

Project Management for Writing: Gaining Power over the Process



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What are some of your current writing projects?

<i>In Queue</i>	<i>Early Stages</i>	<i>Right in the Middle</i>	<i>Almost Done</i>

HINT: THINK ABOUT CATEGORIES OF YOUR WORK: RESEARCH (E.G., ARTICLES, BOOK CHAPTERS, GRANT PROPOSALS); ADMINISTRATIVE (E.G., EXTERNAL EVALUATION); SERVICE (E.G., COMMUNITY SERVICE PROPOSAL; LETTERS OF RECOMMENDATION); TEACHING (E.G., NEW COURSE PROPOSAL); CAREER (E.G., PERSONAL STATEMENT; DIVERSITY

Defining the Deliverables: Consider your Project

1. What is the purpose?

2. Why is it important?

3. Who will be the readers of this piece?

4. What will writing this accomplish?

5. If empirical, what data and research methods will be used?

6. Where will it be published?

7. When should this writing project be done?

Writing a Clear Objective for your Project

End Product Specifications

Present findings in a interpretable manner

- Visually depict growth curve models
- Translate differences scores to "months of learning"

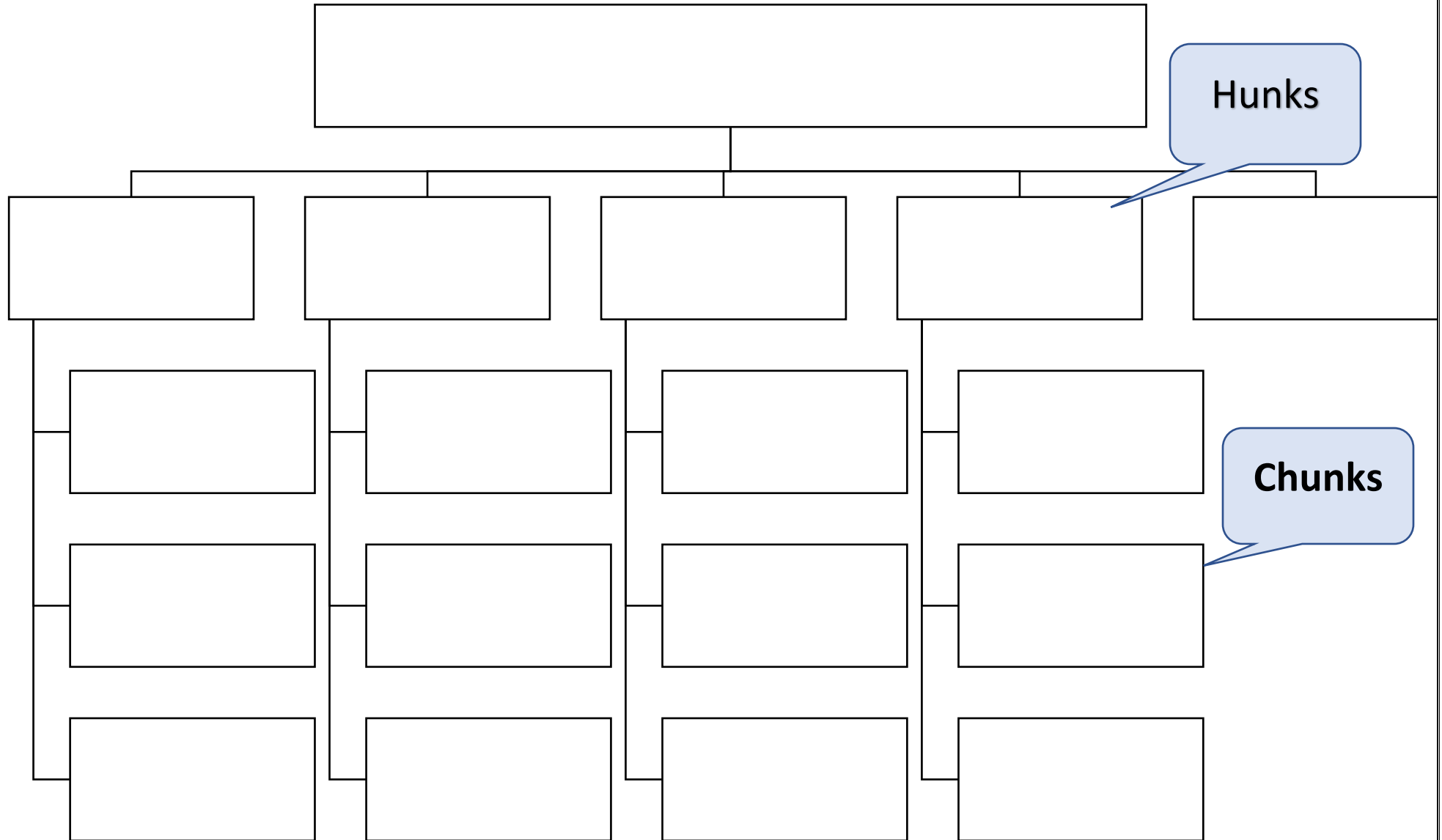
Using longitudinal reading score data from 3 time points

