

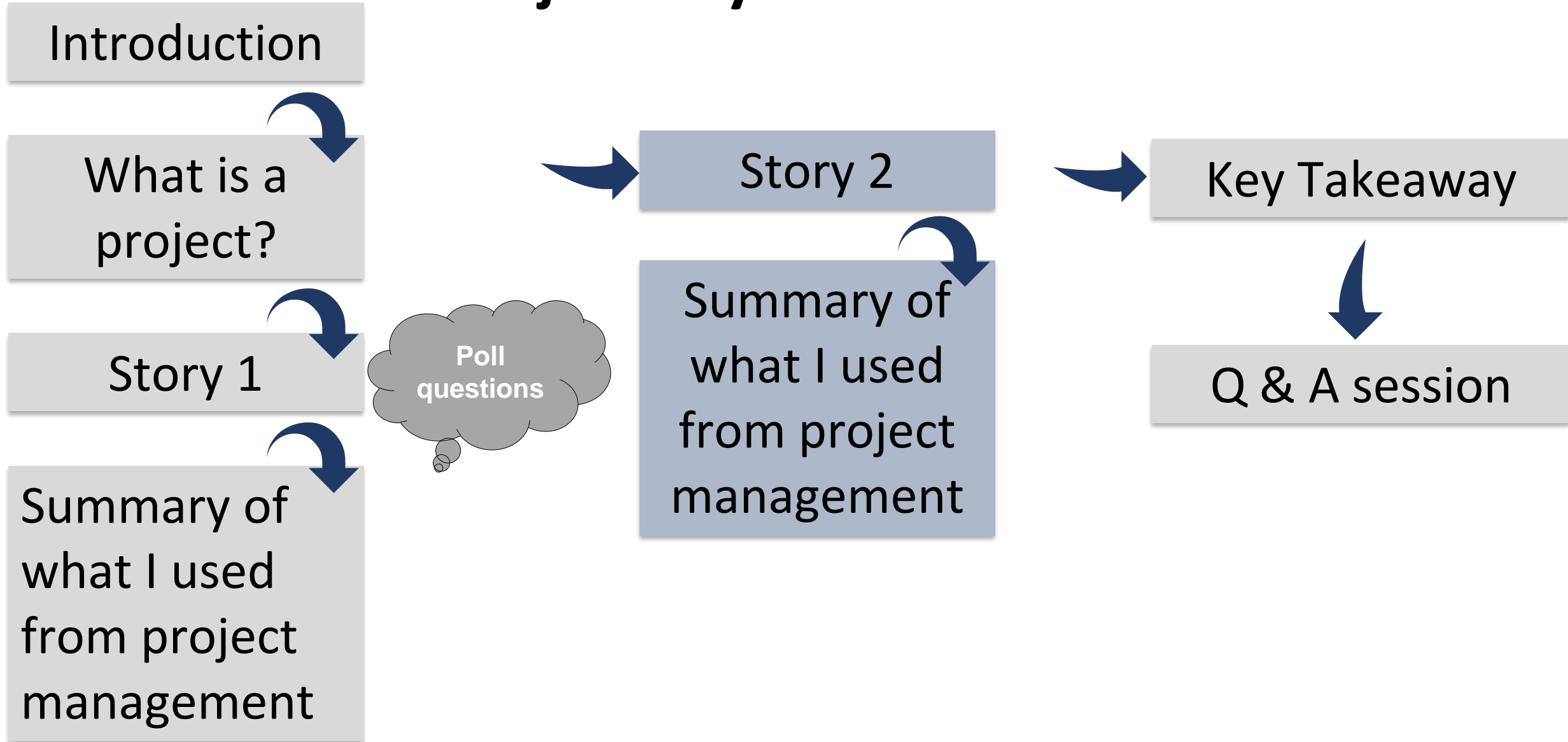
# Project Manage your life

- Are you having sleepless nights?
- Are you stressing over a big personal project ?
- Is your To-Do List always growing?



**Bina Champaneria**

# Our journey on this session





Design, specifications, manufacturing, quality control, iterative development, customer collaboration.



CAD-CAM: Computer-aided design & Computer-aided manufacturing systems.



EPoS: Electronic Point of Sale systems.



Accredited Trainer



Certifications



Developed and delivered courses in project management and other business subjects.  
Managed several projects.



Project Support based at customer's site.



UNIVERSITY OF  
**BRADFORD**  
MAKING KNOWLEDGE WORK

Team-based Learning project.



**UNIVERSITY OF LEEDS**

Data analysis project in partnership with the ATI.

The  
Alan Turing  
Institute

# Project Manage your life – my stories

**Story 1** – how I planned my **Big Move project**

**Story 2** – how I took control of my ever-growing **To Do List**

We all face challenges in life when we need to get things done like moving house, organising a wedding, finding a job, fitting a new kitchen etc.

I want to show you how good practices from project management approaches help with these '**personal projects**'.



# What is a project?

You manage this journey



Why?

What?

When?

How?

Who?

What if?

tasks

costs

changes

risks

time

communication

quality

resources



## Poll Questions

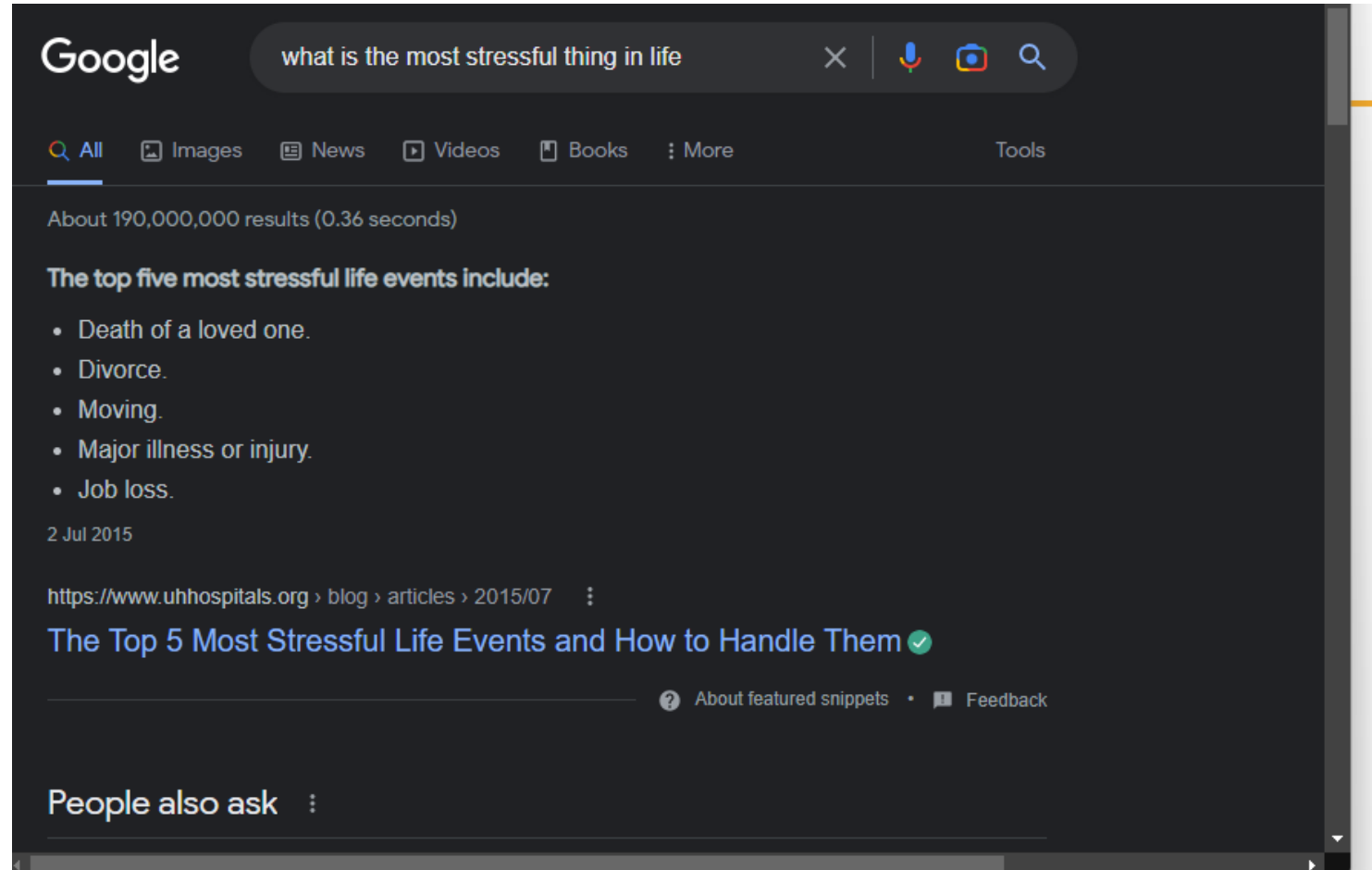
**Q1.** Have you moved house recently?

**Q2.** Have you moved house and country recently?

**Q3.** What was it like to manage?  
Easy / Ok / Hard / Very hard?



According to Google  
– these are the  
most stressful life  
events that people  
may experience.



The screenshot shows a Google search interface with the query "what is the most stressful thing in life". The search results indicate approximately 190,000,000 results found in 0.36 seconds. A featured snippet titled "The top five most stressful life events include:" lists the following items:

- Death of a loved one.
- Divorce.
- Moving.
- Major illness or injury.
- Job loss.

The snippet is dated "2 Jul 2015" and is attributed to a source: "https://www.uhhospitals.org > blog > articles > 2015/07". The main title of the snippet is "The Top 5 Most Stressful Life Events and How to Handle Them" with a green checkmark icon. Below the snippet, there are links for "About featured snippets" and "Feedback". At the bottom of the visible search results, the text "People also ask" is visible.

