

PROJECT MANAGEMENT TOOLS AND APPS FOR MANAGING TEAMS IN VIRTUAL ENVIRONMENTS

Walter Sedlacek

Managing Director APAC, Senior Consultant

Abstract

Virtual distance - what is it?

How do I deal with it?

And what if it happens again? Uncertainty is high – equally among executives and employees.

What possible solutions look like and how can you manage to work in virtual environments?

The speech give insides in tools how to manage teams in virtual environments.

Walter Sedlacek

- Managing Director next level consulting APAC, Senior Consultant, MSc, MBA, PMP, ACP, PSM
- Professional experience (selection):
 - Global implementation of a **Cyber Security framework for DTAG/T-Systems** for 45 000 employees in 53 countries
 - Professionalizing of **Project Management in London for DTAG/T-Systems** as **Head of Projects**
 - Introducing and building-up **Cloud Computing in regional data-center** for DTAG/T-Systems in Singapore
 - Implementing a data-center for a **Manufacturing Execution System for General Motors** as **CIO**



Project Management Excellence for ICTO in the UK

In April 2018 Walter Sedlacek took charge of the ICTO UK Project Management Competence Centre (PMCC). Team Talk spoke to Walter about the critical success factors, pitfalls of setting up a project management office and the introduction of new project management standards.

What is PM Excellence?
PM Excellence provides practical advice and guidance to enable ICTO to deliver value and drive business through highly skilled and empowered staff in a cost-effective and transparent way.

What are the key elements of PM Excellence?
It is important to tailor project management to the culture and the nature of the project. It is important to tailor project management to the culture and the nature of the project. It is important to tailor project management to the culture and the nature of the project.

Key Success Factors for the Implementation of PM Excellence
The critical success factors for the implementation of PM Excellence are: 1. Leadership and Sponsorship, 2. Transparency and Communication, 3. Training and Development, 4. Standardization and Governance, 5. Measurement and Reporting.

GM

Walter Sedlacek
CIO, Manager IS&S
Information Systems & Services
General Motors Powertrain Austria





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PM Project
Management
Institute
Association
Thailand

<https://www.youtube.com/watch?v=aYvnVIT0I-o>



**What are your
success factors for
managing teams
in virtual
environments?**

7 SUCCESS FACTORS FOR DIGITAL LEADERSHIP & COLLABORATION

What does Pumpkin Cleaning have in common with Digital Collaboration?





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PM Project
Management
Institute.
Association
Thailand