- Present a rationale for assessment choices
- Present a rationale for the representative nature of the sample

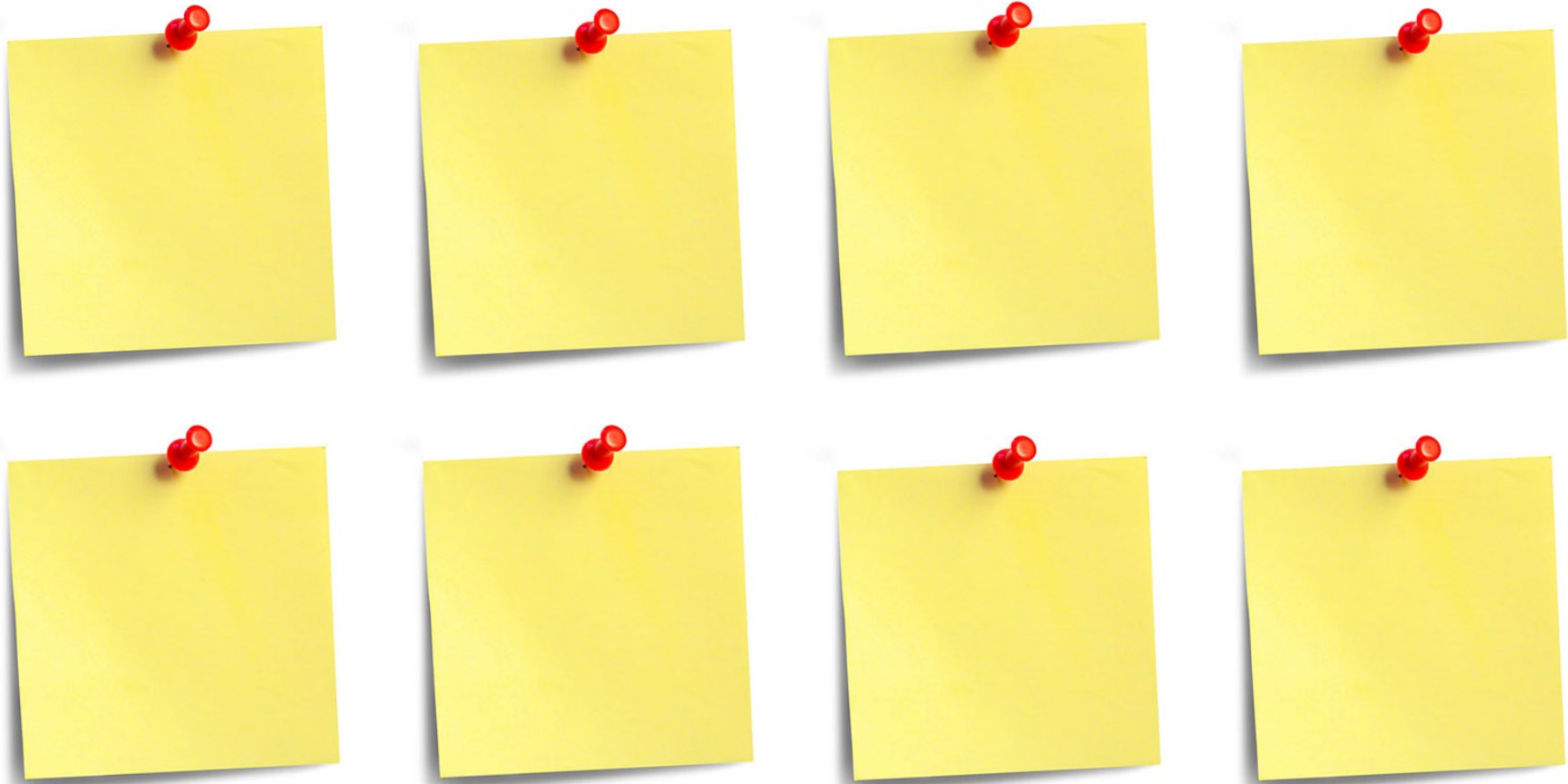
Break Out Session 1

- 1) Share your Objective and how you translated this into End Product Specifications.
- 2) Share what aspects of your objective are difficult to turn into End Product Specifications & Brainstorm ideas

