



# micro.P3.express

minimalist project management system for micro-projects

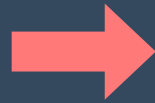


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① High-level overview

② Full review

③ NUPP

④ Tailoring

⑤ Context

⑥ Certification

## Mega-Projects

## Small, Medium, and Large Projects

## Micro-Projects

Approximately 1 to 7 people  
Done in organizations of any size

P3.express

micro.P3.express

**Mega-Projects**

**Small, Medium, and Large Projects**

**Micro-Projects**

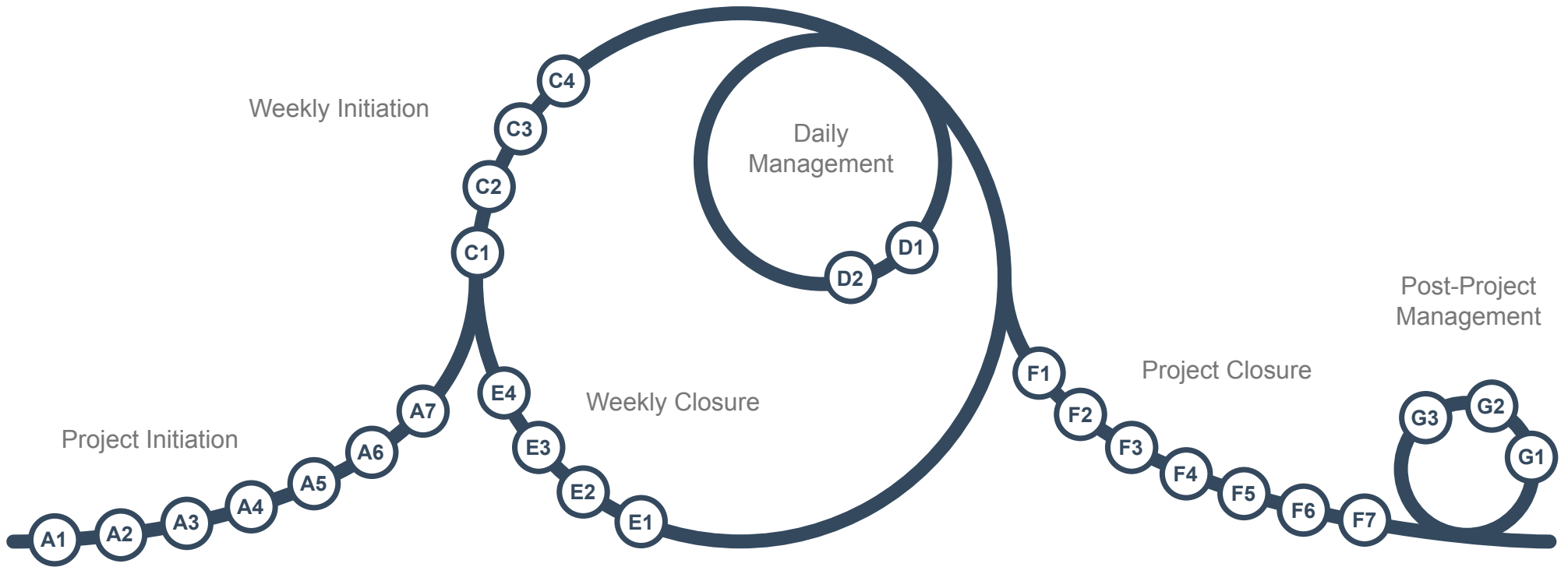
Approximately 1 to 7 people  
Done in organizations of any size

**P3.express**

**micro.P3.express**

Open, minimalist  
project management systems

```
graph TD; MP[Mega-Projects]; SMLP[Small, Medium, and Large Projects]; MicroP[Micro-Projects]; P3[P3.express]; microP3[micro.P3.express]; OMS([Open, minimalist project management systems]); OMS --- P3; OMS --- microP3;
```



