

Deadline Management Techniques

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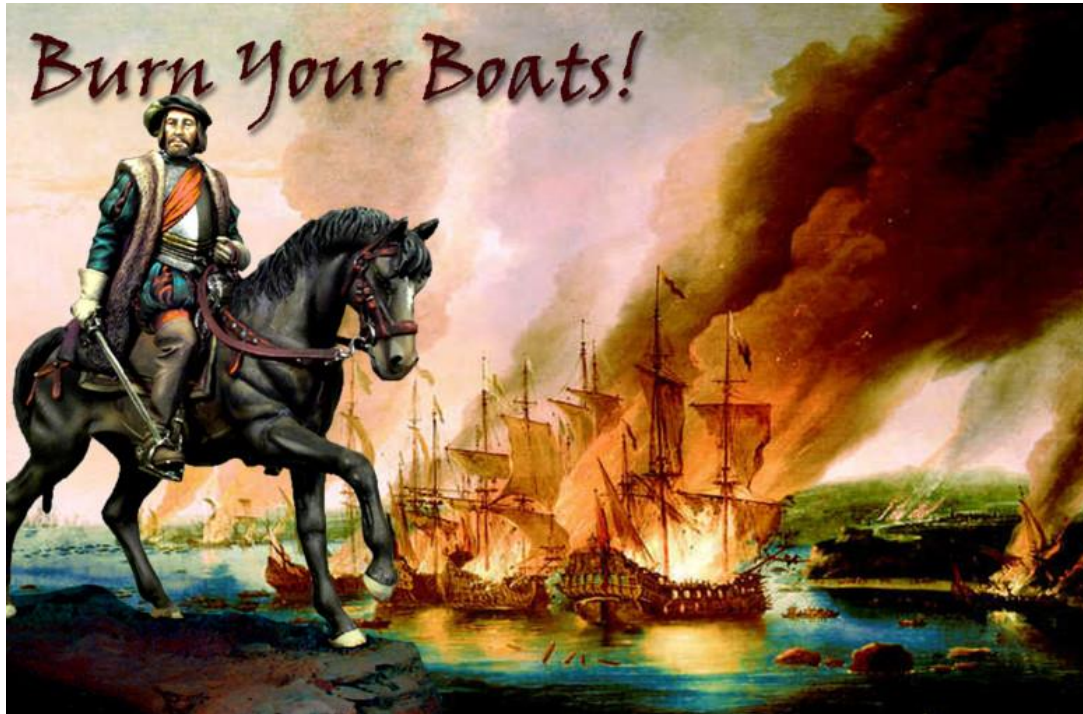
“DEAD”line - Origin



- American Civil War (1861-1865)
- Prison camp @ Andersonville - a 'dead line' was a line within or around a prison
- no prisoner is allowed to go, day or night, under penalty of being shot for crossing the “dead line”.
- Modern Deadline – do not CROSS this date!

Burn the boat


1



- ✓ No way home, the only way is victory
- ✓ Do not advocate alternatives / workarounds team. Cut off all means of retreat.

Parkinson Law

2



Work expands so as to fill the time available for its completion.

Parkinson's law

- ✓ When you have too much time to complete a task, there is a tendency to slack off, or even defer, until the task becomes urgent
- ✓ Panic early, not later

6 ways to beat Parkinson Law

2



Breakdown tasks



Avoid being a perfectionist.
Know when to STOP



Clear Boundaries on email / social media.
Be focussed, with few distractions



Challenge yourself.
Force your brain to figure out



Create reward and
incentives



Create artificial
deadline

Partner with your adversary

3



- ✓ Avoid traditional vendor/customer relationship
- ✓ Build trust with partners, vendors.
- ✓ Have partnering session (open, honest, frank discussion on strategies & recognize each others objectives)

Don't wait for the starter's pistol

4



- ✓ E.g. Letter of Award, sign-off, etc..
- ✓ Requires educated risk taking
- ✓ Too much time wasted in bureaucracy, waiting for approvals

Don't wait for the starter's pistol

5



- ✓ Create WAR rooms.
- ✓ Secret weapon to reduce bureaucracy
- ✓ Vendors, stakeholders (with authority to sign-off), project team
- ✓ Think of communication effort (emails, phone calls, disputes, flow of information, etc) which can derail schedule
- ✓ Put all of them in on place and trash out the issues immediately. Let everyone LOOK at the problem.

Change Meetings techniques

6



- ✓ Walk in with ONE common goal.
- ✓ Come out of it with an answer, not with another tabled questions. Stay in the room until you get it. Waste not another week for solution.
- ✓ Ensure key decision makers are in the meeting. Take advantage of every opportunity NOW
- ✓ Each Decision Makers must be empowered to make decisions quickly

Involve those who can inhibit you early in the process

7



- ✓ E.g. Government Agencies, politicians, Fire Dept (to get certificate of occupancy)
- ✓ Give the project a proactive friendly face. They will help out in time of need