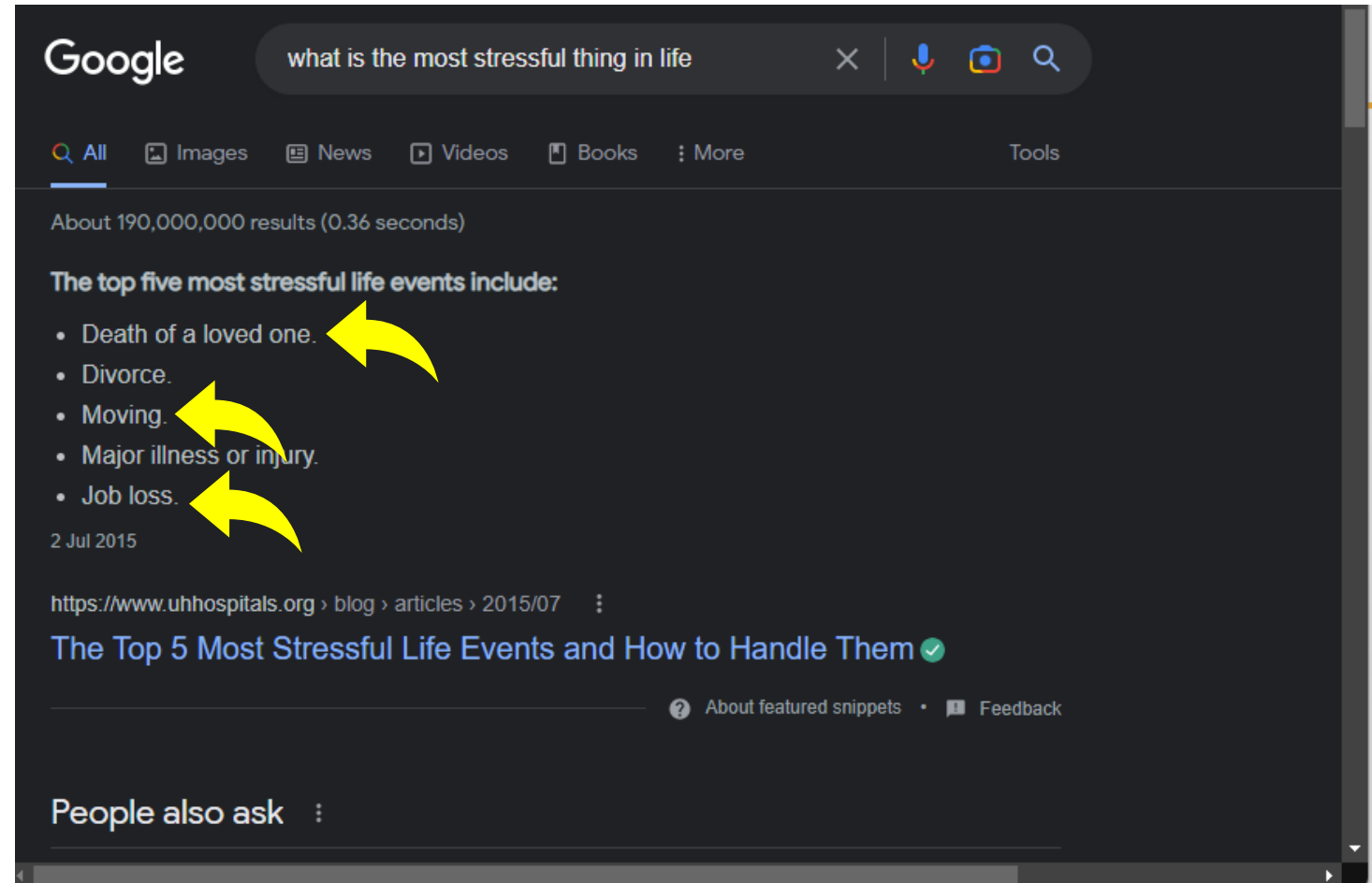


For me, it was:

1. **Death of a loved one** (my mum in February 2020)
2. **Moving house and country** (March 2020)
3. **Leaving a job**, friends and the place I called 'home' for the last 11 years

All this plus, the emergence of the pandemic

All at the same time

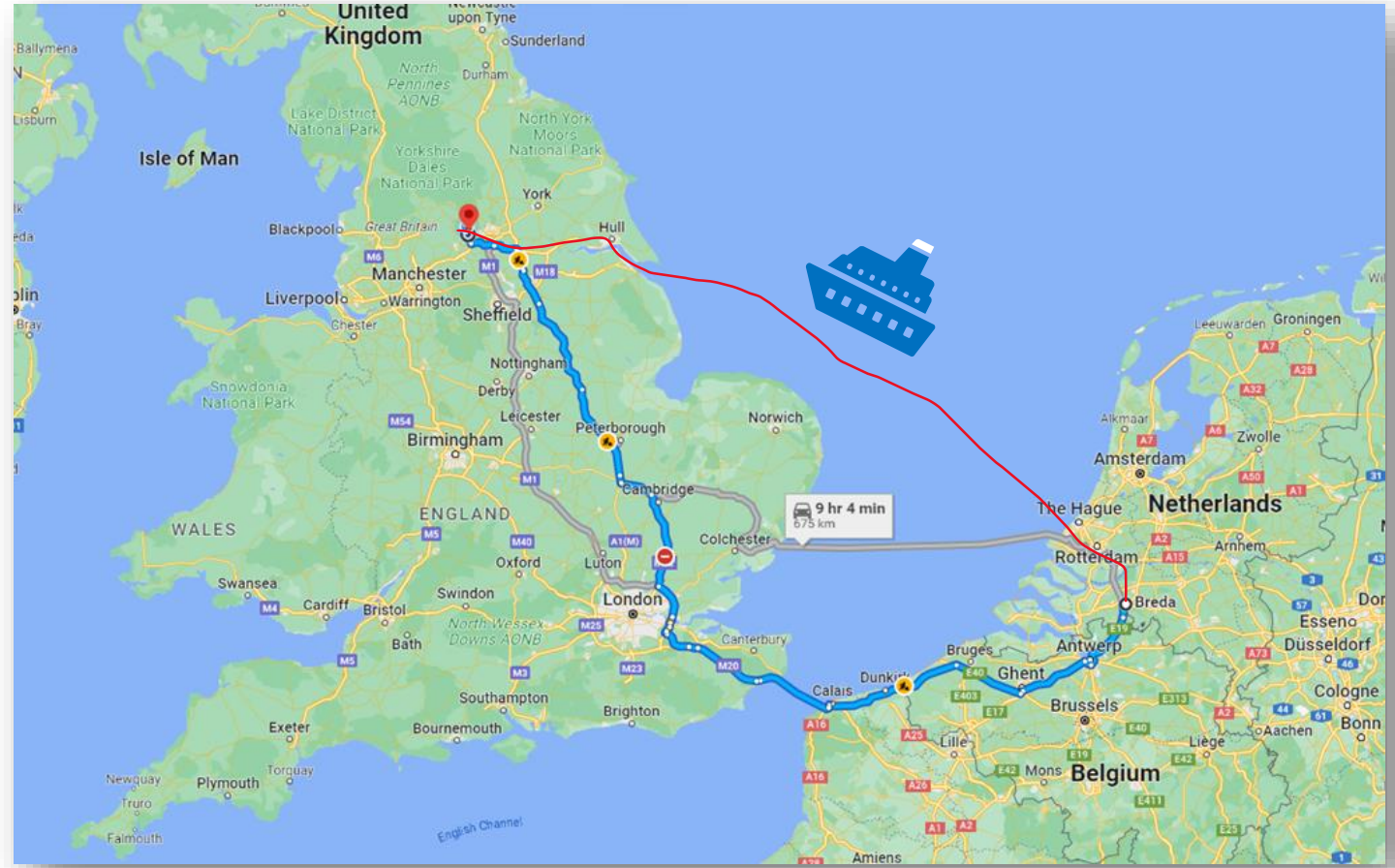


## Story 1 – Big Move

I felt totally overwhelmed, and very stressed. I knew that I had only one shot at this.

Everything had to be done on time, there was no going back to finish things off.

Also, I had to do all this on my own.



How was I going to manage this huge personal life project?

What did I have to do?

Could I miss something out that was important?



What was the scope of my project?

What if?

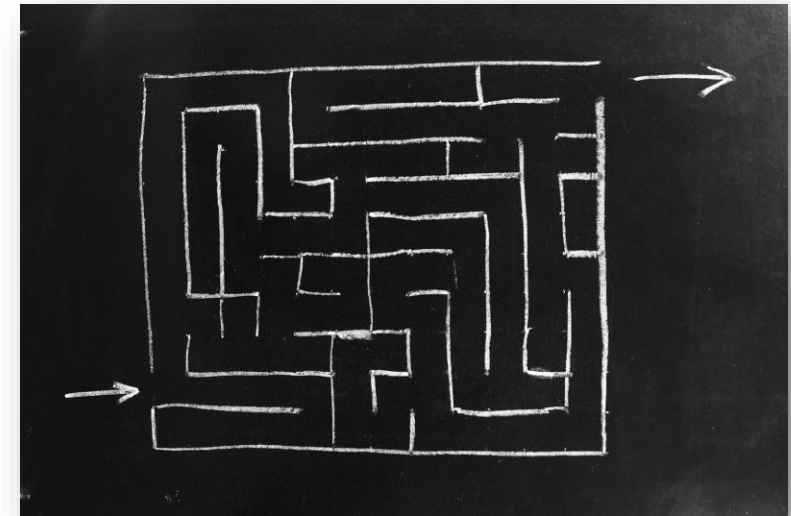
Can I do this?

Where do I start?

I needed to think of a way of  
managing my  
**Big Move** project.

A way to **visualise** what I was faced with.

I decided to use the **Product-based  
Planning Technique** from **PRINCE2<sup>®</sup>**.



The **Product-based Planning Technique** from **PRINCE2<sup>®</sup>** involves the following:

**Describe** your products.

Create a **Breakdown Structure** to **visualise the scope**.

Create a **flow diagram** to show the **dependencies** and the **order** for things to happen in.



This is a photo  
of my original  
Breakdown  
Structure.

I made my  
challenge  
visual.



# The Big Move



My Breakdown Structure –  
showing **‘final product’** at the  
top and the **scope** of the  
project below.

# The Big Move

Import  
car

Storage  
in the  
UK

Removals  
company

My  
travel

My  
stuff

Packing

Dutch  
Admin

Cleaning

Misc.