Project Initiation

Weekly Initiation

Daily Management

Weekly Closure

Project Closure

Post-Project Management

A1

A2

A3

A4

A5

A6

A7

C1

C2

C3

C4

D2

D1

E1

E2

E3

E4

F1

F2

F3

F4

F5

F6

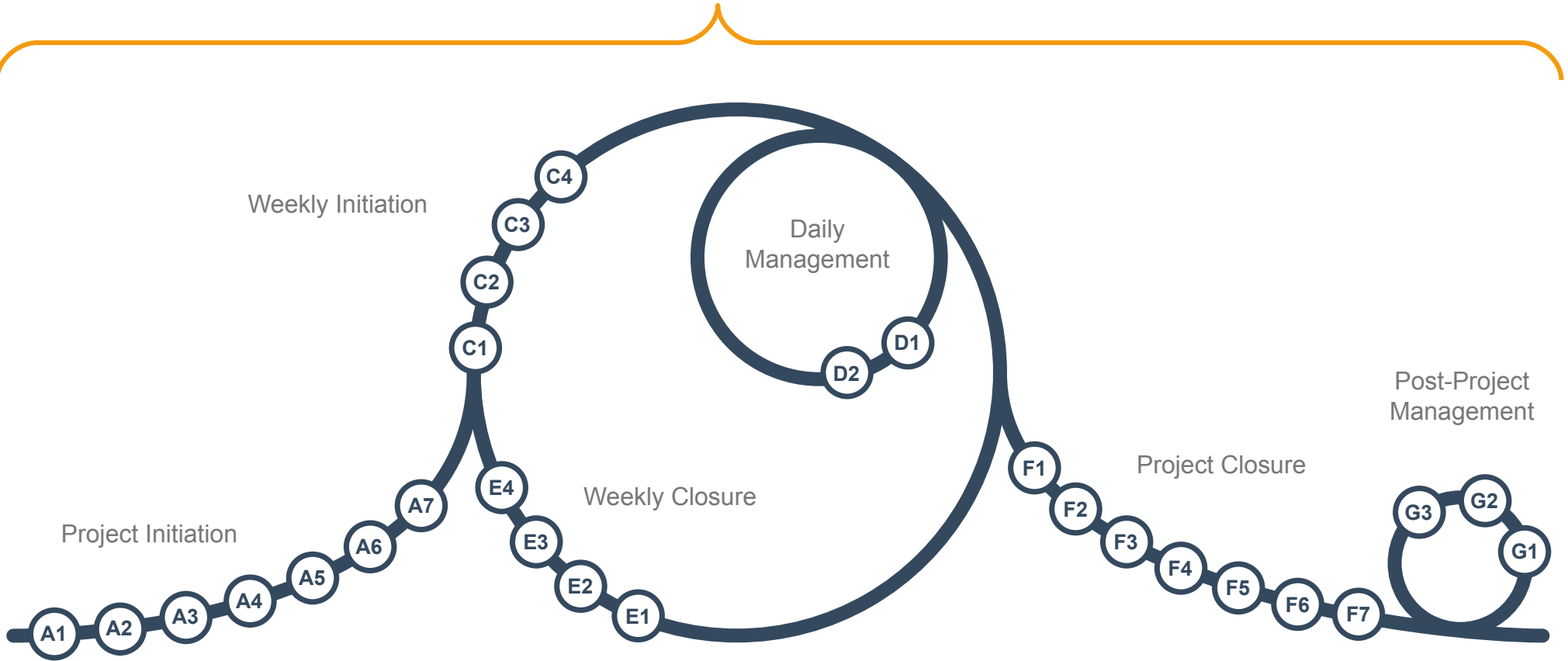
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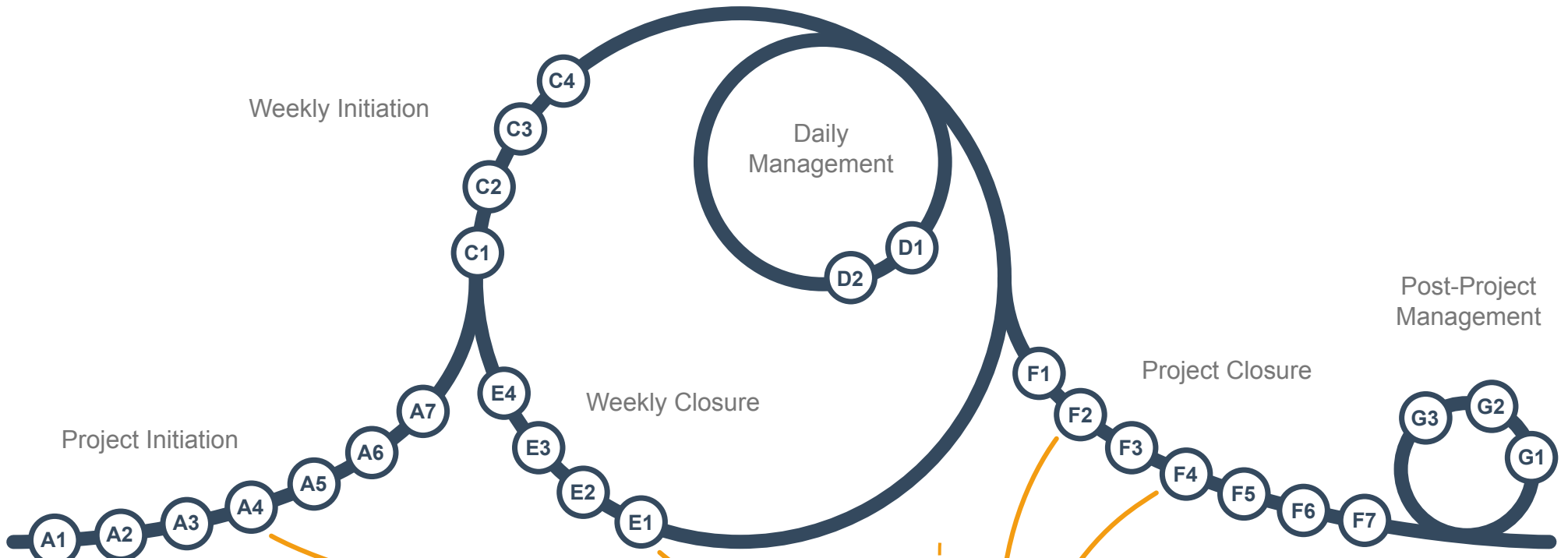
G3