1. Creating an identity/sense of belonging



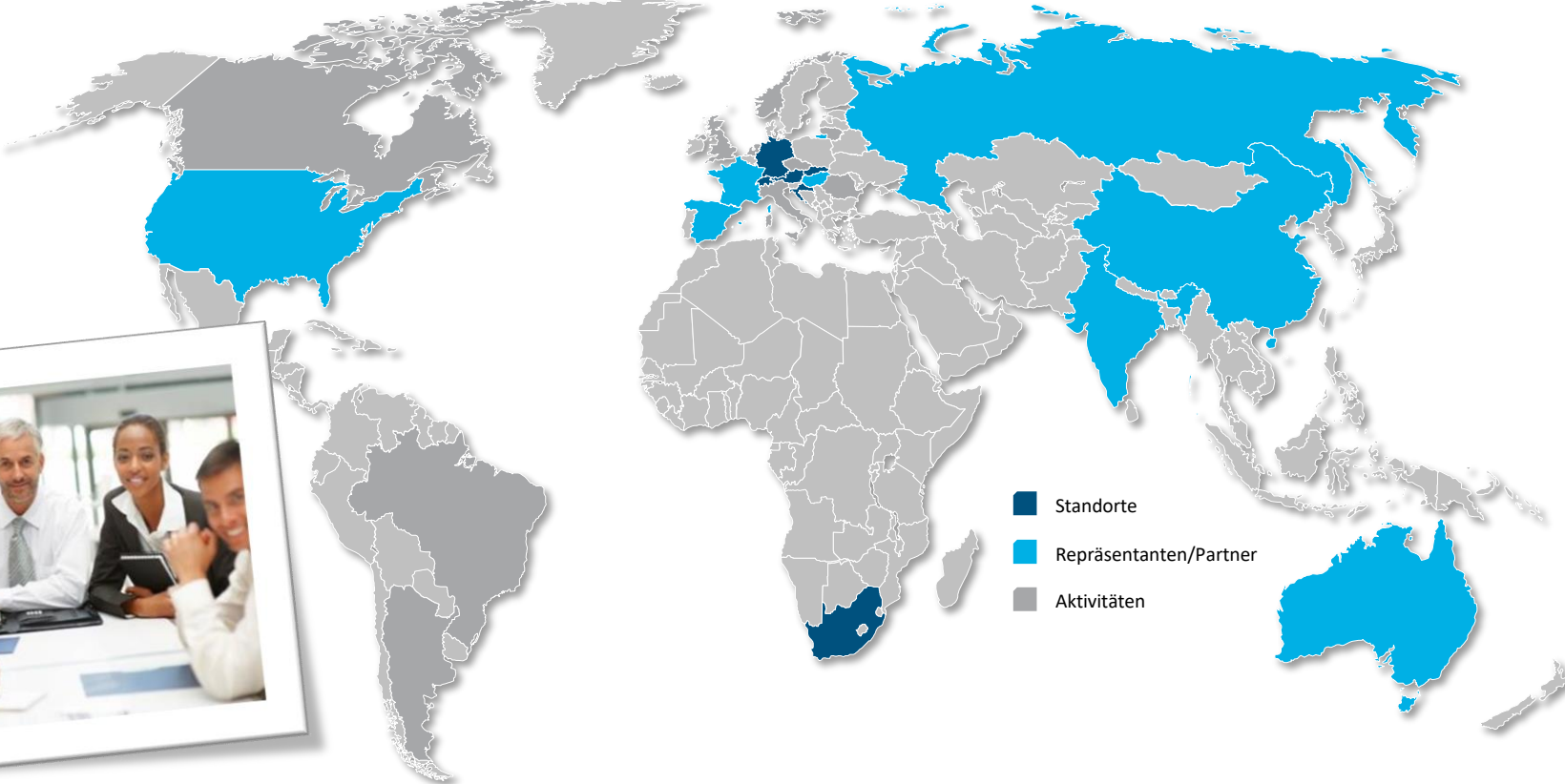
2. Ensure commitment to objectives



3. Understanding your resources



4. Defining a common definition of cooperation



6. Re-define Digital Leadership



7. Leverage virtual communication as a success factor



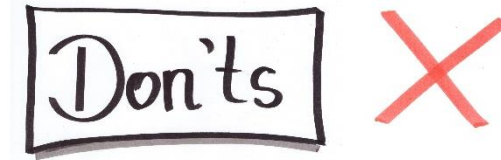
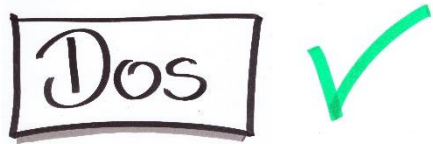
Groupwork: Breakout Rooms (for ZOOM)

1. Nominate a speaker to summarize your key findings (for ZOOM)

2. Discuss the success factors presented
 - > What experiences and ideas can you share?
 - > Where are the limits of digital leadership?

BEST PRACTICES FÜR ONLINE KOMMUNIKATION

Background



restless or inappropriate

cleaned up & visually appealing

- Panel
- Bookshelf
- Flipchart
- Roll-up



Sound and Visuals

Do's ✓

- Light from the front
- Webcam
- external microphone
(good table microphone or headset)



Don'ts



- Light from behind
- Laptop camera
- Laptop or webcam
microphone

Get Together

Open meeting room at least 15 minutes in advance

- individual welcome
- querying mood
- technical clarification

Welcome!

Entry



Clear structure and communication

Goal - Non-objectives

- Agenda
 - Duration
 - short story story /examples
 - Quote
 - Pictures
 - Videos
-
- **higher exit rate**
than at face-to-face events



Presentation documents



Attention Reading compulsion!



Less is online MUCH more

Attention Presentation Tunnel!