Import  
papers  
completed

UK car  
registered

UK number  
plates

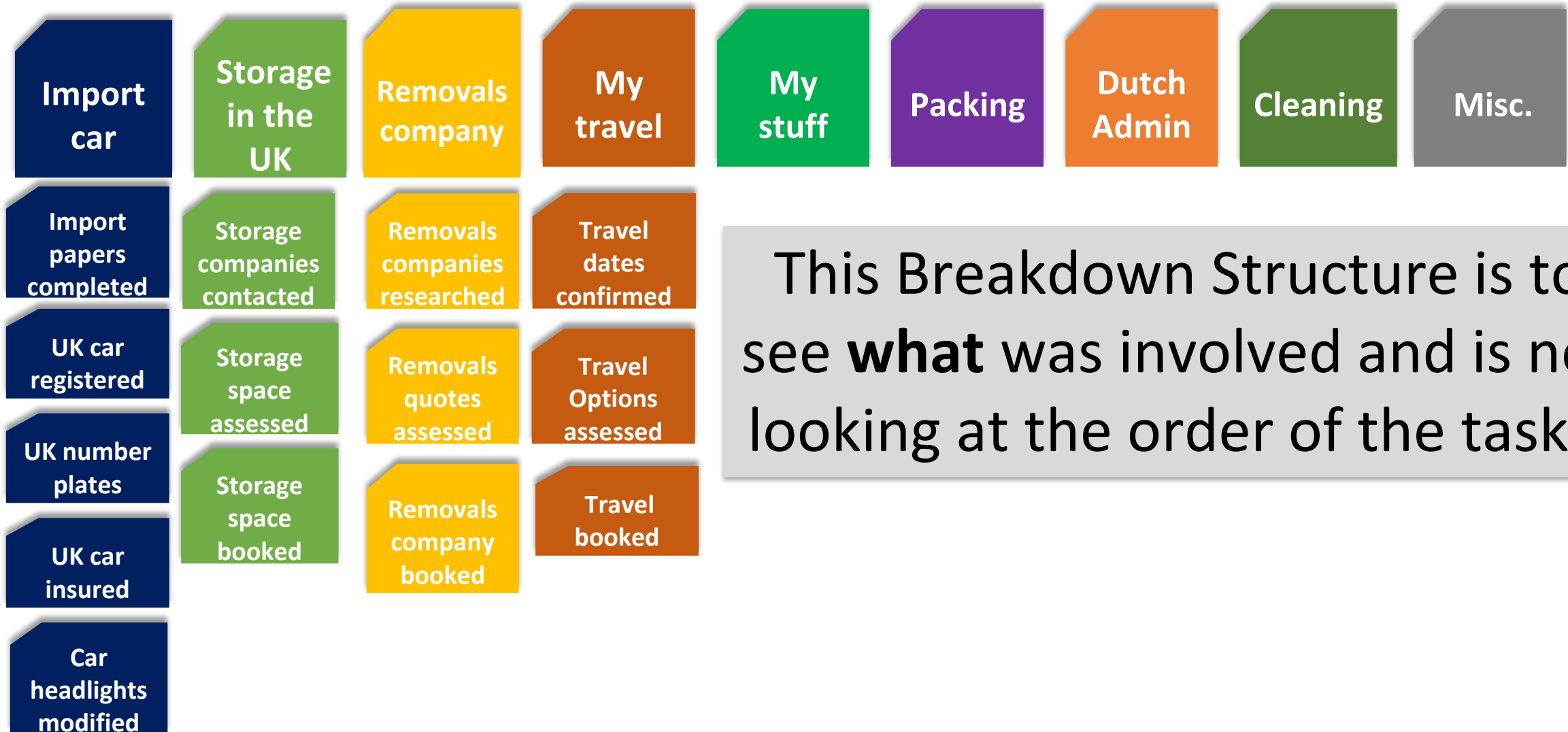
UK car  
insured

Car  
headlights  
modified

Taking each area of scope,  
I identified what needed to be done.



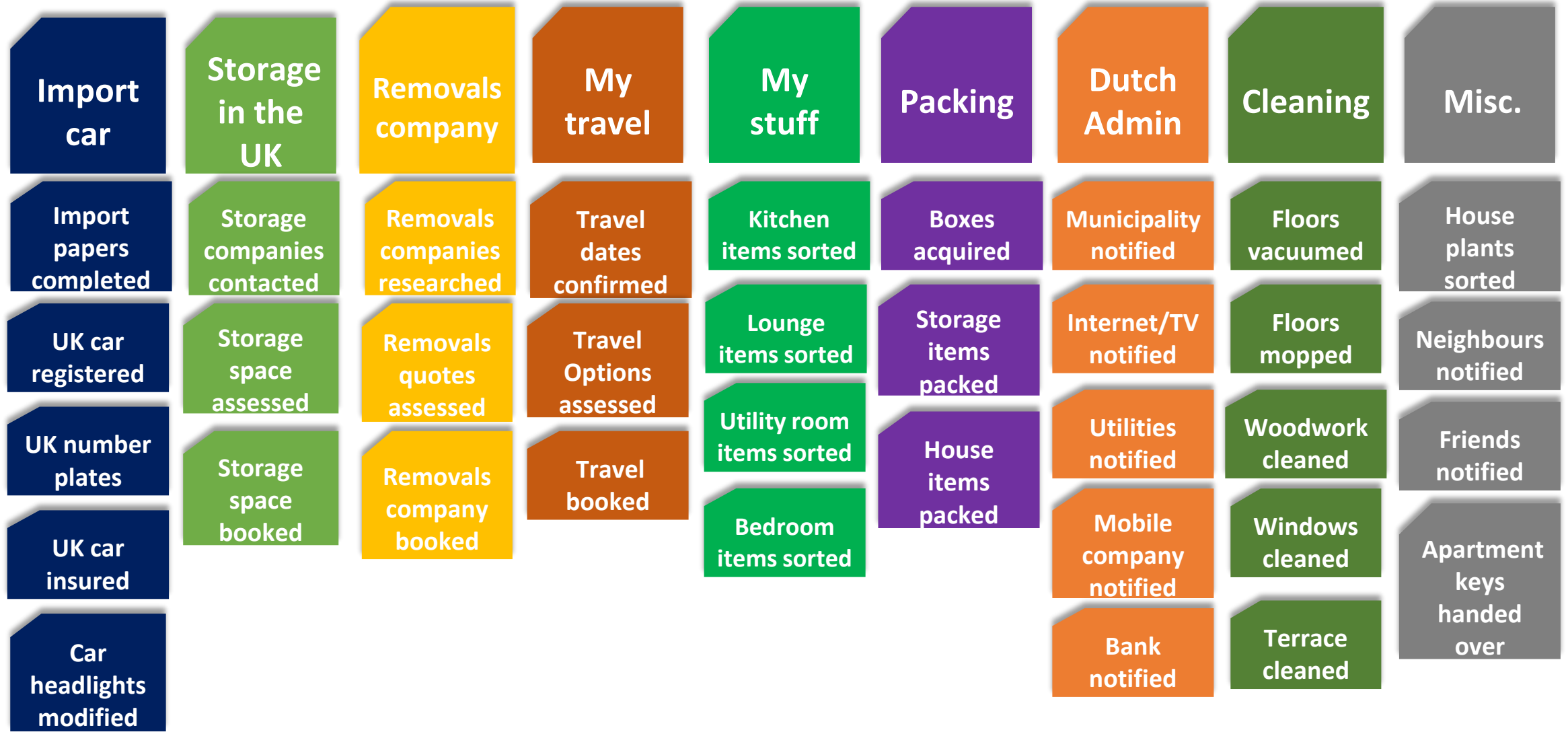
# The Big Move



This Breakdown Structure is to see **what** was involved and is not looking at the order of the tasks.

# Product Breakdown Structure

## The Big Move



# Key Milestones

# The Big Move

Import car	Storage in the UK	Removals company	My travel	My stuff	Packing	Dutch Admin	Cleaning	Misc.
Import papers completed	Storage companies contacted	Removals companies researched	Travel dates confirmed	Kitchen items sorted	Boxes acquired	Municipality notified	Floors vacuumed	House plants sorted
UK car registered	Storage space assessed	Removals quotes assessed	Travel Options assessed	Lounge items sorted	Storage items packed	Internet/TV notified	Floors mopped	Neighbours notified
UK number plates	Storage space booked	Removals company booked	Travel booked	Utility room items sorted	House items packed	Utilities notified	Woodwork cleaned	Friends notified
UK car insured				Bedroom items sorted		Mobile company notified	Windows cleaned	Apartment keys handed over
Car headlights modified						Bank notified	Terrace cleaned	

# Mindmap



IMPORT CAR	REMOVALS COMPANY	STORAGE IN UK	MY TRAVEL	DUTCH ADMIN	CLEANING
Import papers completed	Removals company researched	Storage companies contacted	Travel dates confirmed	Municipality notified	Floors vacuumed
		Storage space assessed	Travel options assessed	Internet/TV notified	Floors mopped
UK car registered	Removals quotes assessed	Storage space assessed	Travel options assessed	Utilities notified	Woodwork cleaned
		Storage space booked	Travel booked	Mobile company notified	Windows cleaned
UK number plates	Booked removals company	MY STUFF	PACKING	Bank notified	Terrace cleaned
		Kitchen items sorted	Boxes acquired	MISC.	
UK car insured		Lounge items sorted	Storage items packed	House plants sorted	
Car headlights modified		Utility items sorted	House items packed	Neighbours notified	
		Bedroom items sorted		Friends notified	
				Apartment keys handed over	

**List**

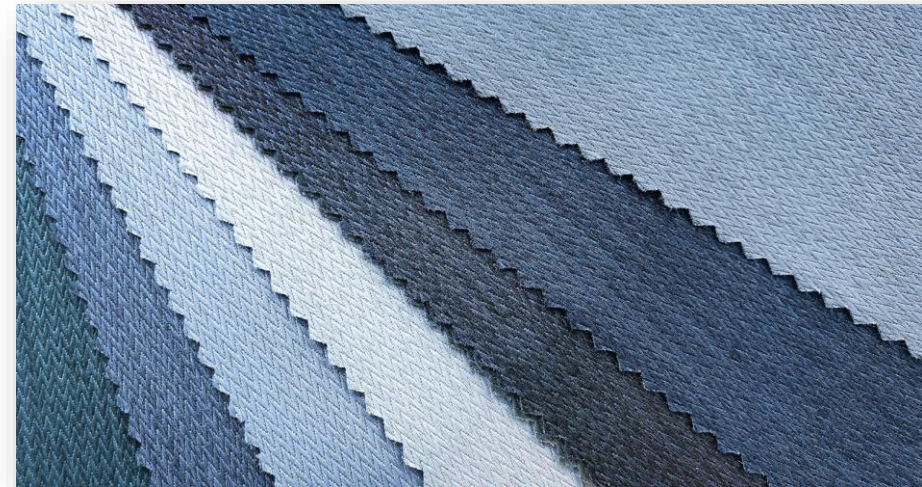
## Poll Question

Q.4 Which did you prefer?

