

Advanced Computer Skills: Project Management

La Sierra Academy
2nd Semester, 2006-2007

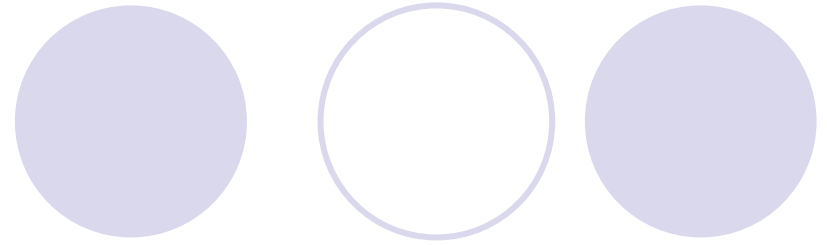
Week 3, Day 1 and 2

Review of Homework

Blog Posting: Project Ideas

- ???

Speech for Day 2



- Review of the Rubric
 - Organization
 - Subject Knowledge
 - Graphics
 - Mechanics
 - Eye Contact
 - Elocution

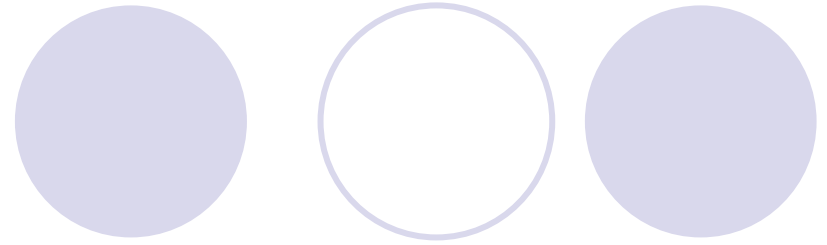
Work Breakdown Structure

Basics of Public Speaking

Public Speaking 101, 1

- Notes are a reminder, not a script
- Stand up straight, feet a comfortable distance apart
 - Do not cross your feet
 - Do not lean on one foot or the other or fidget
- What are you going to do with your hands?
 - Do not clutch your notes or the podium
 - Try to gesture comfortably