Schedule interaction regularly

Interaction

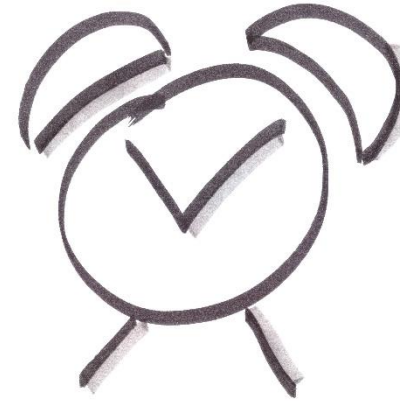
- Chat
- Questions about self-reflection
- Response query
- Survey tool or on the whiteboard
- Summarize content in between
- Questions, ask, ask...
- Preparing question foil

Duration

45-75 minutes

possible format:

1. 20-30 minutes presentation with chat interaction
2. Question round via chat and/or video
3. Small group exchange with break-out rooms



RULES OF THE GAME IN PICTURES



I switch mute when it's loud

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I make sure I'm not distracted



I'm patient when something doesn't work technically



I will let you know if I leave early



I say I'm "there" and tell my name

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I don't do monologues



I provide a good connection

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I ask if I haven't understood something



I take part motivated and voluntary

ONLINE COLLABORATION TOOLS

Scrum Board Examples

Microsoft TEAMS

Stories	To Do	In Progress	Testing	Done
<p>Filtration</p>	<p>Configure Alarming</p> <p>Design Graphics</p> <p>Engineer Control Loops</p> <p>Batching System</p>	<p>SFCx</p> <p>EM 1</p> <p>Unit Procedure</p>	<p>Test Devices</p> <p>Confirm I/O</p> <p>Confirm Hierarchy</p>	<p>Unit Design Description</p> <p>Generating Devices</p>
<p>Blend Control</p>	<p>Vendor Comms</p> <p>Unit Procedure</p> <p>Network Config</p> <p>Alarming</p>	<p>EM's</p> <p>Design Graphics</p>	<p>Control Module</p> <p>Test Procedure</p>	<p>Unit Design Description</p>

MOP - Modularisierungsprogramm > Methodenmanagement

[Unterhaltungen](#)
[Dateien](#)
[Wiki](#)
[Backlog Methoden](#)
[Landkarte](#)

IDEE	BACKLOG	IN PROGRESS
next process light	PM-Guideline	Projektorganisation
PzM-Guideline	Projektkategorisierung	Kostenmanagement
next process	next project light	Ressourcenmanagement
Prozessoptimierung	Projektdefinition-/Projektwürdigkeit	Terminmanagement
Prozesserhebung	EPM-Prozesse	Leistungsmanagement
Prozessanalyse	Risikomanagement	
Prozessdokumentation	Änderungsmanagement	
Prozesssteuerung	PM-Karrierpfad	
Pz-Modellierungsrichtlinie	Projektkommunikation	
Prozesslandkarte	Berichtswesen	
	Portfolioaufbau-/Steuerung	

Scrum Board Examples

www.trello.com or www.jira.com



The screenshot shows a Trello Scrum board for a project named 'JoinMe'. The board is organized into six columns: 'GUI - TODO (green)', 'Database - TODO (violett)', 'Business Logic - TODO (yellow)', 'Bugfixing', 'IN PROGRESS', and 'DONE'. Each column contains a list of tasks with descriptions and progress indicators. For example, in the 'GUI - TODO' column, tasks include 'create search filter', 'display registration confirmation', and 'display ride provider'. The 'IN PROGRESS' column has tasks like 'create Chat html layout' and 'box design'. The 'DONE' column lists completed tasks such as 'Google Maps Size' and 'configuration file for mobile users'. A sidebar on the left provides a detailed view of the selected task, showing its description and a 'Google Drive' link.

The screenshot shows a Jira Scrum board for a project named 'Teams in Space'. The board is organized into four columns: 'TO DO 5', 'IN PROGRESS 5', 'CODE REVIEW 2', and 'DONE 8'. Each column contains a list of tasks with titles, labels, and progress indicators. For example, in the 'TO DO' column, tasks include 'Engage Jupiter Express for outer solar system travel' and 'Create 90 day plans for all departments in the Mars Office'. The 'IN PROGRESS' column has tasks like 'Requesting available flights is now taking > 5 seconds' and 'Engage Saturn Shuttle Lines for group tours'. The 'CODE REVIEW' column has tasks like 'Register with the Mars Ministry of Revenue' and 'Draft network plan for Mars Office'. The 'DONE' column lists completed tasks such as 'Homepage footer uses an inline style' and 'Engage JetShuttle SpaceWays for travel'. A sidebar on the left provides a detailed view of the selected task, showing its title, labels, and progress indicators.