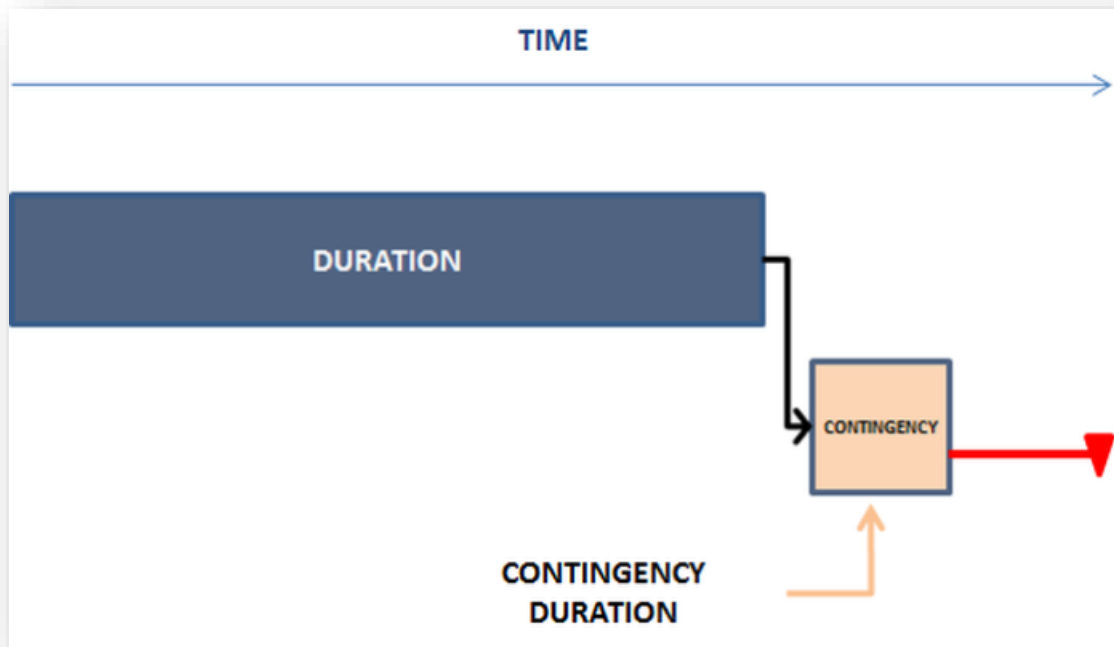
Make the deadline a prestigious project



- ✓ Simplify approval process
- ✓ Avoid thick documents
- ✓ Presentation / Clarifications

Buffer / Contingencies

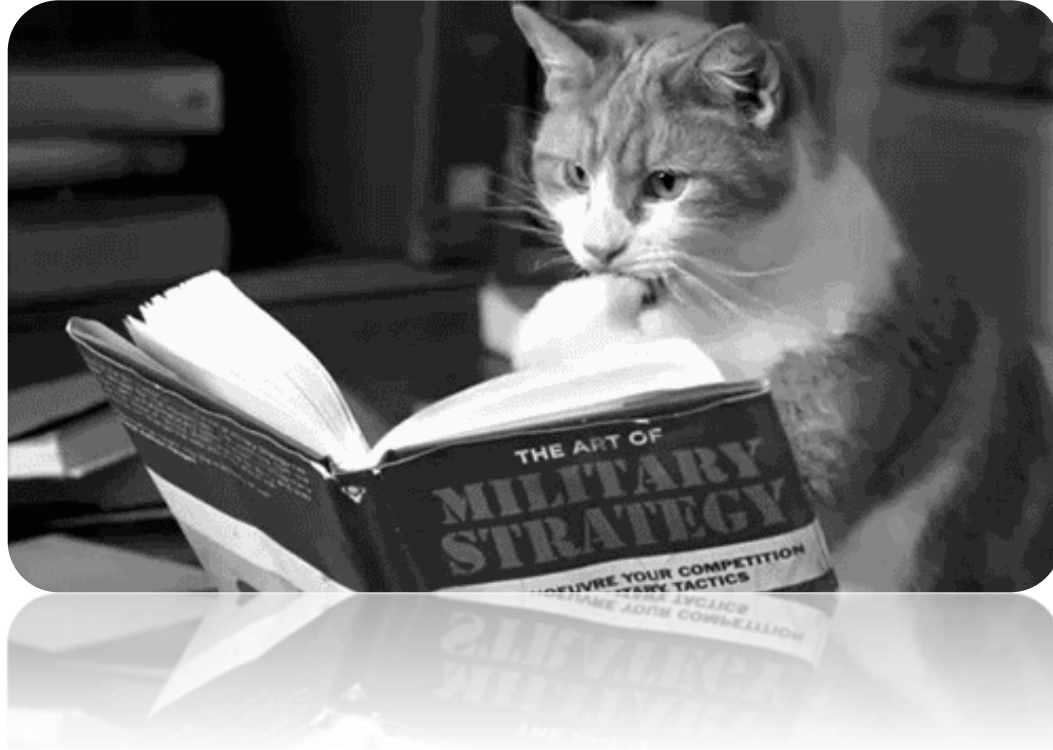
10



- ✓ Build Contingencies in your schedule
- ✓ Use 3-point Estimates
- ✓ Consider:
 - ✓ Public Holidays
 - ✓ Resource Availability
 - ✓ Resource Vacation / Holiday
 - ✓ Unexpected Events

Planning

11



- ✓ Spend MORE time in PLANNING
- ✓ 40%-60% PLANNING

THANK YOU