



PROJECT MEDHIRA™

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Promoting the "Wisdom" of Project Management

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Archiving for Success

Are you contributing to your Organization's Business Intelligence?

One of the largest events of our time, the 2012 Summer Olympics, has recently wrapped up in London. As one might expect, many years of planning, coordinating, political maneuvering, and executing went into the project. From TV broadcasts and streams to hundreds of millions of people around the world, to the on-site logistics, many heads (often wearing multiple hats) were utilized to their fullest. And an accomplishment it was!

International Olympic Committee's success lies in creating and maintaining detailed records of not just the current but past Olympics, namely, every achievement, key activities, events, and processes to ensure that the knowledge from across all the Olympics is shared and available for future producers and organizers. The process of maintaining such information is known as *archiving*. Who benefits most from appropriate archiving? That's right – it's not just the producers of the next Olympic Games, but the fans, the participating countries, the media, and the athletes themselves.

The 2012 Olympics can be defined as a project, as it was a temporary endeavor that produced a unique product, service or result. As project managers, we must respect and use relevant historical data (old project archives) while

- initiating new projects to make appropriate high-level agreements
- planning to make the detailed agreements
- executing to reuse ("copy and paste") the appropriate data

During closing, Project Managers turn around and return the favor by adding the appropriate current project data to the historical data so that it is available to all. This is the knowledge transfer that enriches the project manager, the performing organization, the project community, and the stakeholders at large.



Traditional project management best practices tell us that establishing an archiving system early on in a project is vital. Whether a project takes place in a month and utilizes a small team, or it runs over the course of a few years and involves hundreds of people, proper archiving expectations should be established early.

Further, closing a project successfully should enable the sponsoring organization, as well as key stakeholders and the project team members, to benefit from the most valuable lessons from the project and have appropriate access to the artifacts.

The following steps highlight key aspects that a project manager may consider for iden-

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MEDHIRA'S PM MODEL FOR SUCCESS™

Project Management: A systematic, disciplined approach to attaining success for yourself, your company, and your clients.

Approach: As simple as following the steps laid out by Medhira's PM Model for Success.

Traits: Remember to be realistic, visionary, dedicated, creative, loyal and appreciative of success.



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tifying and developing a project archive for knowledge transfer:

- Define a good configuration management system
 - ◆ As a team, agree upon naming conventions for project artifacts, the significance of version and revision numbers, and a method for defining and getting agreement on changes to the original artifacts. Make sure there is an agreed procedural flow for incorporating and accepting changes.
- Define and Plan for archiving success (typically, an archive plan is a subset of the Communication Management Plan), by answering the following questions:
 - ◆ What project artifacts will be archived?
 - ◆ How will these artifacts be organized and archived?
 - ◆ Who will be responsible for archiving?
 - ◆ Who will be the recipient of the archive? Is it the PMO? The client? Or the business unit?
 - ◆ When will items be added to the archive and how often will these items be reviewed and verified?
 - ◆ Where will the archive be stored? (Electronically as well as physically)
 - ◆ What will be the related cost for maintaining this archive?
- Once your project is in execution mode, at each milestone the assigned team member implements the archiving plan as previously defined.
 - ◆ During status reporting, a project manager may provide an update of the archiving activities.
- During closing, the project manager ensures completion of the archiving plan. A valuable addition to the archive is the documentation containing lessons learned and suggestions for future products, processes and procedures. The success of the archiving process is the ceremonial handoff of the physical archive to the recipient of the archive.



The recipient of project archives has a commitment to future project managers, which is to provide the historic data of past projects. Of course they must consider the legal aspects when providing access to this data. Further, the indexing of project data and managing the relevance of this data becomes a key responsibility for the recipient of this data. As much

as archiving is about storing, it is also about final disposal. It is important to implement the appropriate disposal method, be it recycling, shredding, burning, or erasing (or placing the artifacts in a time capsule!) Successful organizations make business intelligence a priority and it all starts with the archiving process!

Thus, following these steps will help your project be remembered as a success – and it might even land repeat business for you or your performing organization! And now, we extend hopeful wishes to the teams already hard at work in planning the 2014 Winter Olympics in Sochi, Russia.

Project Managers:

Are you aware that archiving systematically can dramatically increase your chances of success on aggressive deadlines?

*Considering archiving but would like to learn more?
Contact us at www.medhira.com*

Need to improve your archiving processes, visit www.medhira.com to sign up for our consulting services, workshops and /or webinars

Things to ponder

Quotes to remember

As we let our own light shine, we unconsciously give other people permission to do the same. As we are liberated from our own fear, our presence automatically liberates others.

- Marianne Williamson

However beautiful the strategy, you should occasionally look at the results.

- Sir Winston Churchill

Risk comes from not knowing what you are doing.