Scrum Board Examples

Github <https://github.com/wekan/wekan/wiki>



Why GitHub? Team Enterprise Explore Marketplace Pricing Search Sign in Sign up

wekan / wekan Sponsor Watch 635 Star 16.2k Fork 2.4k

<> Code Issues 569 Pull requests 2 Actions Projects 1 Wiki Security 0 Insights

Home

Lauri Ojansivu edited this page on Aug 14, 2018 · 17 revisions



Wekan is an open-source [kanban board](#) which allows a card-based task and to-do management.

Wekan allows to create **Boards**, on which **Cards** can be moved around between a number of **Columns**. Boards can have many members, allowing for easy collaboration, just add everyone that should be able to work with you on the board to it, and you are good to go! You can assign colored **Labels** to cards to facilitate grouping and filtering, additionally you can add members to a card, for example to assign a task to someone.

Pages 111

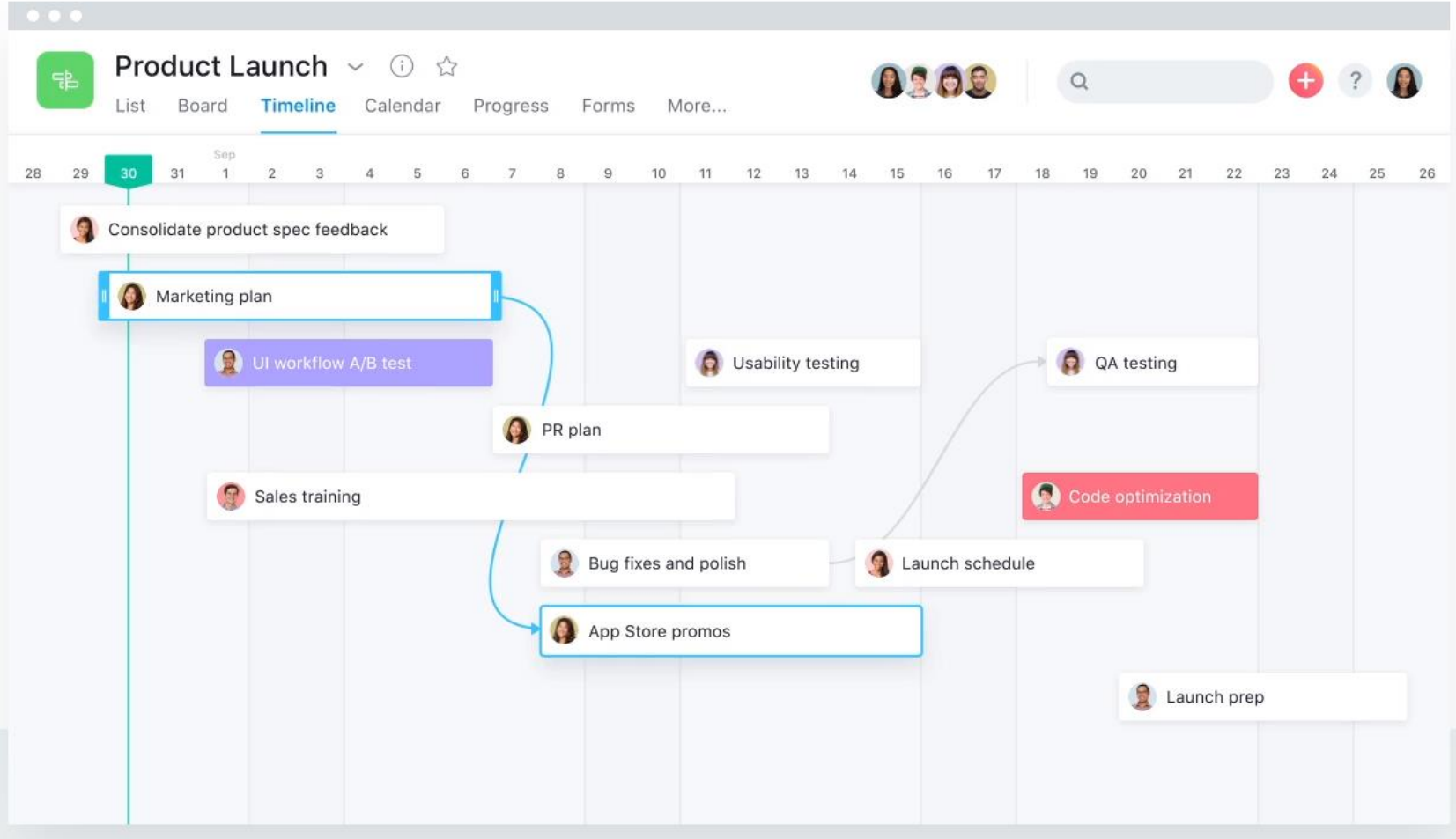
Wekan

General

- [About](#)
- [No UI major redesign](#)
- [Test Edge](#)
- [FAQ](#)
- [IRC FAQ](#) - answers to questions asked at IRC
- [Roadmap](#) - board at Wekan demo
- [Team](#)
- [Press](#)
- [Blog](#)
- [NOT related to Wekan](#)
- [Wekan vs Trello vs Restyaboard](#)

Scrum Board Examples

Asana <https://asana.com/>



PRACTICAL EXPERIENCES

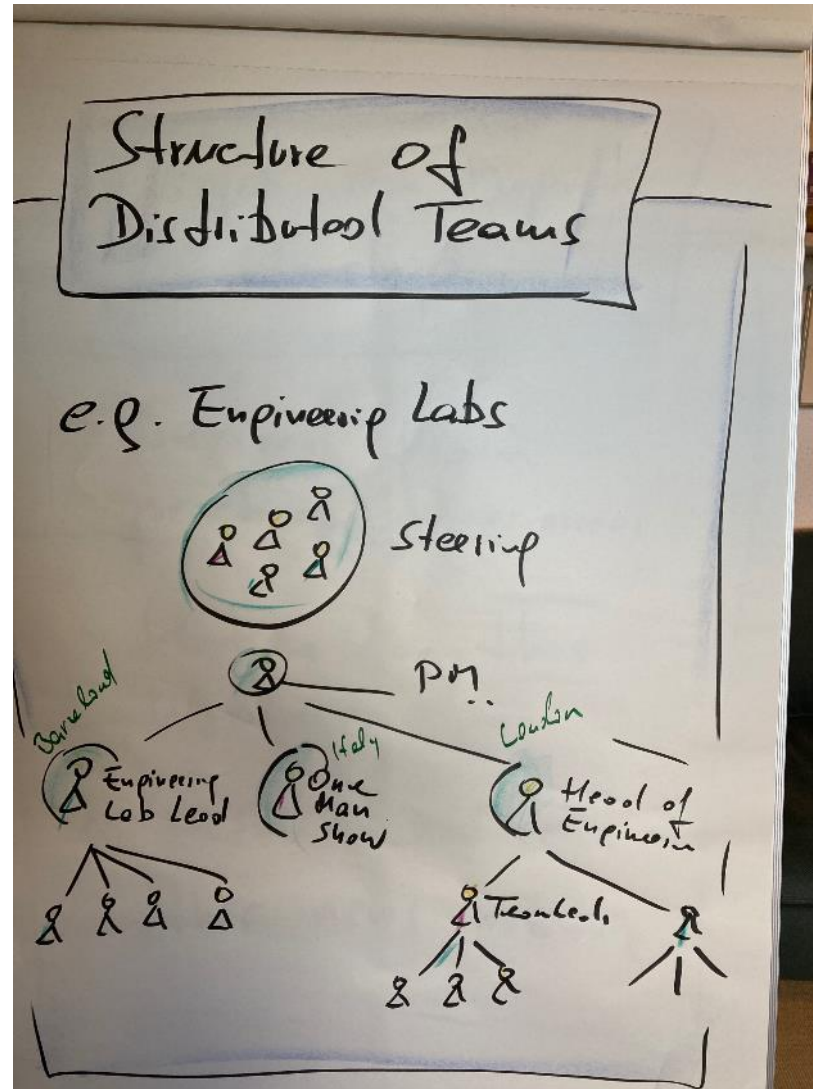
Experience Example: Managing teams in virtual environments