Breakdown Structure?

Mindmap?

List?



Great starting point

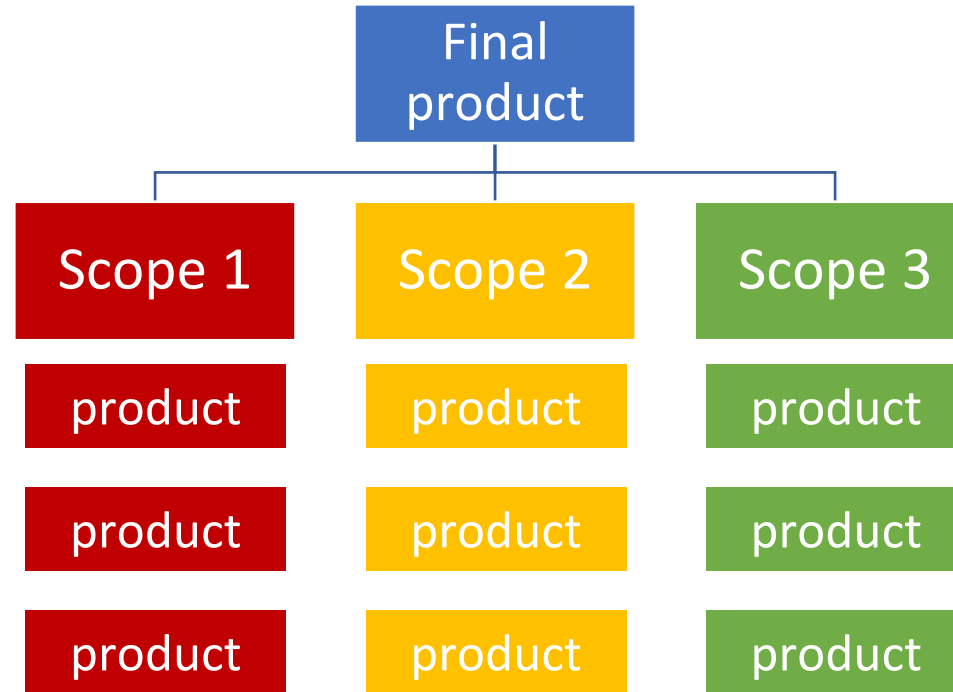
Clarity of scope

Focus

Visual

Individual products

Gave me **confidence**



What next?