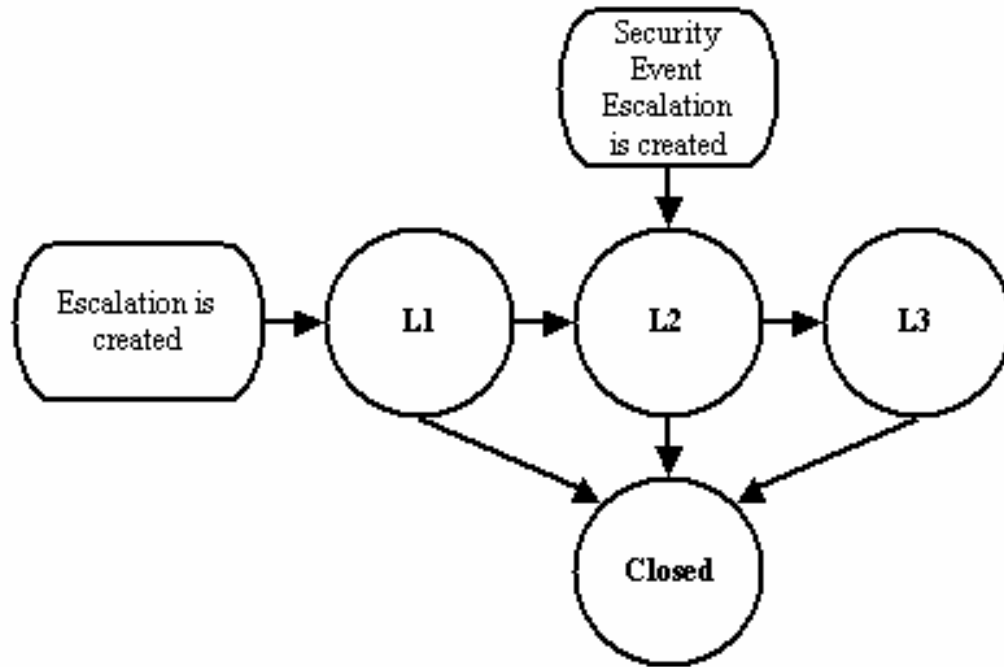
Public Speaking, 2



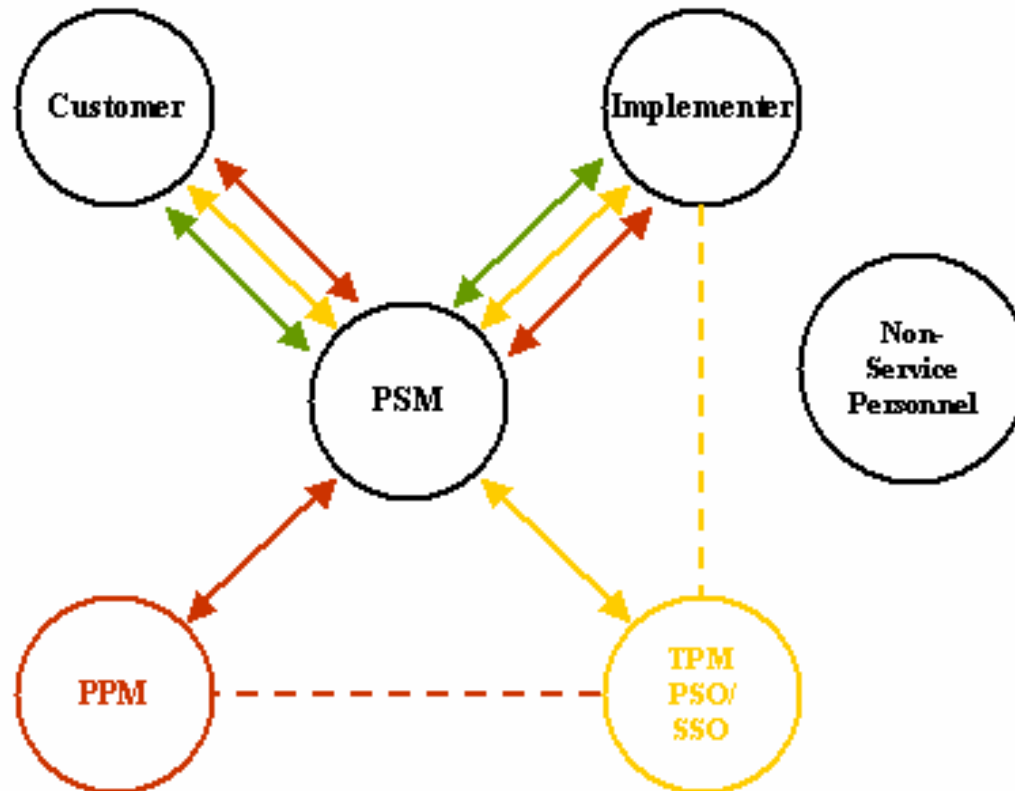
- Speak loudly, clearly, and slowly
- Eliminate nervous expressions
 - Pause and take a deep breath before going on
 - Avoid saying “uhhhh” or “ummmm”
- Visual Aids should be simple, large, and uncluttered
 - Audience should be able to read from the back

Examples of Visual Aids in PowerPoint

Simple Flowchart



Simple Flowchart with Color



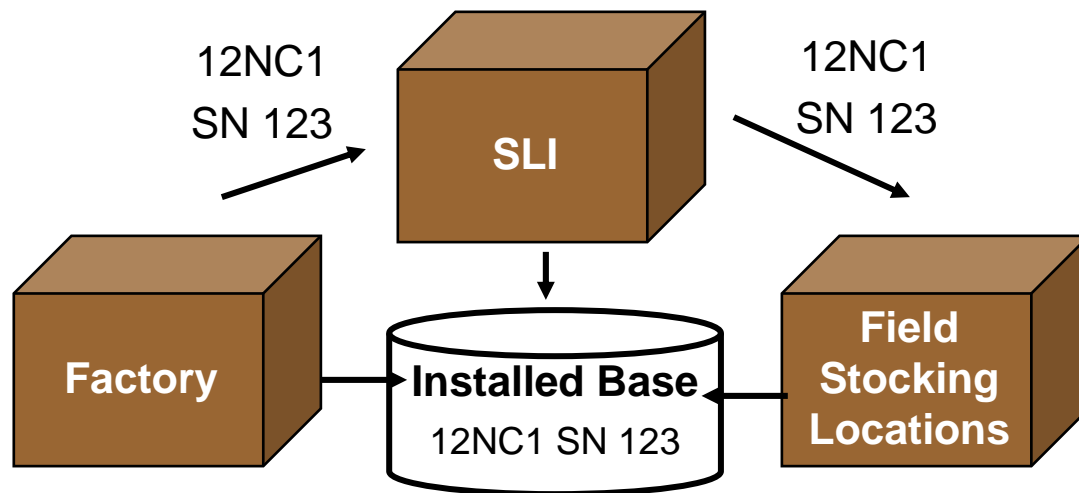
Color Key

- Level 1
- Level 2
- Level 3
- - Copied on communications

Abbreviations

- PSM: Problem Solution Manager
- TPM: Technical Problem Manager
- SSO/PSO: SSR/PMG Security Officer for security events
- PPM: PMG Problem Manager