G2

G1

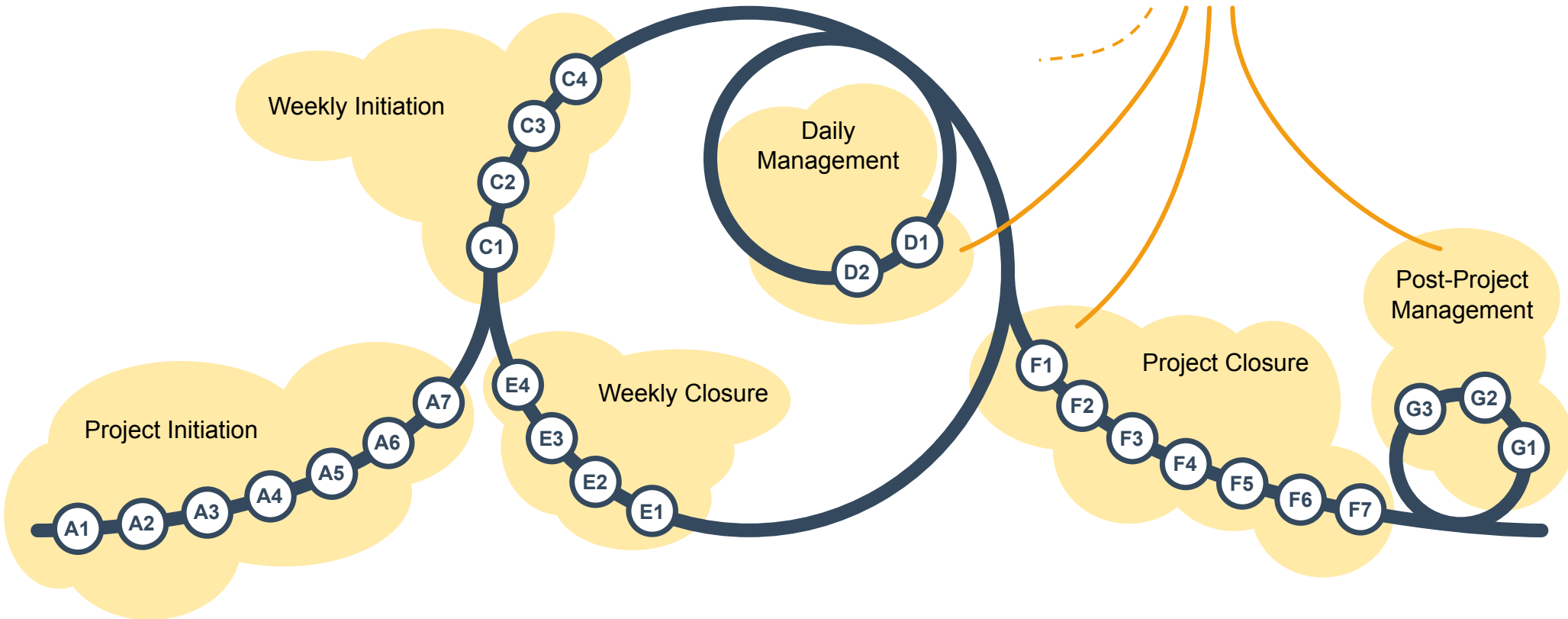
# The Process

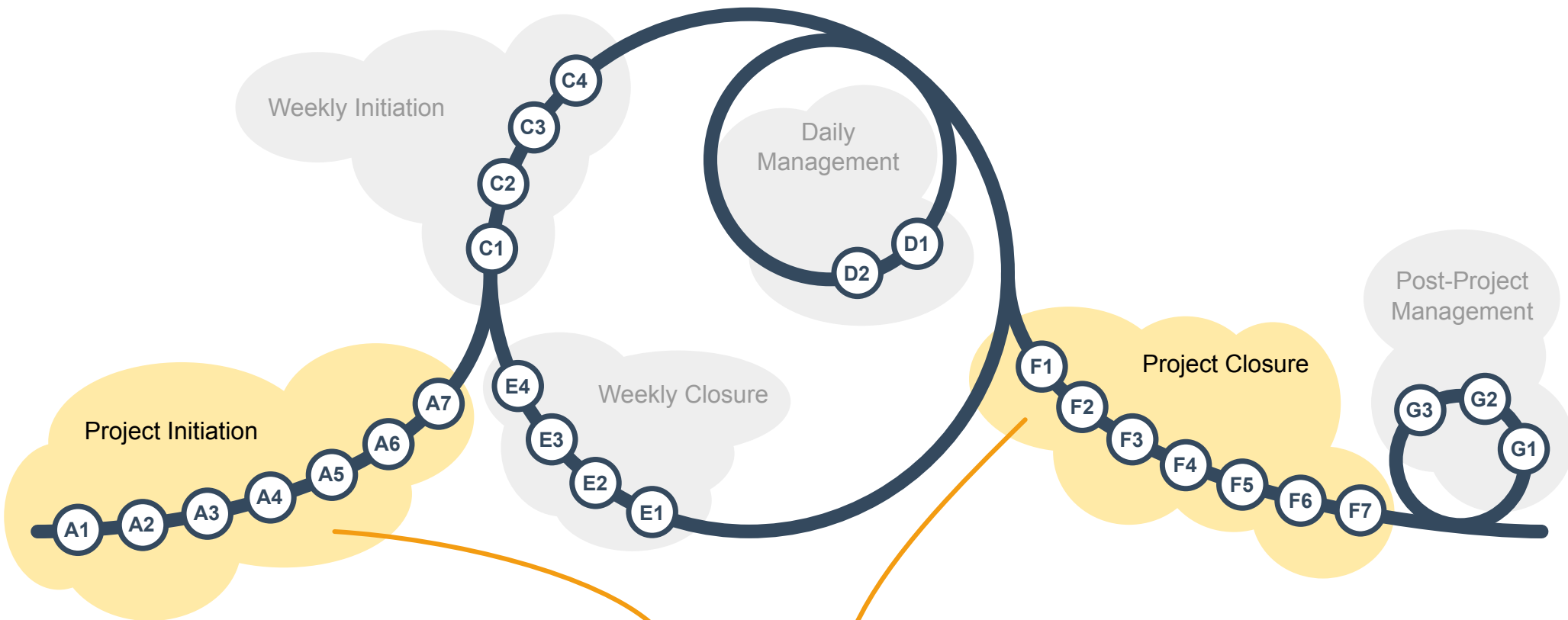




**27 Management Activities**