**Visualise the order/sequence**

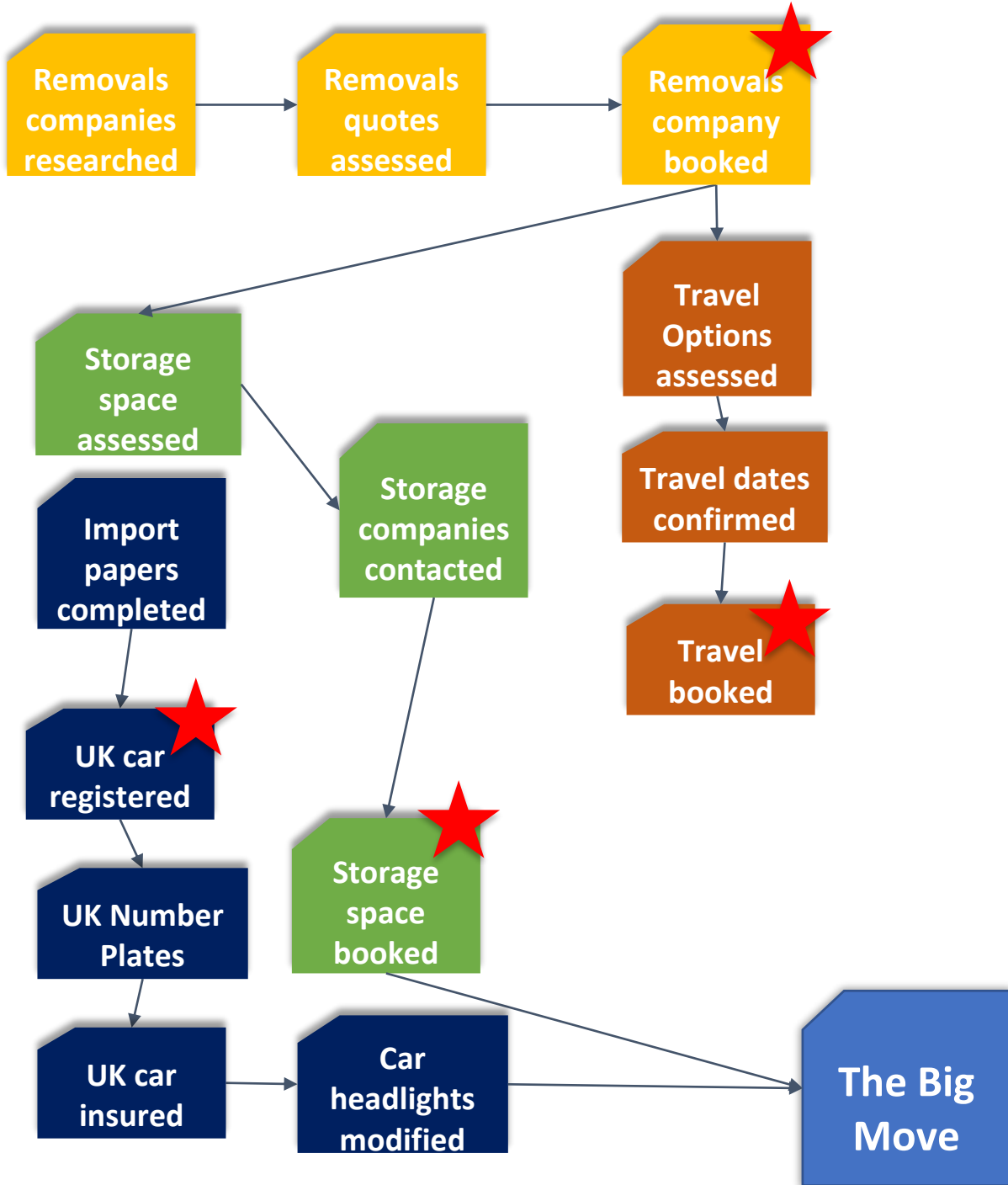
Identify **dependencies**

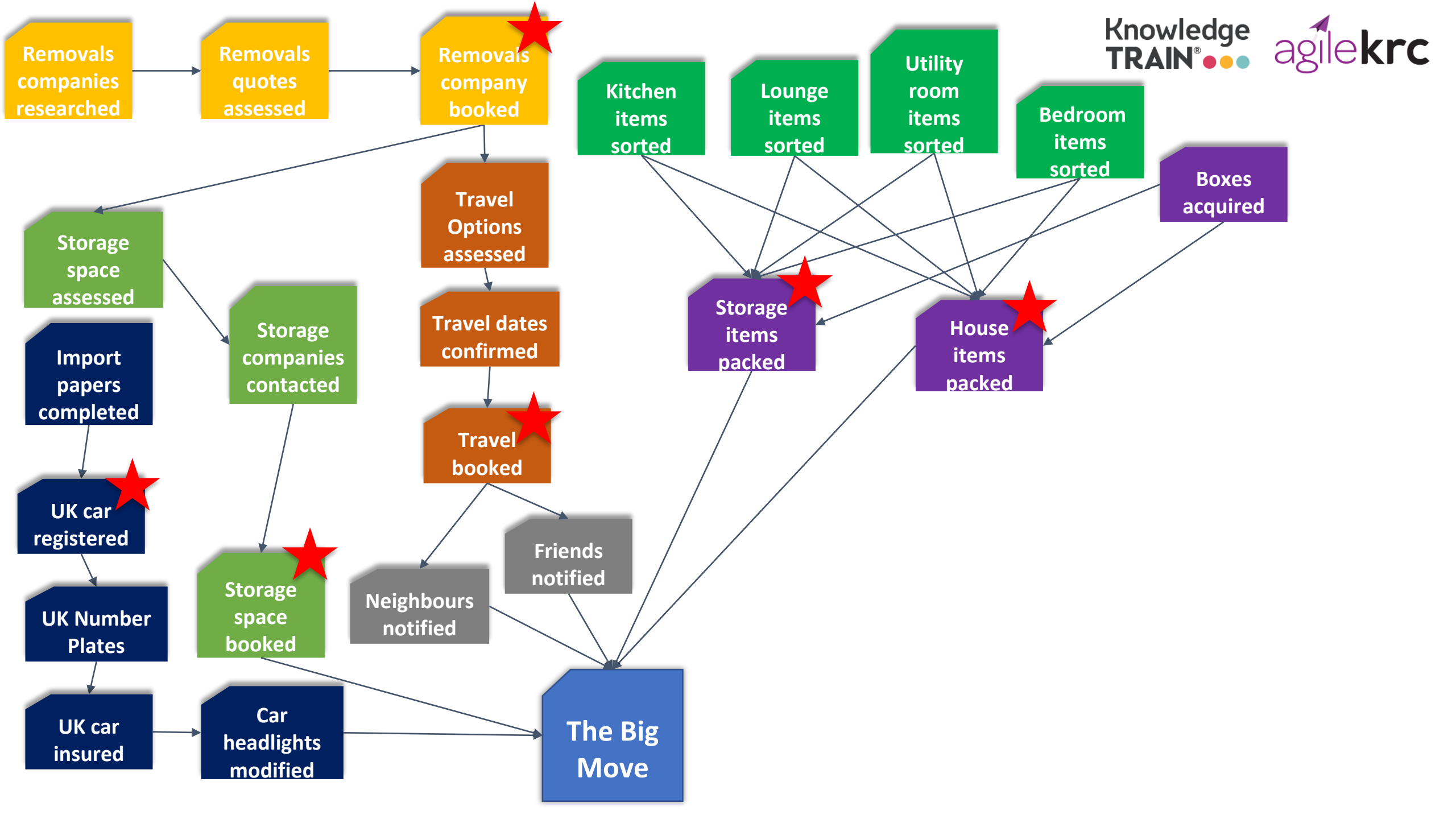


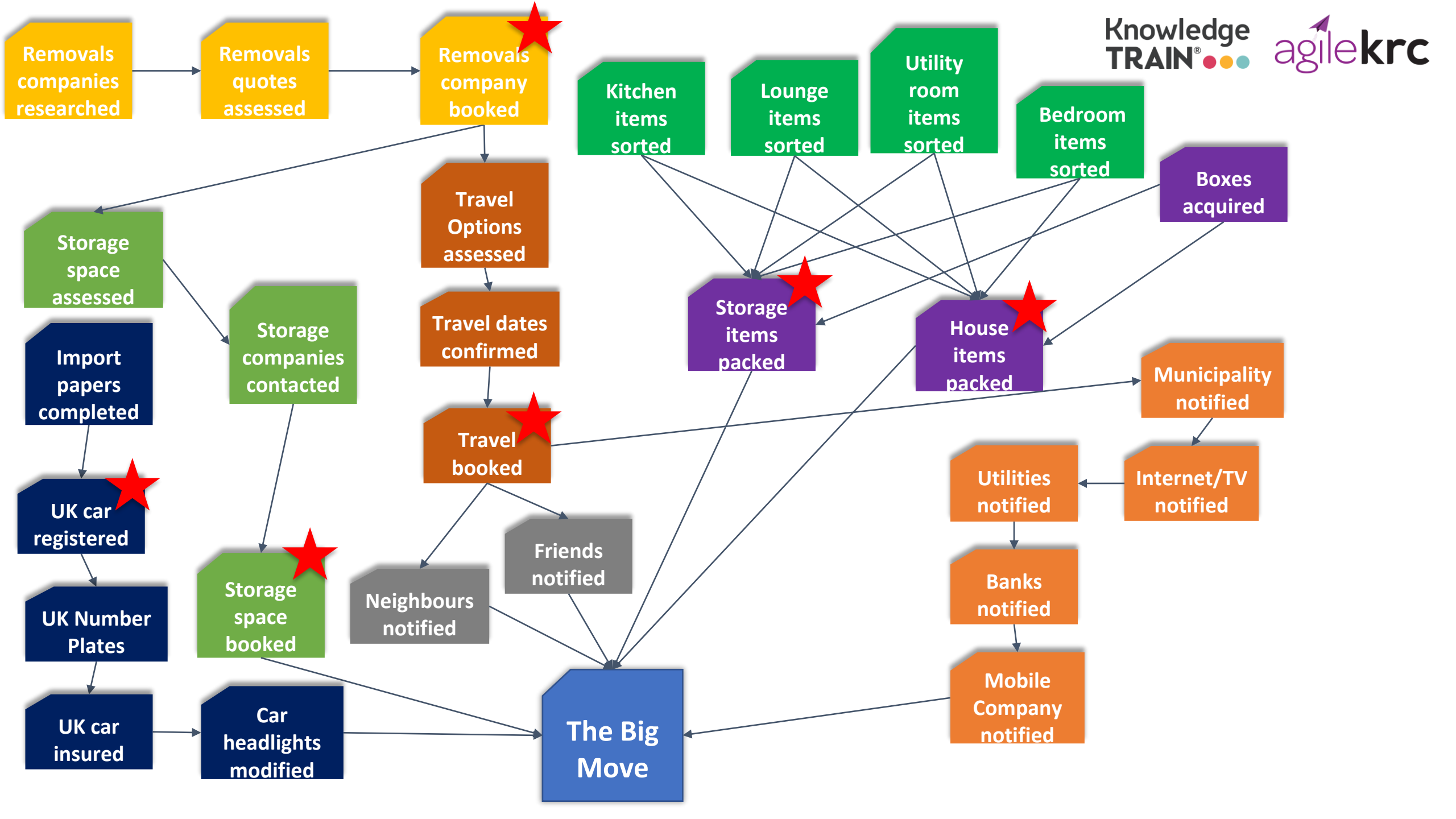


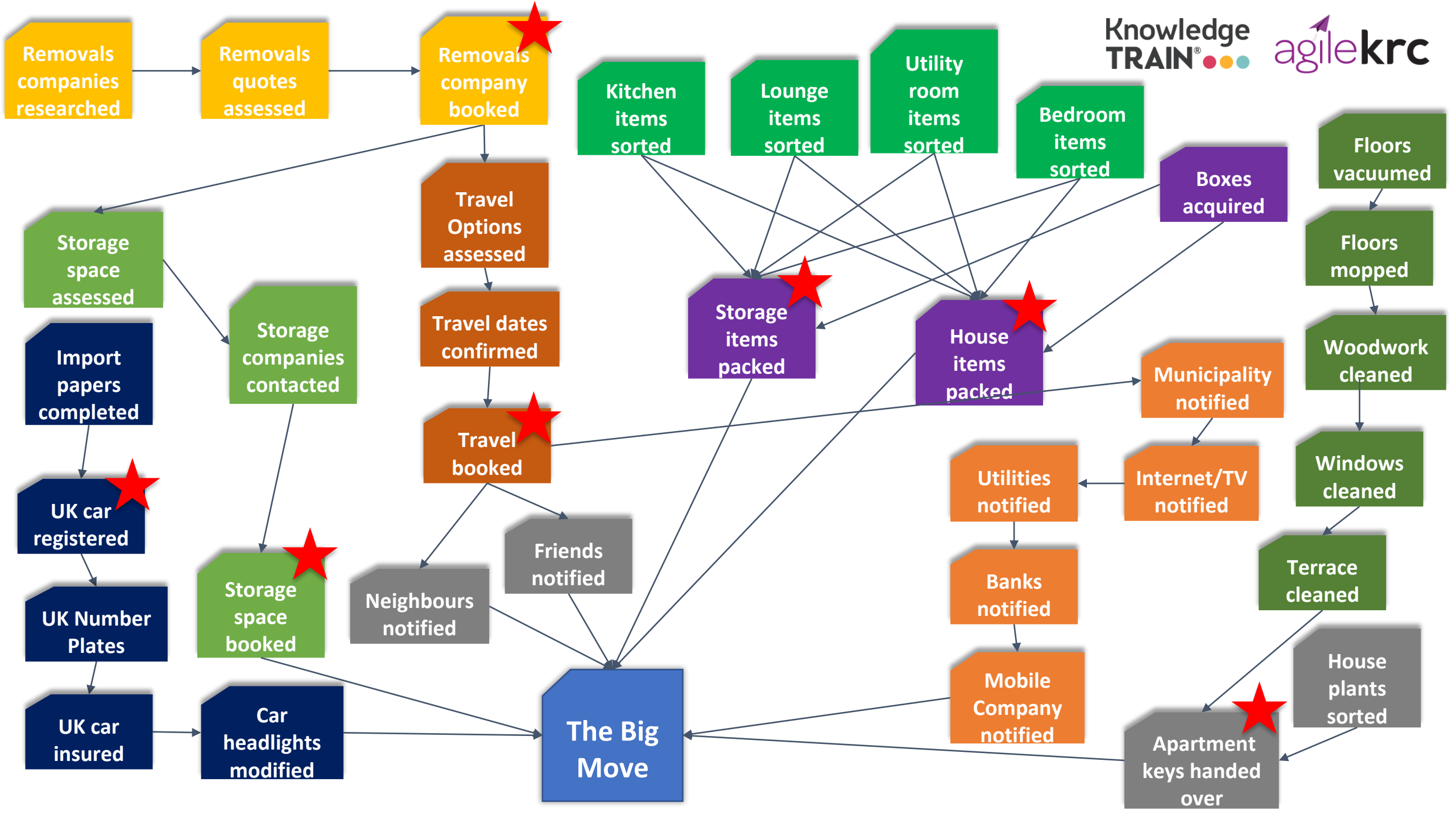


**The Big  
Move**









# Milestones & Dates

Date	Date	Date	Date	Date	Date	Date
Removals company booked	Storage space booked	Travel booked	Storage items packed House items packed	UK car registered	Apartment keys handed over	The Big Move

## Product Description example – for the Storage space

<b>Title</b>	Storage Space.
<b>Purpose</b>	To store items that will not fit into the house.
<b>Composition</b>	Door, lock, walls, store room number.
<b>Quality Criteria</b>	Size xxxm x xxxm. Height xxm. Must have a lockable door. Easily accessible, by lift if needed. Secure. Cannot be opened by anyone else. Access to the building monitored.
<b>Quality tolerance</b>	Can be +/- 50cm smaller on height.
<b>Quality method</b>	Check access to building is secure by testing the entry code. Check access to room is secure by testing the key and lock. Measure inside of storeroom. Check doors open wide enough.
<b>Quality skills required</b>	Someone who will help move the items into storage.

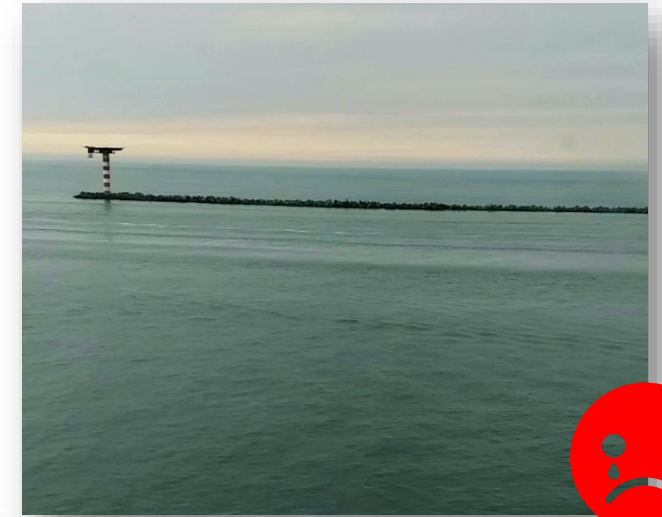
# How did the 'Big Move' go?