- Warren Buffett

Message From The President

Ten Years And Beyond

Dear Colleagues, Business Partners and Friends,

This seventh edition of Project Medhira is dedicated to "Archivers." They help organizations achieve growth and success by maintaining records and providing lessons learned and other historic data so that successes can be replicated and the failures are not repeated. As George Santayana said, "Those who do not learn from history are doomed to repeat it".

We at Medhira are dedicated to providing methods and our historic data to collaborate for success and to support your needs through education, mentoring, products, and consulting.

For ten years, we, at Medhira, have strived to find new and better ways to show our appreciation and share our knowledge and best practices with the PM community and performing organizations. We appreciate your trust in our abilities and thank you for your continued support. Our workshops are offered in New York, Mumbai, New Delhi, Hyderabad, and Port Louis.

We appreciate your calls, referrals, and especially your requests to [collaborate for success](#).

Anita Dhir
CEO/President

October 2012



PM Career Strategies:

Leading for Success, Every Step of the Way

- Luke Lockett, PMP

Project professionals across industries speak to us from time to time about their career goals and challenges. A common (and highly admirable) goal for many is to improve their leadership capabilities. Improving one's own leadership skills can often lead to the betterment of the project team, the strengthening of a manager's personal circles – and more success in life! In the office, there will always be those lucky few who have the knack for being "the one everyone looks up to." Though, not every leader is born with that skill, you too can empower and lead for success!

Are you leading your team in the most efficient and inspiring way? As the summer fades, consider these tips as you move through your work days:

- Practice your speaking and communication skills
 - ◆ Use your voice to communicate confidence and ownership at all times.
 - ◆ Practice your meeting introductions, phone greetings, and as many other public discussions or presentations as you can.
 - ◆ For every moment that you speak, try to listen for 2-3 minutes. The more you allow others to be heard at the right time, the better you position yourself to find consensus and solve problems without delays
- Visualize yourself as the leader you want be
 - ◆ Close your eyes for a moment, at least once a day, and say "this is who I want to be tomorrow." Create a mental picture in your mind of what you'll look like, how you'll sound, and how you will feel as a more confident leader. Doing this daily helps you focus your activities around this goal.
- Be Proactive and Stay Positive
 - ◆ Try your best to keep the focus on positivity and growth. Doing this will not only keep your energy high, but also keep you smiling. We've all seen that team members, senior staff members, and recruiters are drawn to the person who can confidently face whatever comes their way, while remaining upbeat, and result-focused.

Remember – the most important factors behind good leaders are practice and consistency. Set your own bar for leadership success by writing your goals down, combining them into your daily life, and being the role model for your team. Starting these steps today puts your success in clear view!

Medhira Enterprises helps project managers with career consulting & training services – let us know what we can do for you!

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◆ PM Certificates

- ◆ **Critical Components of PM Solutions:** 5-Day Workshop, Enhance your project management knowledge to the next level (35 PM Contact Hours or PDUs), March 3, 10, 17, 24, and 31, 2013, 9:30 AM - 5:30 PM
- ◆ **PM Landscape:** 5-Day Workshop, Enrich your project management knowledge (35 PM Contact Hours or PDUs), March 2, 9, 16, 23, and 30, 2013, 9:30 AM - 5:30 PM

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Fun With Project Management

Laws to remember:

CARLSON'S CONSOLATION:

Nothing is ever a complete failure; it can always serve as a bad example.

COHN'S LAW:

The more time you spend in reporting on what you are doing, the less time you have to do anything. Stability is achieved when you spend all your time reporting on the nothing you are doing.

CROPP'S LAW:

The amount of work done varies inversely with the amount of time spent in the office.

GUMPERSON'S LAW:

The probability of a given event occurring is inversely proportional to its desirability.

RYAN'S LAW:

Make three correct guesses consecutively and you will establish yourself as an expert.

MURPHY'S LAWS:

- 1) If anything can go wrong, it will.
- 2) Nothing is as easy as it looks.
- 3) Everything takes longer than you think it will.

DOW'S LAW:

In a hierarchical organization, the higher the level, the greater the confusion.

PETER'S PRINCIPLE:

In every hierarchy, each employee tends to rise to the level of his incompetence.

PARKINSON'S LAW:

Work expands to fill the time available for its completion.

PARKINSON'S LAW, MODIFIED:

The components you have will expand to fill the available space.

WEILER'S LAW:

Nothing is impossible for the man that doesn't have to do the work.

Which one is your favorite? Tell us at <http://medhiraenterprises.wordpress.com/>

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collaborating for success

Medhira Enterprises, a New York based firm with a presence in India and Mauritius, provides consulting and training services in project management and operational best practices. We collaborate with our global clients to strategically improve their overall business performance. Our customized solutions are based on innovative and proven best practices highlighted in PMI®, ISO 9000, and SEI CMM guidelines that are targeted towards achieving your growth and excellency objectives. For our latest offerings, visit our web site, www.medhira.com



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