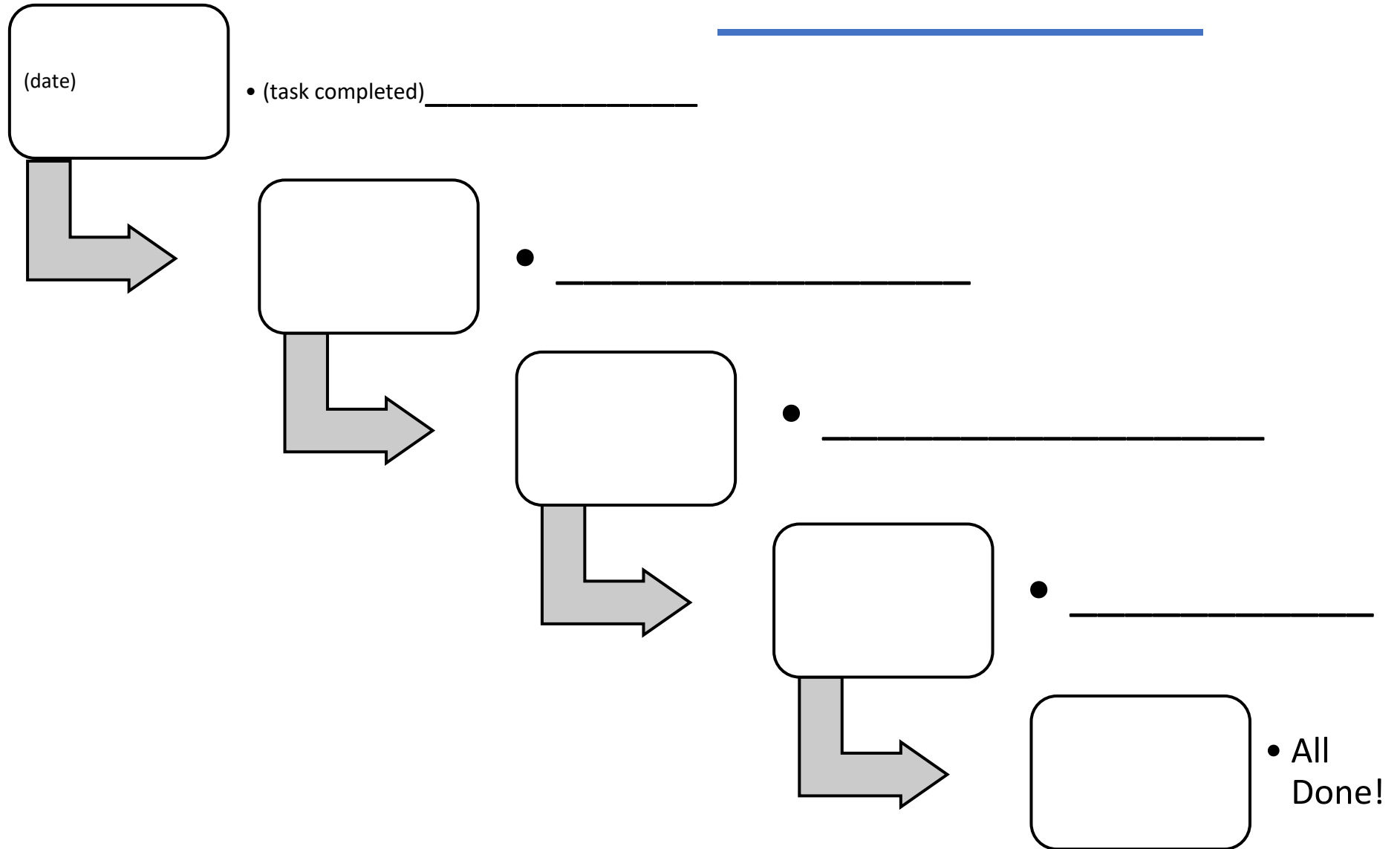
The Hunks – Breaking it on Down



Bites: Granular pieces of Chunks – A task that can be done by one person in 10-60 minutes



Milestones



Break Out Room 2

What have you discovered as you have worked to more clearly **Define your Project?** (Writing objectives, Work Breakdown Structure, Milestones)? Where may you use this insight?

For the next project that you are doing – What is one new thing (or a combination of tools) that you will do differently?

Key Components of Project Management:

Project Definition Tools
Deliverables: Objectives; Specifications
Scope: Work Break Down Structure
Time: Milestones