My Storage space



My Yucca tree



Goodbye Netherlands



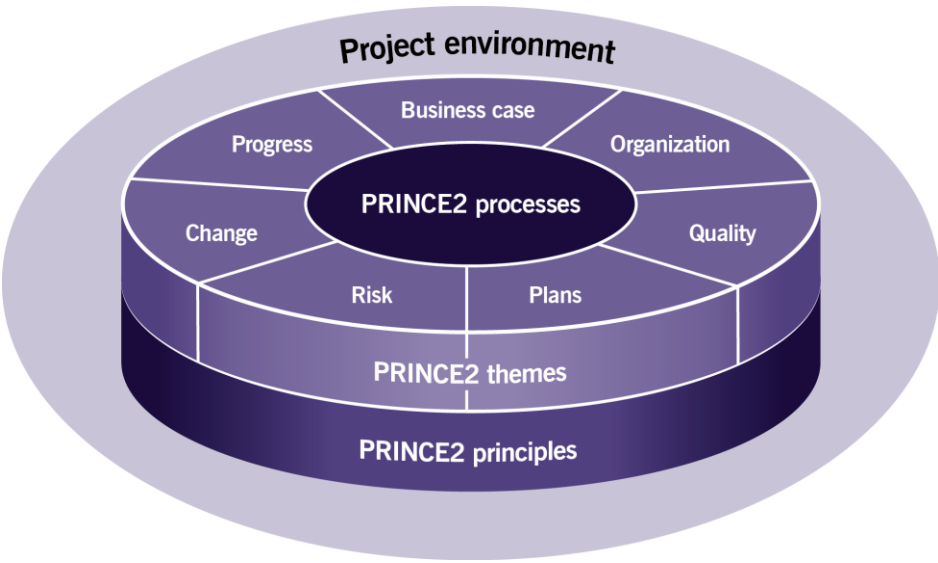
My imported car





# What is PRINCE2<sup>®</sup>?

- 1975 • **PROMPT** (Project Resources Organisation Management Planning Technique)
- 2017 • **Revision** (6<sup>th</sup> edition)



Tailoring



18 languages

Any kind of project, type, size or environment

Globally (150+ countries) recognised project management method

## 2<sup>nd</sup> Story – an ever-growing ‘To Do List’

Do you have an ever-growing  
**‘To Do List’** (TDL)?

My ‘To Do List’ seemed to be  
**‘ever-present’**,  
in my mind; day and night



I would wake up in the **night**  
thinking about my TDL

I would wake up in the **morning**  
thinking about my TDL

I would work on my TDL **anytime**



So one night, I said STOP BINA!!

Day time is for **working**  
Night time is for **sleeping**

I needed to take **control** of my TDL



## Questions I asked myself

1. **What** was on my TDL?

2. Was each item **'important'**?

3. **How long** will it take to complete?

4. **'When'** will I work on my TDL?



## 1. What was on my TDL?

### User Stories from DSDM AgilePM<sup>®</sup>

#### User Story:

As a <user role>  
I need <what>  
So that <why>



## A User Story:

As a <trainer>

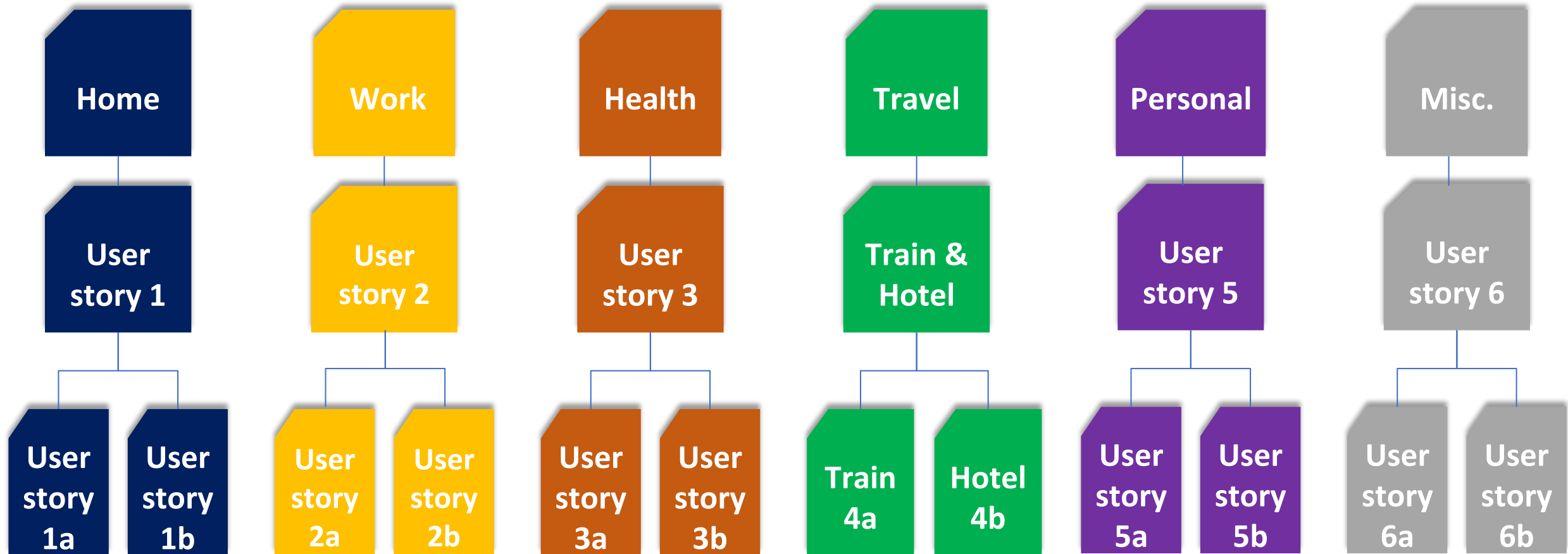
I need <to know if a course is confirmed>

So that <I can arrange my travel to the training location>

## Acceptance Criteria

- **What** – Proof of course confirmation
- **How well** – Can I get the confirmation within 2 weeks of the course start date?

# Organising my user stories





## 2. Was each item 'important'?

### MoSCoW Prioritisation

Must have

Should have

Could have

Won't have for now

### Bina's TDL

Home	M	M	C
Work	M	M	S
Health	M	C	C
Travel	S	S	C
Personal	M	C	W
Misc.	M	W	W

# 3. How long will it take to complete?

## Bina's TDL

Home	M	M	C
Work	M	M	S
Health	M	C	C
Travel	S	S	C
Personal	M	C	W
Misc.	M	W	W

**Estimation –**  
how long will each user story take to complete?



## 4. 'When' will I work on my TDL?

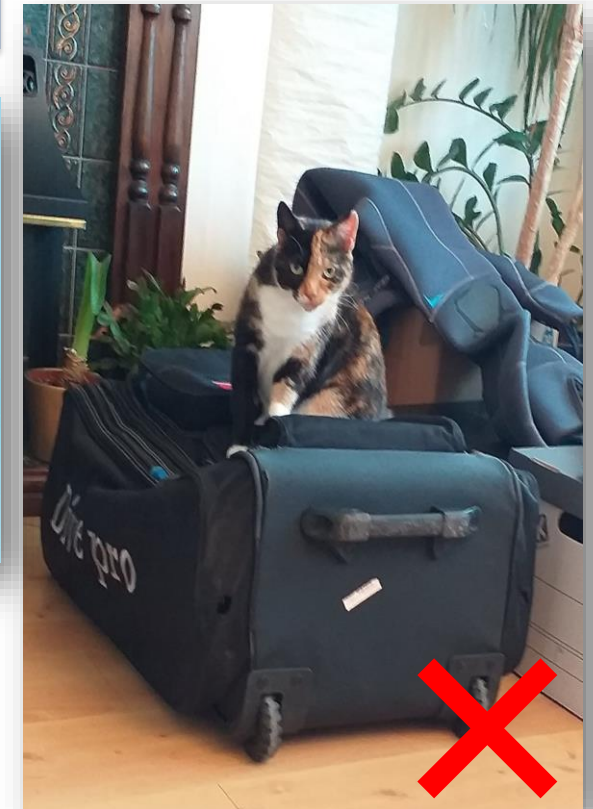
Create a **Timebox** into which you fit in the amount of work you are capable of completing as a team, or me on my own, in this case

