

Project Coaching

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Project Coaches

- Project Coaches are senior Industrial Engineers with extensive knowledge from past projects.
- They enjoy working with younger Industrial Engineers.
- They have strong communication & listening skills.
- They have strong Project Management skills.
- They have excellent Operations knowledge.
- They know many useful Contacts.
- They utilize basic Project Management techniques to monitor the Project Plans & Schedules, developed by the newer IEs themselves.
- Project Coaches are able to advise multiple projects in various stages of completion.
- They make themselves available to all the newer engineers.
- They can adapt to the needs of the individuals being coached.
- Project Coaches are comfortable with helping others complete projects, while they often remain “invisible” to the internal customer.
- Project Coaches take newer IEs out into the factory to meet people and understand Production processes: production procedures, support groups, & various data sources.
- They may review presentations prior to being shown to the Project’s customer: including the outline & format and likely questions that may come up.

Project Review Meetings

- Check status to the original Project Plan/Profile
 - Is it still valid for the project?
 - Or has the Scope or planned Deliverables changed?
- List names of who is currently working on the project
 - Rough amount of time - or % of their time - they have been working on the project recently
 - What is their main role on the project, currently
- Check status to the most recent Project Schedule
 - MS Project or whatever Work Breakdown Structure or Milestone Chart they are using
- Check current % complete for the major Project Stages
 - For each of the main Project Stages: Start-up, Documentation & Measurement, Solutions, Conclusions, Implementation or Follow-up
- Review some of the results from any Project Stage listed as more than 80% complete
 - Show some of the Outputs from the project’s Stages, as is
 - Do not prepare anything new for this Review Meeting
- Discuss the next planned activities
 - What is planned for the next month?
 - Who on the Project Team will be doing what?
- Discuss any project concerns
 - Resource issues, cooperation issues, etc.

- Agree on the timing for the next Coaching Review Meeting
 - Suggested Coaching Review is when the project is starting a new major stage, or a stage is now listed as 80% complete
 - But no more than 1 month away regardless of % complete

Summary

- Project Coaches can be very helpful if they are available, willing, & adaptable.
- They utilize and teach basic Project Management techniques as part of their Coaching.
- They utilize the Project's Schedule (built by the newer IEs themselves), also the planned Deliverables from each Stage of a Project, during periodic Coaching Reviews.
- They try not to influence the project's Conclusions & Recommendations.