

**The Six-Week [Assessment] Project:  
How to Get from Ideas to Results in a Hurry**

**Topher Lawton  
Carterette Webinar Series  
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Hello,  
Everyone!

Today:

Design | Tools | Lessons



# Pop Quiz!

What makes a project?

→ Specific, Measurable Objectives

→ Planning

→ Bounded Timelines

→ All of the Above

Design

Clarify Your Ideas

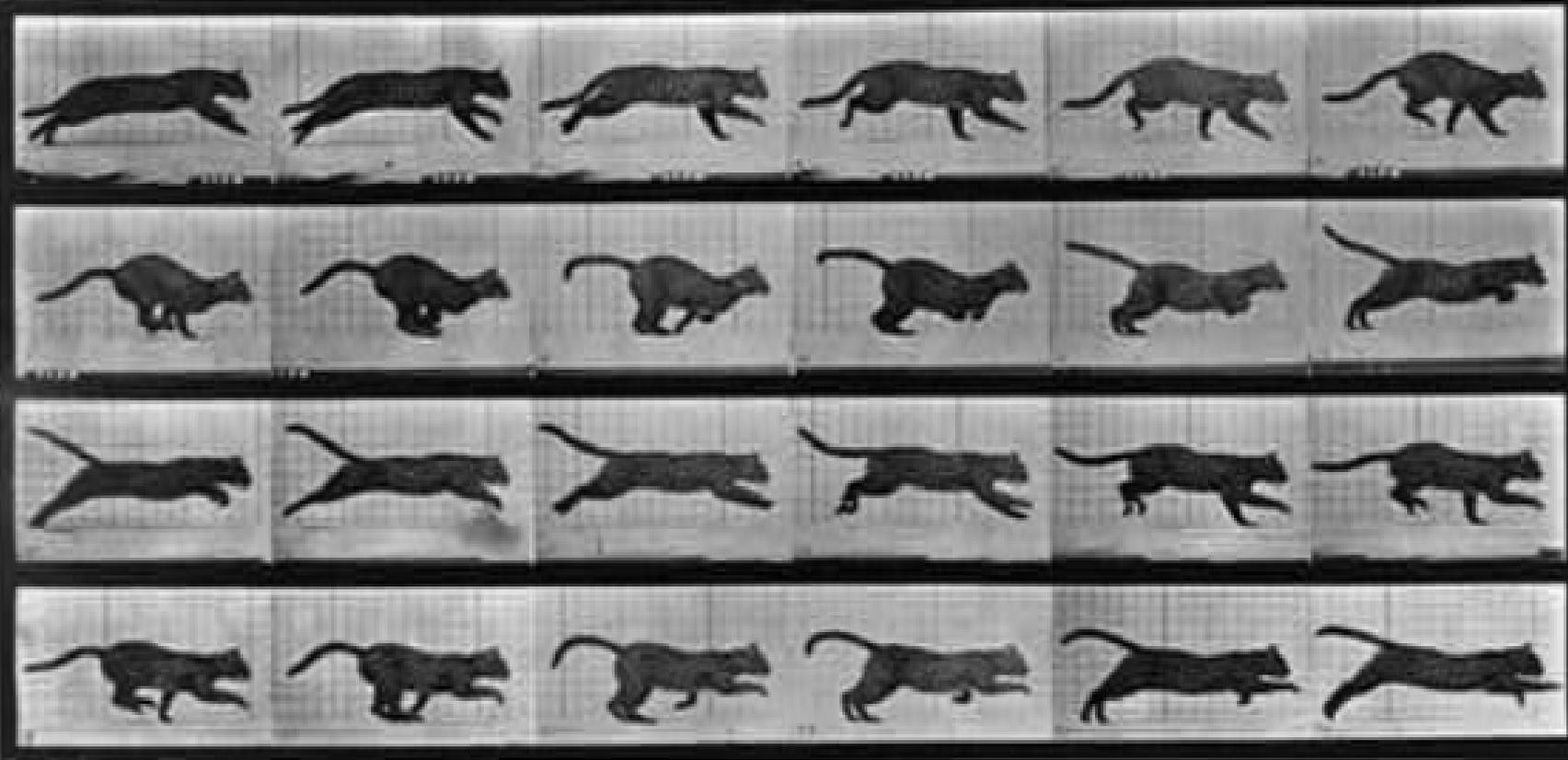
# Scope Your Project

**Build Your Team**

**Share Your Vision**

The ANTALOPE.







# Tools

# [Project] | Project Plan

Project Team

Project Summary/Background

Scope of Work

External Requirements for Success

Project Deliverables

If you don't know every element of the project plan, you aren't running a project.  
[True or False?]

# Project Calendar by Due Date

Week	Tasks	Notes
1		
2		
3...		

# Project Calendar by Milestone

#	Task	Prerequisites	Required For	Notes
1				
2				
3...				

There is one best way to lay out your project calendar.

[True or False?]

# [Project] | Assessment Project Response

Name(s): *[Decisionmakers?]*

Department/Division: *[Affected organizational units?]*

Date: *[When did you have the conversation?]*

Potential Action	Advance?	Action Owner	Due Date
Change service model	Yes	Reference	2020-12-31

# Lessons

➤ Scope



Communicate



Document



Guard

# Thanks! Questions?

Topher Lawton  
[christopher.d.lawton@gmail.com](mailto:christopher.d.lawton@gmail.com)