### Timebox

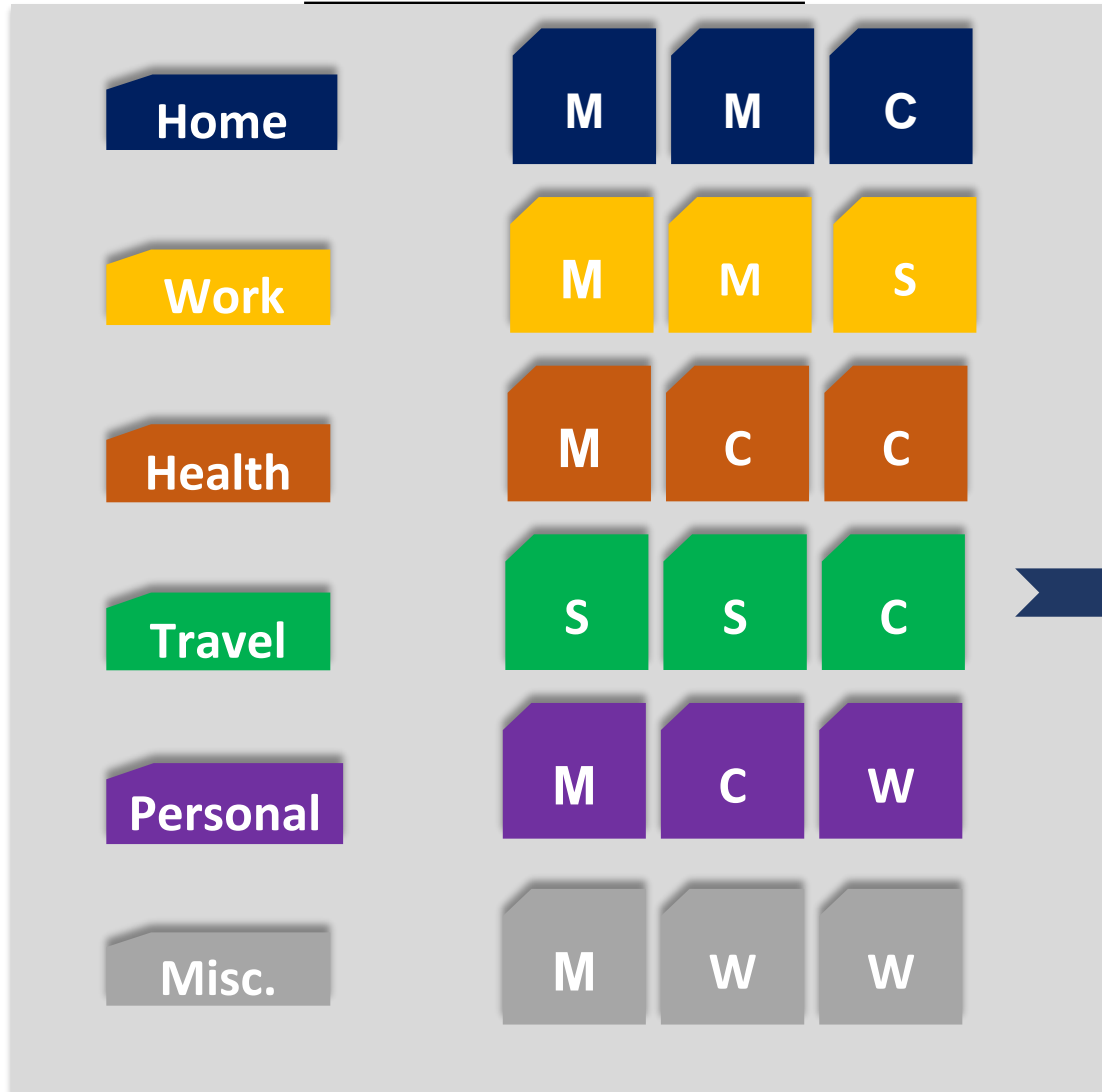




## Timebox analogy



# Bina's TDL



Value

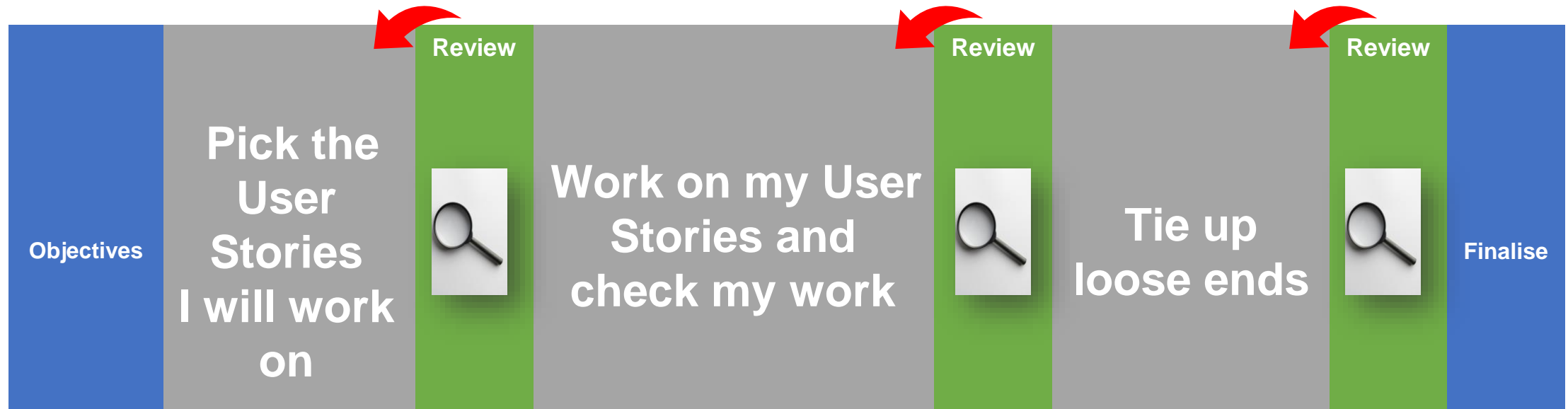


## Timebox



Planning

## Timebox structure

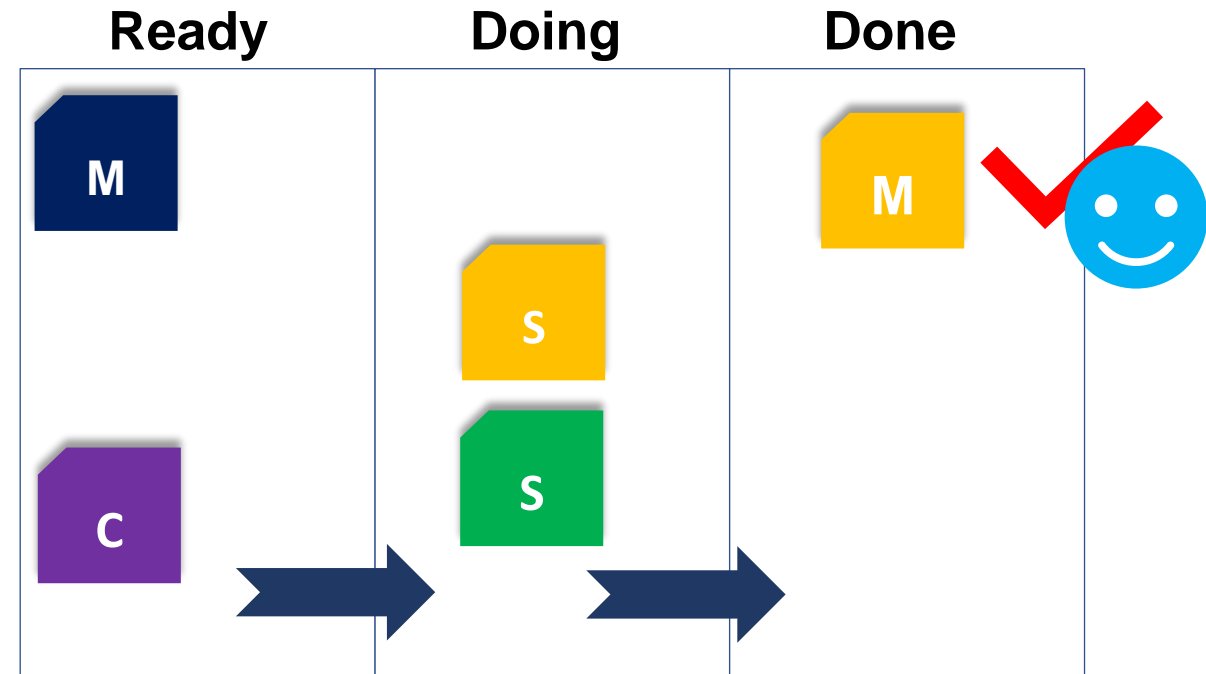


Check progress

Lessons

Prepare for next Timebox

# Bina's TDL

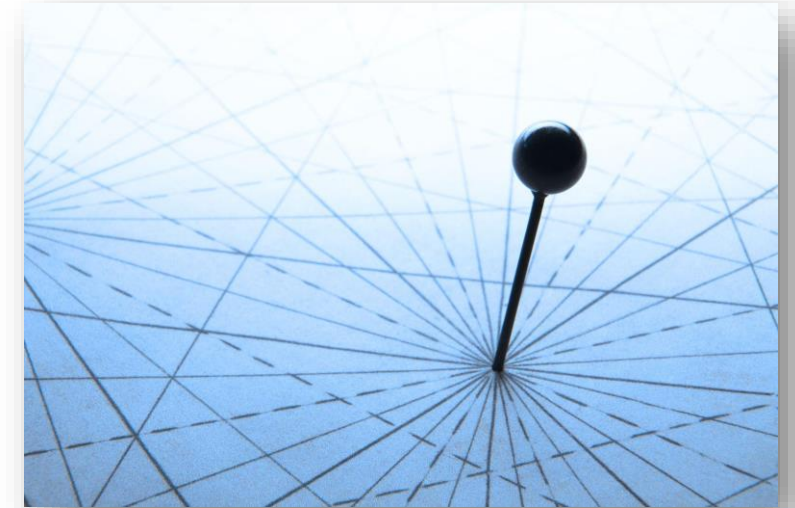


Managing

**Daily Timebox** from 09:30 – 16:30hrs.

In that time, I would **work** on the chosen tasks I needed to do.

When 16:30 came, my **Timebox was finished**, closed off, shut shop, gone home.





## Recap on how I took control of my TDL

1. **What** was on my TDL?



**User Stories**

2. Was each item **'important'**?



**MoSCoW**

3. **How long** will it take to complete?



**Estimation**

4. **'When'** will I work on my TDL?



