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October 12, 2012



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THE UNIVERSITY OF BRITISH COLUMBIA



# **PROJECT MANAGEMENT: EVENT PLANNING**



# Why manage projects?

- By following the process, one can feel confident that all parts of the event will be adequately planned for and that the event can run smoothly;
- By writing documentation, one can ensure someone else can take over an event in the case of illness or other unplanned circumstance;
- By documenting consistently, one can reduce the amount of time to re-run the event or a similar event, reducing the overall load on the office;



## Why (continued)

- By recording lessons learned and notes for the following year immediately following an event, one prevents knowledge from being lost over time;
- By maintaining a thorough documentation base, an organization can better plan for succession and reduce the risk associated with the loss of key members.

 WV EST Pitfalls

- Most project management models are for multi-million projects, with 40+ tasks of 8-80 hours each over many people
- Resources can be tight – need to justify the time commitment
- Clearly can't follow the formal process, but what parts are the most important?



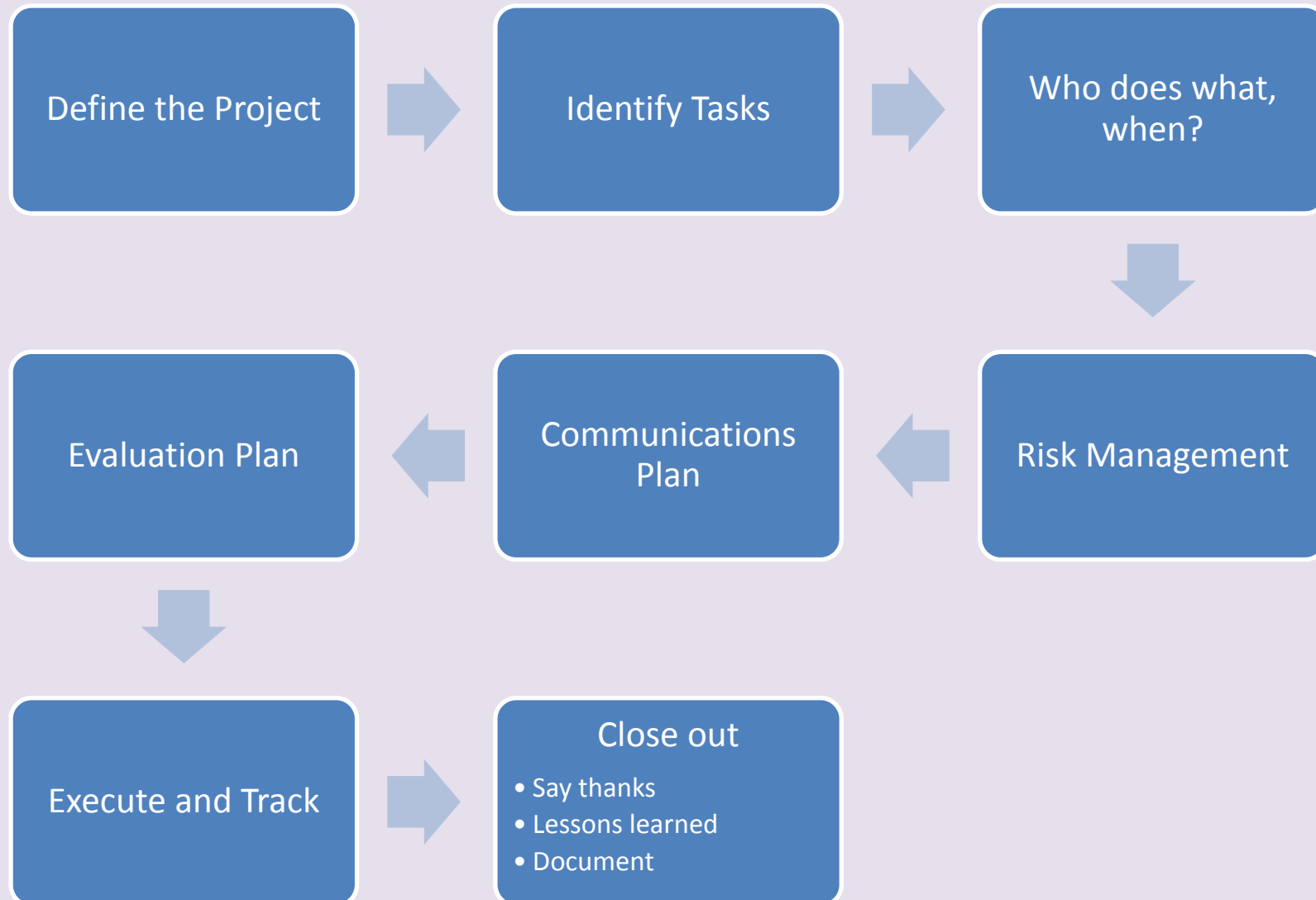
# A classic model of PM





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# A simplified events model





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# Today's Discussion