My Scenarios of
Distributed teams

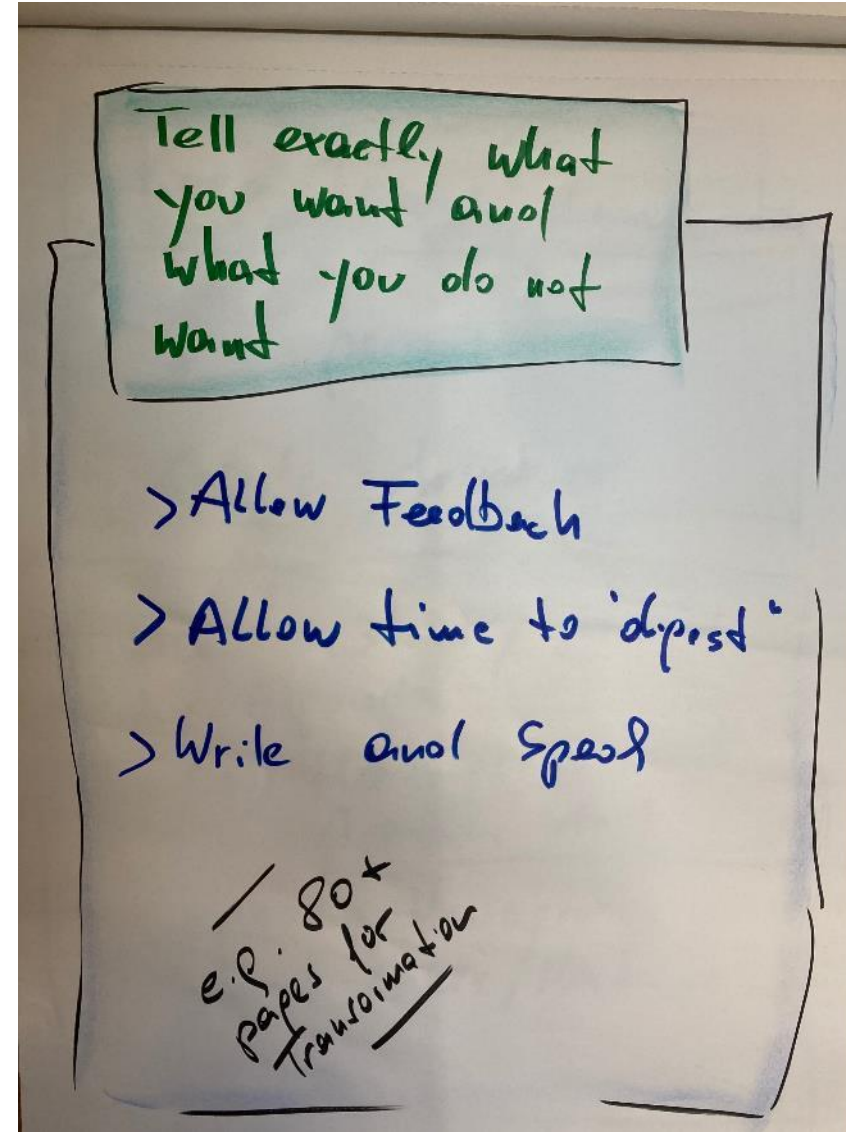