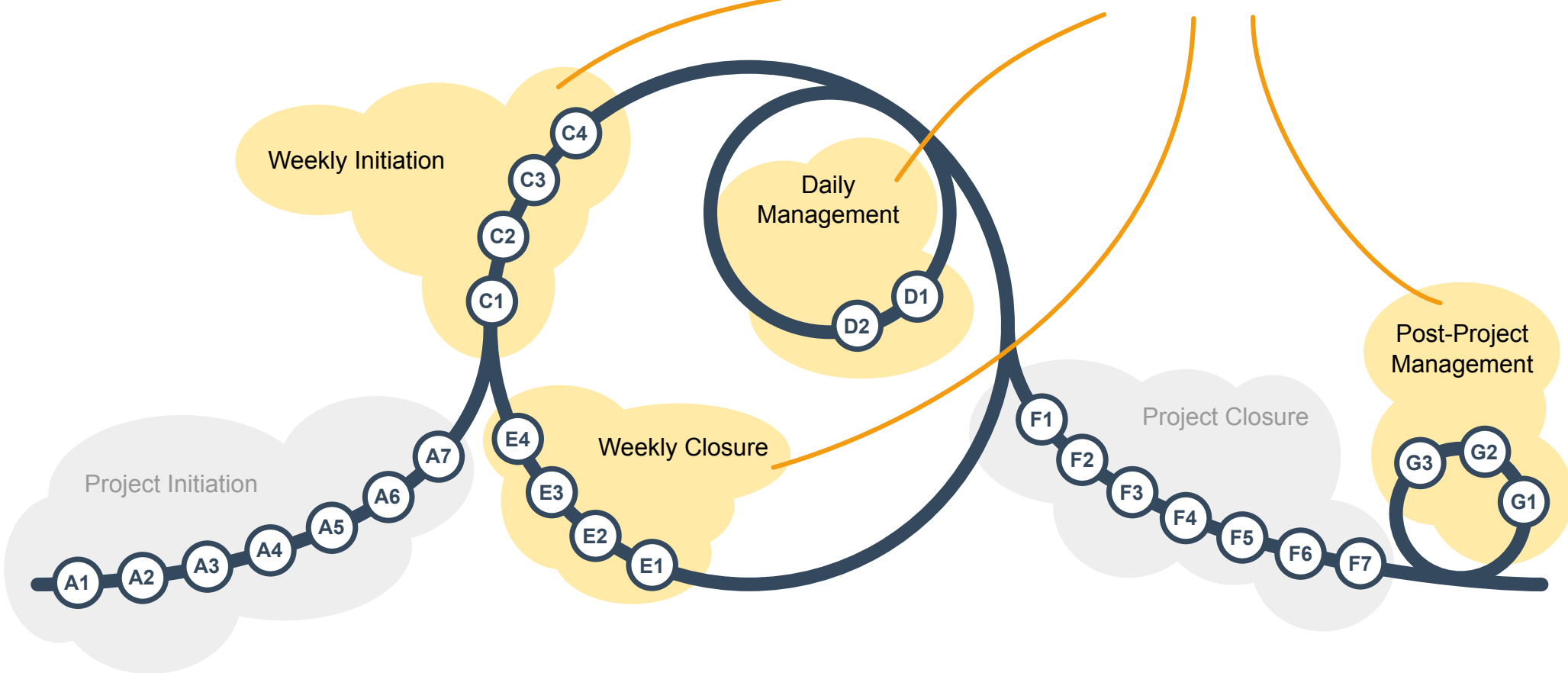
## 6 Activity Groups

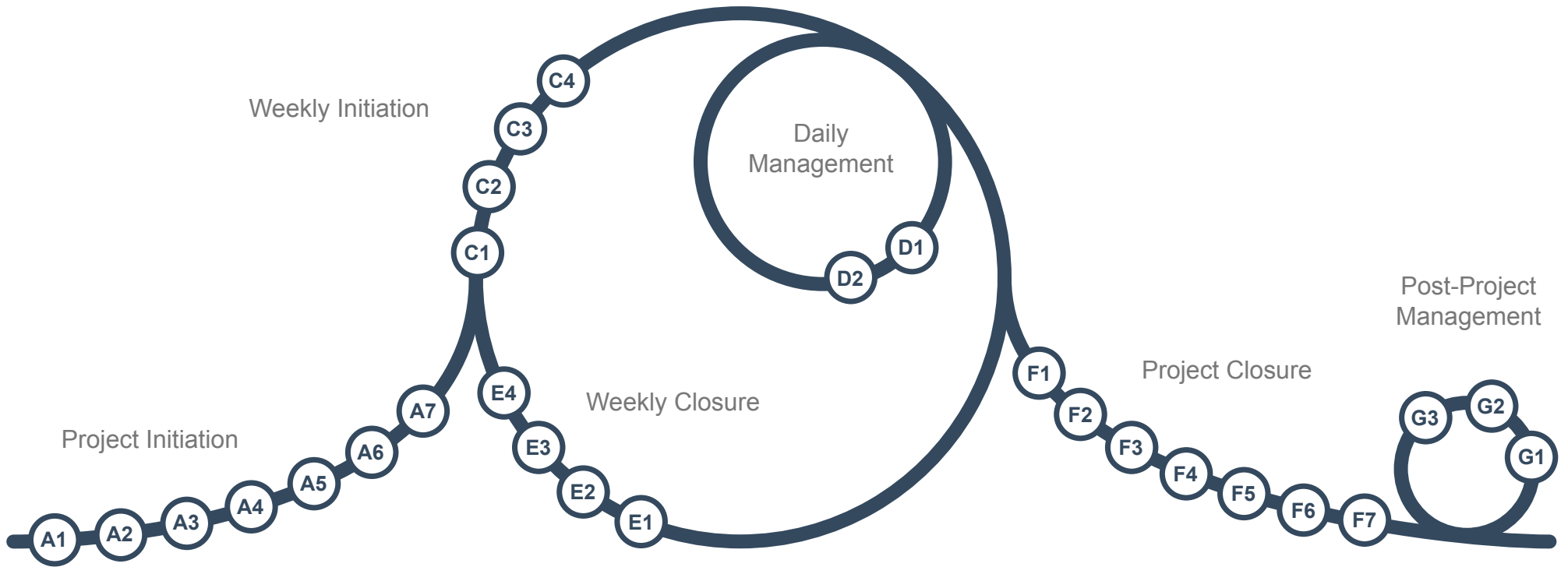




**2 Linear Activity Groups**

# 4 Cyclic Activity