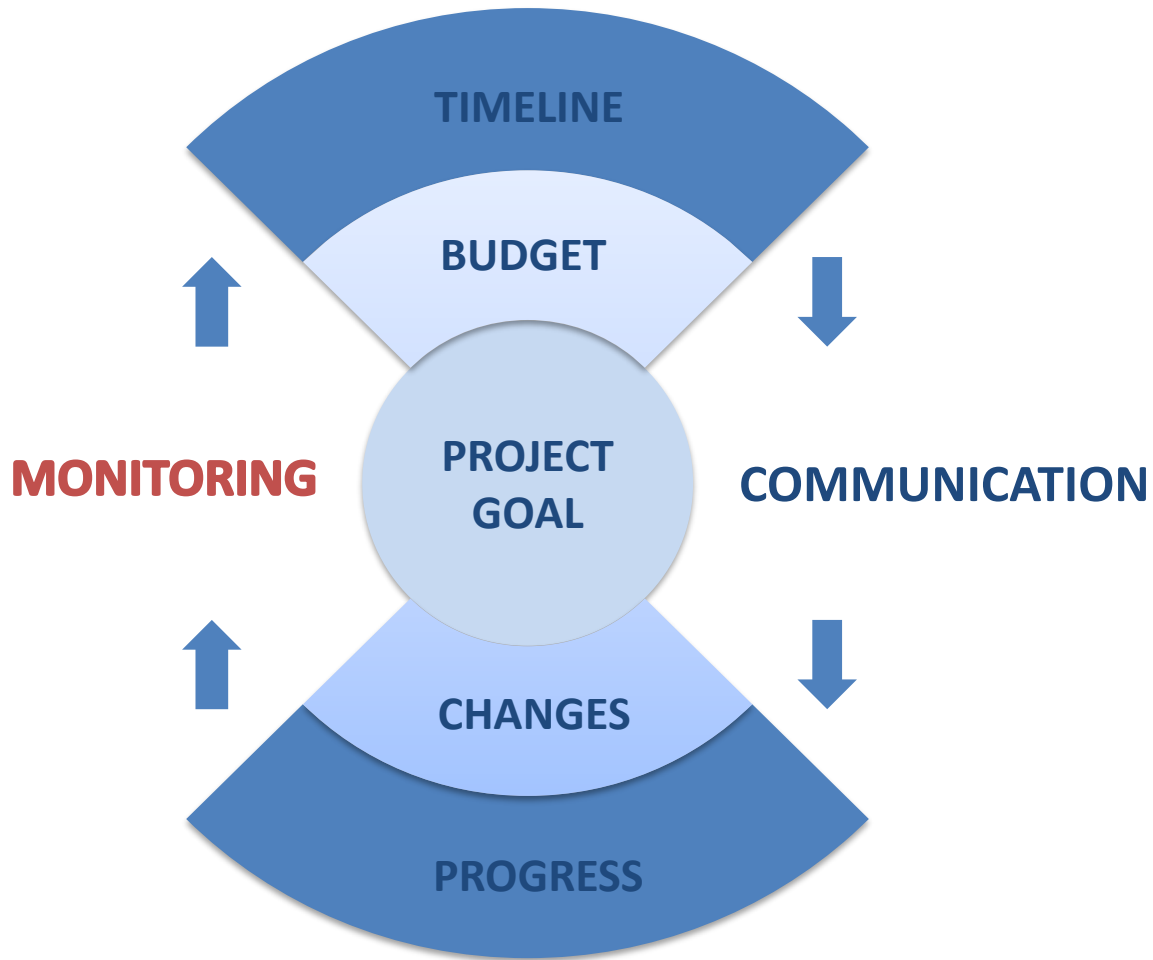
Make assumption



offer criticisms around



THOUGHT LEADERSHIP PROJECT MANAGEMENT



Manage project remotely



Cloud Platform



Platform allowed the team to share file or access database spontaneously. Eg : Teams, Trello, Edmono, etc.

Communication Tools



Communication Tools to engage all the team member timely. Eg : Teams, GotoMeeting, Skype, Whatsapp, etc.

Time & Budget Tracking



Tracking tools to ensure all the activities on track and understand the impact of delay. Eg : Microsoft Project, Gantt Chart.



Being Humane is Humane Being



Things To Do

Covid 19 Reaction Plan

Submit application to MITI

+ Add another card

To Do List

Prepare approval letter to all employee

+ Add another card

Done

Application form for work resume

+ Add another card

+ Add another list

Submit application to MITI

in list Things To Do

MEMBERS

WO +

Description

Add a more detailed description...

Activity

Show Details

Write a comment...

ADD TO CARD

Members

Labels

Checklist

Due Date

Attachment

Cover

POWER-UPS

Get Power-Ups

Get unlimited Power-Ups, plus much more.

Upgrade Team

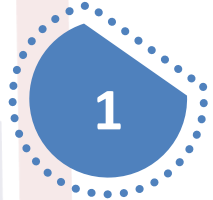
ACTIONS

Move

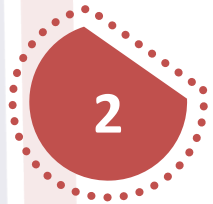
Copy

Make Template

Summary :



Project classification to define the project



Stakeholder to be involved in the project



Focus on deliverable and communicate precisely to remote team



Utilize IOT to monitor the project progress remotely



Q & A



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