Making Projects Easy

FUTURE OF WEB DESIGN ★ NYC

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All the brains

I love The Arts
Make projects easier by:

- Communicating effectively
- Playing nicely with others
- Setting expectations
- Managing time effectively
Easy!
Good Communications
communicate often
Set communication expectations
I may look like I'm sleeping, but I'm really working
Listen
Take notes
☆ Make your notes clear and concise (happy robots edit)
Be open to feedback
Be proactive
Provide Status Updates
★ Team status meetings: helping get things done!
Client status calls make everyone happy
What’s important?
Every status should include:

- What was done last week
- What will be done this week/next week
- Action Items
- Update on Timeline
- Update on Budget
- Blockers & Risks
Be Honest
No.
Playing Nicely with Others
★ Got my new project. Life is good.
Team and clients want a piece. Play nice!
Explain your process
Collaborate
What does “collaboration” mean to you?
How do you collaborate?
Some common practices

- Face-to-face communication/events
  - Sharing ideas: brainstorming, sketching, impromptu meetings
- Shared to-do lists
- Real-time communication
- Being “open”
Make it work
Setting Expectations
Robots worry too
Understand Your Scope
Lock down your Timeline
Establish Roles
★ Who's doing what? When?
Managing Your Time
Your To-Do List can be your bestest friend
Create a love-worthy To-Do List
What to do?
5/14 TO-D-O LIST:

CARE SHOP:
- GET APPROVAL ON REQUIREMENTS
  > BEGIN WIREFRAMES
  > SET UP COMPONENT
  > DESIGN 2 PAGES - DUE:
  > NEED CLIENT CONTENT!

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1. WRITE BID
   > GET PHOTO TAKEN
   > COLLECT LINKS
   > SUBMIT BY 5/21!

ADMIN:
  > RELEASED 25557 HOURS
  > ESTIMATE NEW PROJECT

MEETINGS:
  > TEAM STATUS
  > NON-EVENT CALL
Prioritize your list

5/16 TO-DO LIST:

CAKE SHOP:

1. Get approval on requirements
   - Begin wireframes
   - Setup OmniGraffle
   - Sketch 2 pages - due:

Need client content!

ASAP!!

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2. Write bid
   - Get photo taken
   - Collect links
   - Submit by 21!
**Set Task Priorities**

- **Highest Priority:** Must be done today
- **Medium Priority:** You’d like to get it done today, but it can wait until tomorrow
- **Low Priority:** It can be done tomorrow or even the next day
Complete a task. Update your list.
Having Trouble Completing Tasks?
Focus on one task at a time
I know when you’re busy.
Turn off distractions
Schedule around meetings
Protect your work time
Control your own calendar
Structure your days/weeks
Plan
for the unplanned
So Easy!
Thanks!

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