

Video Timestamps for Training Module #1 | Project Management

Note: PDF versions of the Microsoft Word documents are available on the website:

https://www.ruralgrocery.org/learn/grocery-operations-training/module_1.html

00:00:50 - My Personal Project Management Philosophy

00:03:20 - Part One: [Mod1_1 Project Management Concepts](#)

00:03:36 - Project vs. Operations

00:06:10 - Phases of the Project

00:06:38 - Phase One: Initiating

00:07:16 - Phase Two: Warm Up

00:07:52 - Phase Three: Hot Project

00:09:01 - Phase Four: Wrap Up

00:09:59 - Communication

00:11:48 - Video referenced:

<https://youtu.be/N-Zel07vrro?feature=shared>

00:12:19 - Social media

00:13:43 - Document sharing

00:14:01 - Project Scope

00:14:15 - Idea Walls

00:16:15 - Scope Creep, Mission Critical, & After Opening

00:18:10 - Rolling Wave Planning

00:21:25 - Requirements vs. Tasks

00:23:27 - Constraints, Dependencies, & Traceability

00:26:17 - Budget Management

00:27:16 - Stakeholders

00:30:45 - Part Two: [Mod 1_2 Project Charter Template](#) Break-Down

00:32:08 - Vision / High Level Project Description

00:32:11 - Project Purpose / Justification

00:32:28 - Project Objectives (Scope, Financial, Quality)

00:33:37 - Milestones Summary

00:34:04 - Definition of Project Success

00:35:11 - Budget Summary

00:35:19 - High Level Risks & Responses

00:37:33 - Agreements

00:37:54 - Enterprise Environmental Factors

00:39:08 - Organizational Process Assets

00:40:11 - Authority Level of Project Manager (PM) or other key stakeholders

00:40:53 - Project Charter Acceptance Signatures

00:41:15 - Part Three: [Mod1_3 Executive Summary Template](#) Break-Down

00:41:56 - Summary of Project, Management Team, Business Origin Story

00:42:30 - Products & Services, Customers, Marketing & Sales

00:42:51 - Financing Requirements

00:43:05 - Part Four: [Mod1_4 Business Plan Template](#) Break-Down

00:43:38 - Executive Summary

00:44:22 - Competitive Advantage

00:45:26 - Competitors

00:45:32 - Sourcing & Fulfillment

00:46:29 - Technology

00:47:31 - Department Operations & Specific Services

00:49:06 - Location & Human Resources, Facilities

00:49:27 - Personnel Plan, Initial Staffing

00:50:49 - Termination Security Protocol

00:51:30 - Customer & Market Analysis

00:52:55 - Pricing

00:54:37 - Key Community Partners

00:55:41 - Promotion

00:57:26 - In-Store Customer Experience

00:58:03 - Strategy & Implementation

00:59:11 - 5 - 10 Year Timeline

00:59:25 - Part Five: [Mod1 5 Stakeholders Template](#) Break-Down

00:59:48 - Project Management Team

1:00:19 - Project Role

1:00:48 - Frequency of Updates

1:01:11 - Part Six: [Mod1 6 Task Tracking & Scheduling Dependencies](#) Break-Down

1:01:22 - Item Name & Status

1:01:55 - Mission Critical

1:02:40 - Project Area & Additional Areas

1:03:24 - Dependent on Task Number

1:04:09 - Project Team Contact

1:05:01 - Due Date

1:05:22 - Elaborated Description & Project Notes