**Timeboxing**

Required  
some  
discipline



Focus



Manage my  
workload



**DSDM AgilePM<sup>®</sup>**

**User Stories**



**MoSCoW  
Prioritisation**



**Timeboxing**

Productive



Learned my  
capability

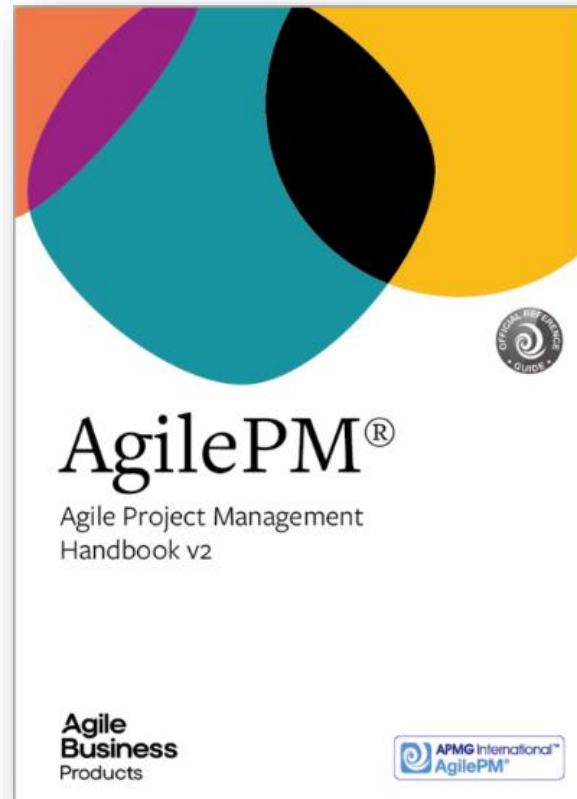
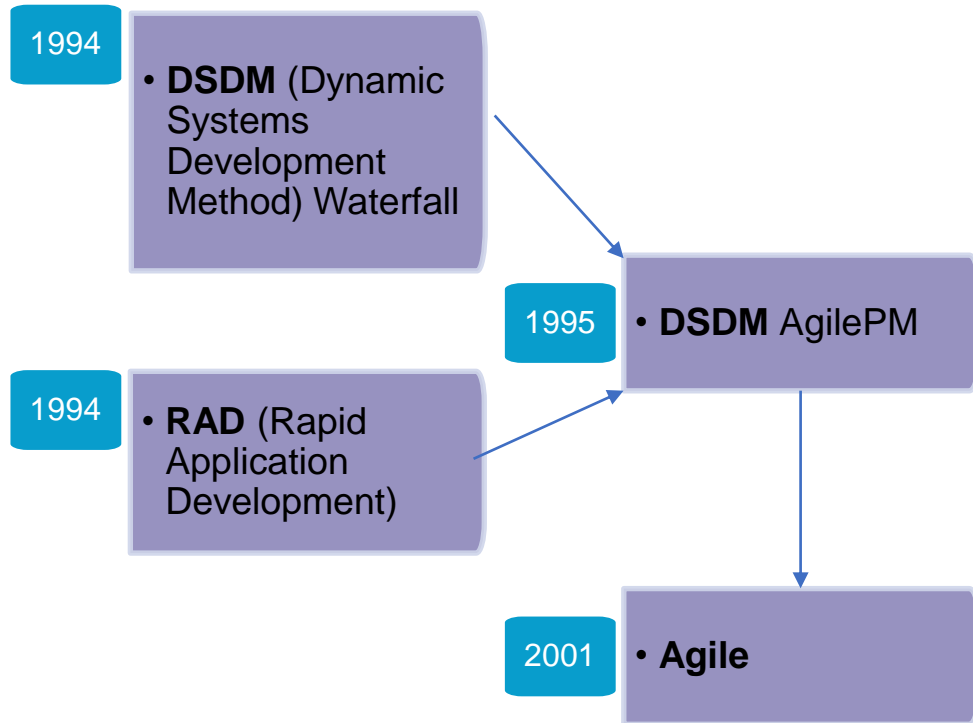


Work and  
non-work  
time

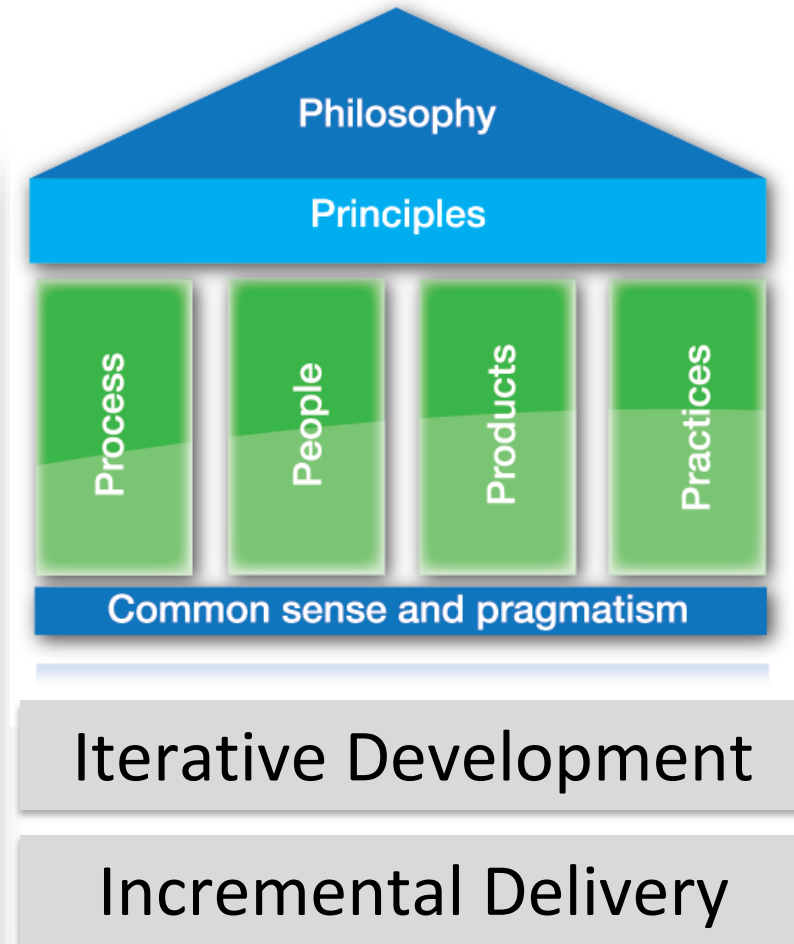


# What is DSDM AgilePM<sup>®</sup>?

Full project lifecycle



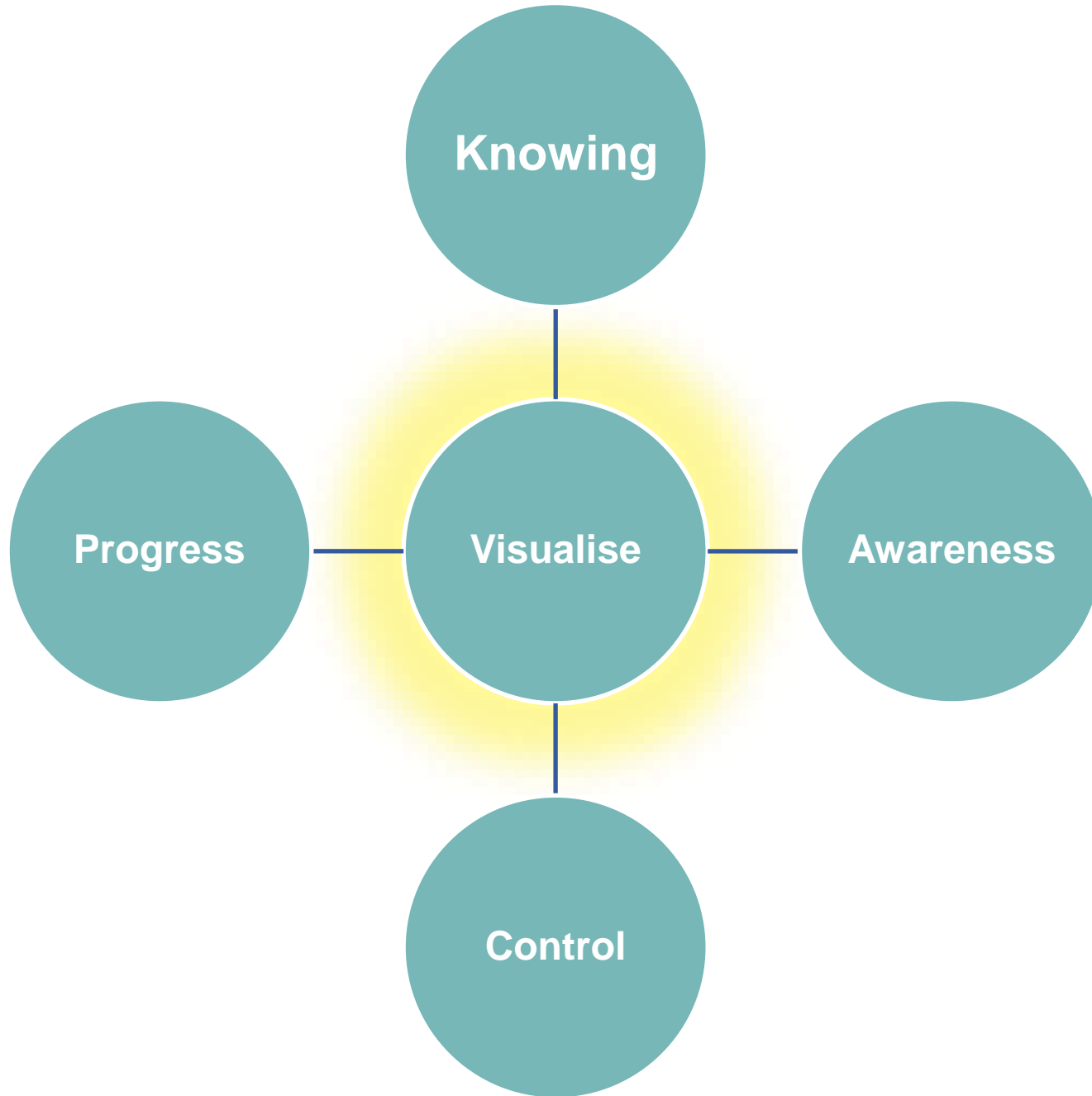
4 languages



# Project Manage your life – my stories

**Story 1 – how I planned my Big Move project –  
PRINCE2<sup>®</sup>: Product-based planning technique**

**Story 2 – how I managed my ever-growing To Do List (TDL) –  
DSDM AgilePM<sup>®</sup>: User stories, MoSCoW, Timeboxing**



**Bina Champaneria**  
Thank you

<https://www.linkedin.com/in/binachampaneria/>

### Project Management courses

- PRINCE2®
- APM
- AgilePM®
- PRINCE2 Agile®
- P3O
- Beginners' course
- PMI Project Management
- Business Cases

### Business Analysis courses

- BCS Business Analysis
- AgileBA®
- PMI Business Analysis

### Agile courses

- AgilePM®
- PRINCE2 Agile®
- Scrum
- AgileBA®
- PMI Agile
- Lean Six Sigma
- Kanban

### Change management courses

- APMG Change Management

### Programme management courses

- MSP®

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