Flowchart with 3-D Shapes, 1



Flowchart with 3-D Shapes, 2

Pre- MEDIC: Project Team Charter

M: Map and Measure

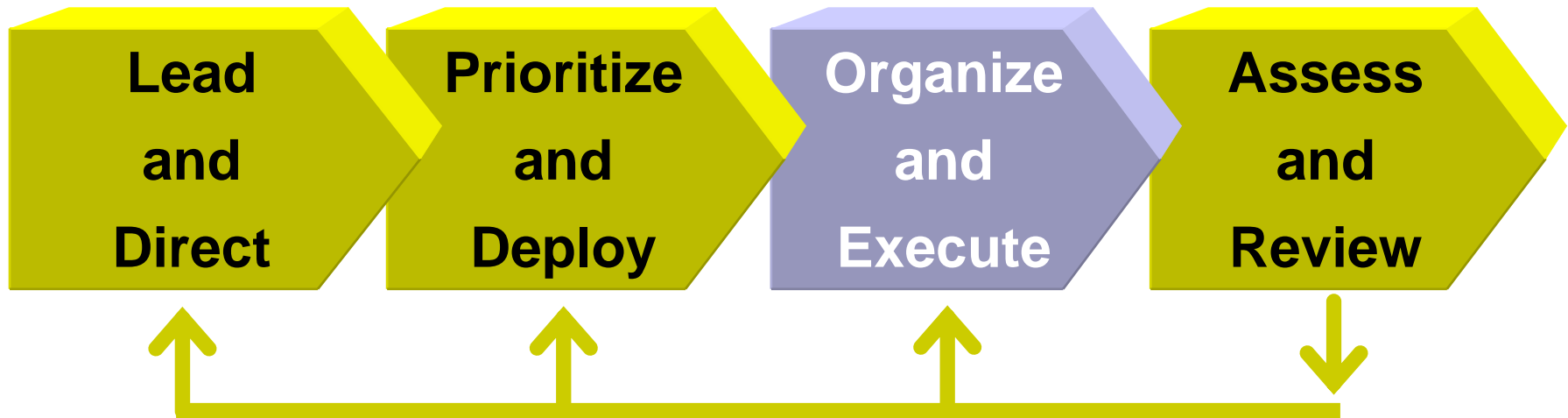
E: Explore and Evaluate

D: Describe and Define

I: Implement and Improve

C: Control and Conform

Flowchart with 3-D Shapes, 3



MEDIC ensures that the process improvement goals are achieved in the execution phase

Flowchart with Photos



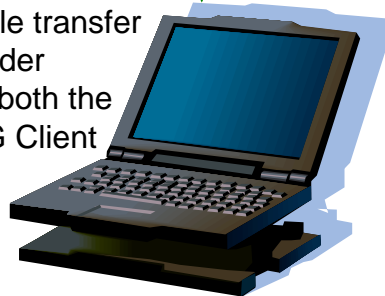
Customer Purchase Order

1. The customer purchase order is provided

2. Information from the customer purchase order is entered into the SAP IC and an IC sales order number is generated



5. A direct SAP file transfer provides sales order information from both the SAP IC and PMG Client to Junior



3. The PMGs have their own client that is used by all the supply divisions. The order information is then sent to the PMG client. The PMGs generate their own sales order numbers.



IC Sales Order



4. The PMG Client sends its PMG sales order number, product, shipment schedule, serial numbers, etc, back to the SAP IC

Terms

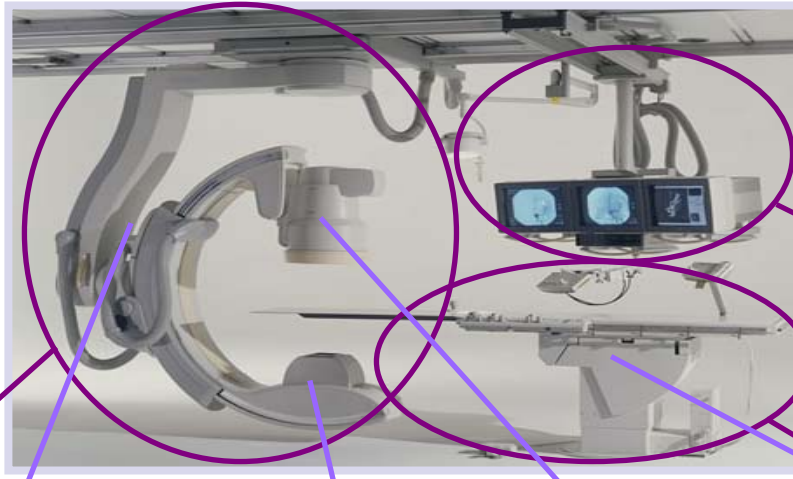
SAP IC = the Integrated Client used by an SSD to manage its business

PMG Client = system used by factories to manage its business

SSD = Sales & Service District

PMG = Supply division

Using Animation for Complex Info



System Code
"Parent System" or "Family" of Products

Physical MainBlock
Main Blocks that are visually recognizable as a "stand-alone" part of the system

Physical SubBlock
Physically connected to the Main Block; it cannot stand alone by itself

Traceable Item
An item that PMS must be able to locate in the IB during the life of this equipment or longer if legally required.
Traceable Items are connected to the Physical Sub Blocks.

Highlighting to Focus the Audience