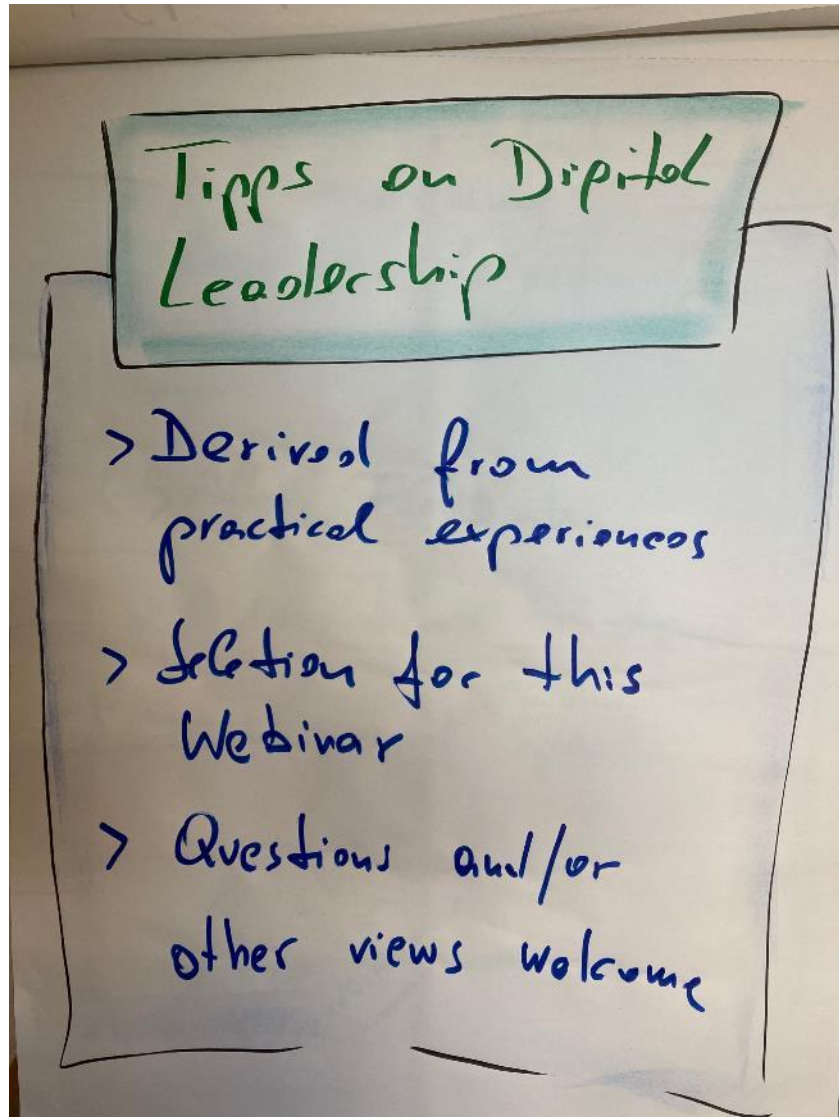
IT Engineering Labs
Location: Europe
Budget 13 Mio €
2006-2008

Cyber Security
Change Program
Location: Global, 4500 employees
Budget 2 Mio € → 1000 Mio € OE
2015-2018

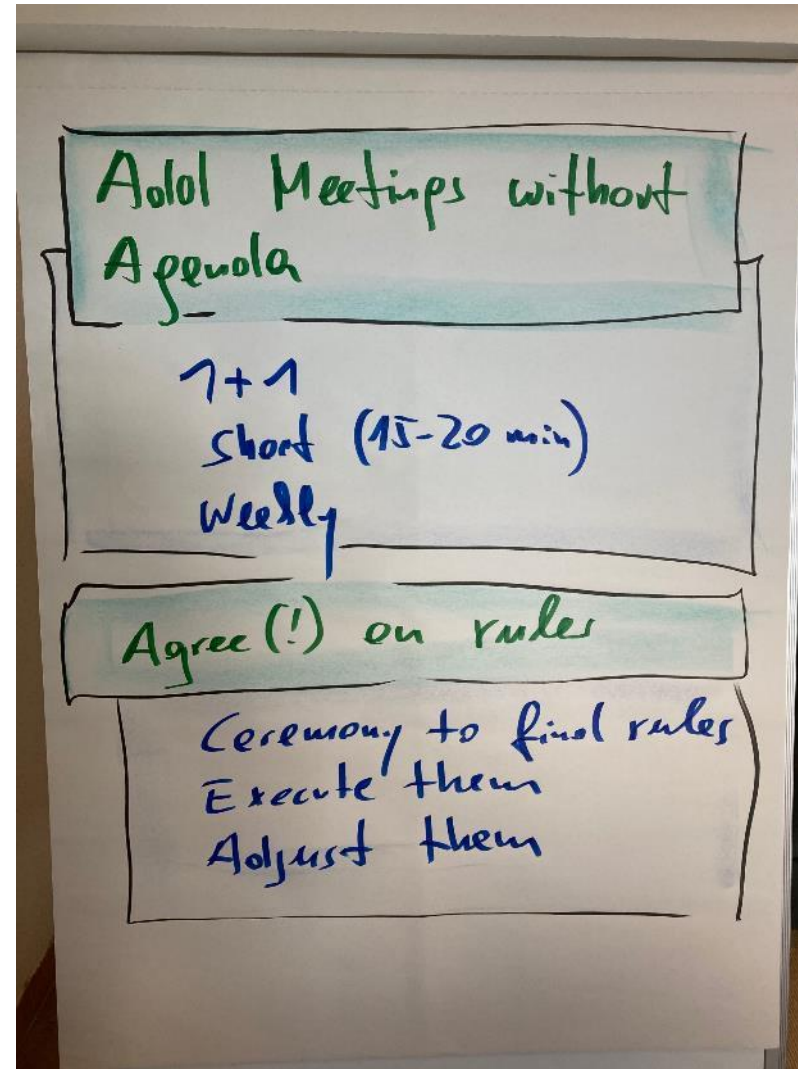
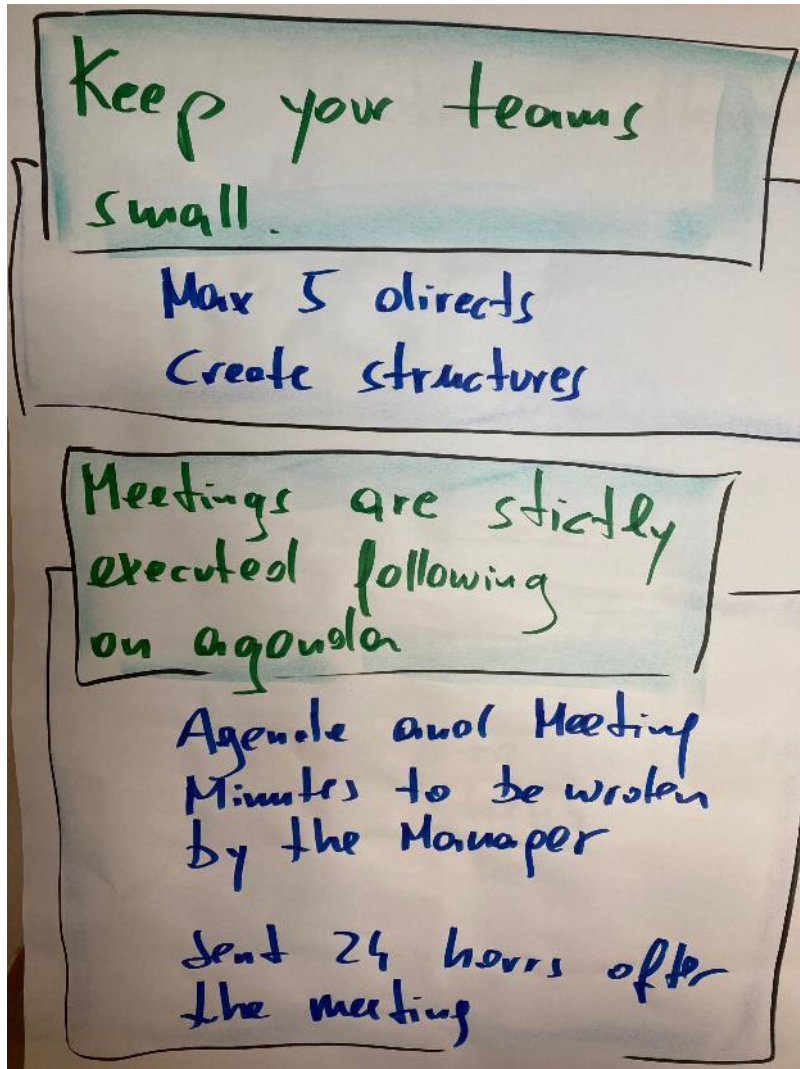
Data Center Region APAC
Location: APAC
Budget 15 Mio € / year



Experience Example: Managing teams in virtual environments



Experience Example: Managing teams in virtual environments



Groupwork: Breakout Rooms (for ZOOM)

1. Nominate a speaker to summarize your key findings (for ZOOM)

2. Discuss the practical experiences presented
 - > Which ideas can you take with you?
 - > What would you make differently?



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Thank you!