Groups





Weekly Initiation

Daily Management

Post-Project Management

Project Initiation

Weekly Closure

Project Closure

A1

A2

A3

A4

A5

A6

A7

C1

C2

C3

C4

D2

D1

E4

E3

E2

E1

F1

F2

F3

F4

F5

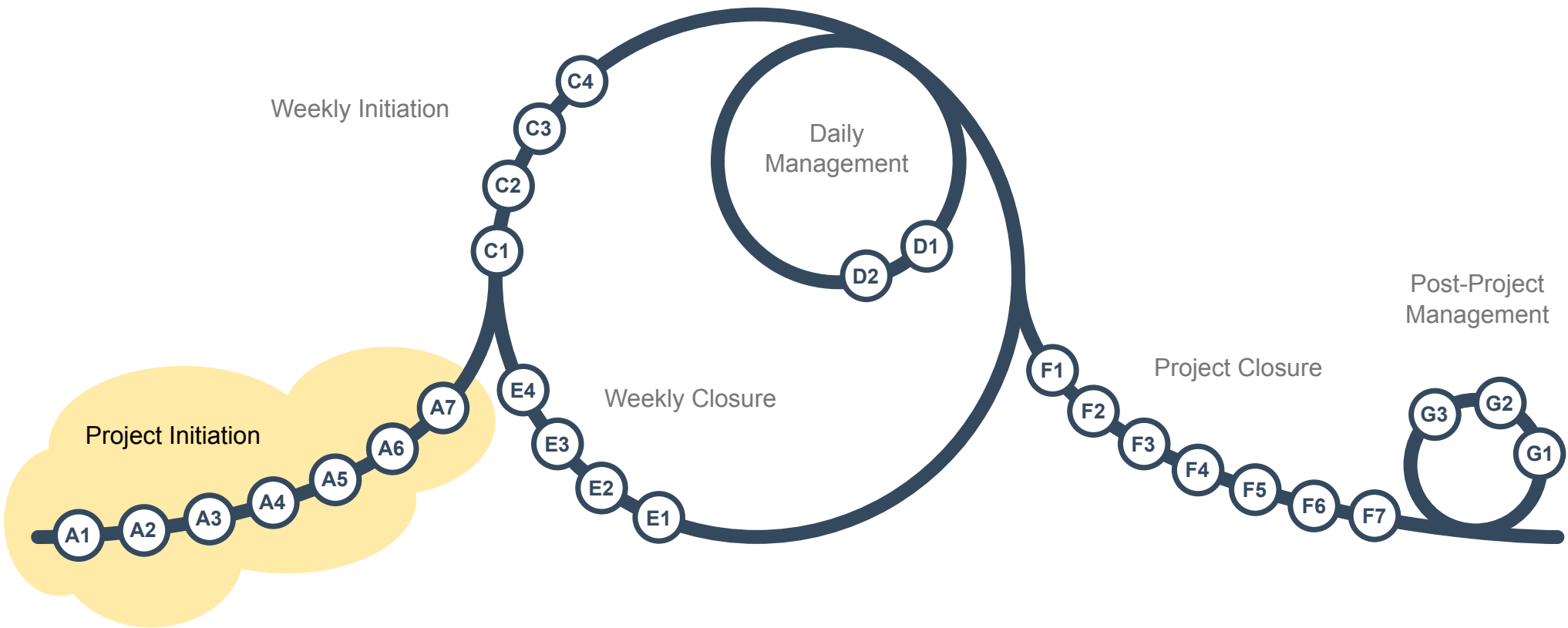
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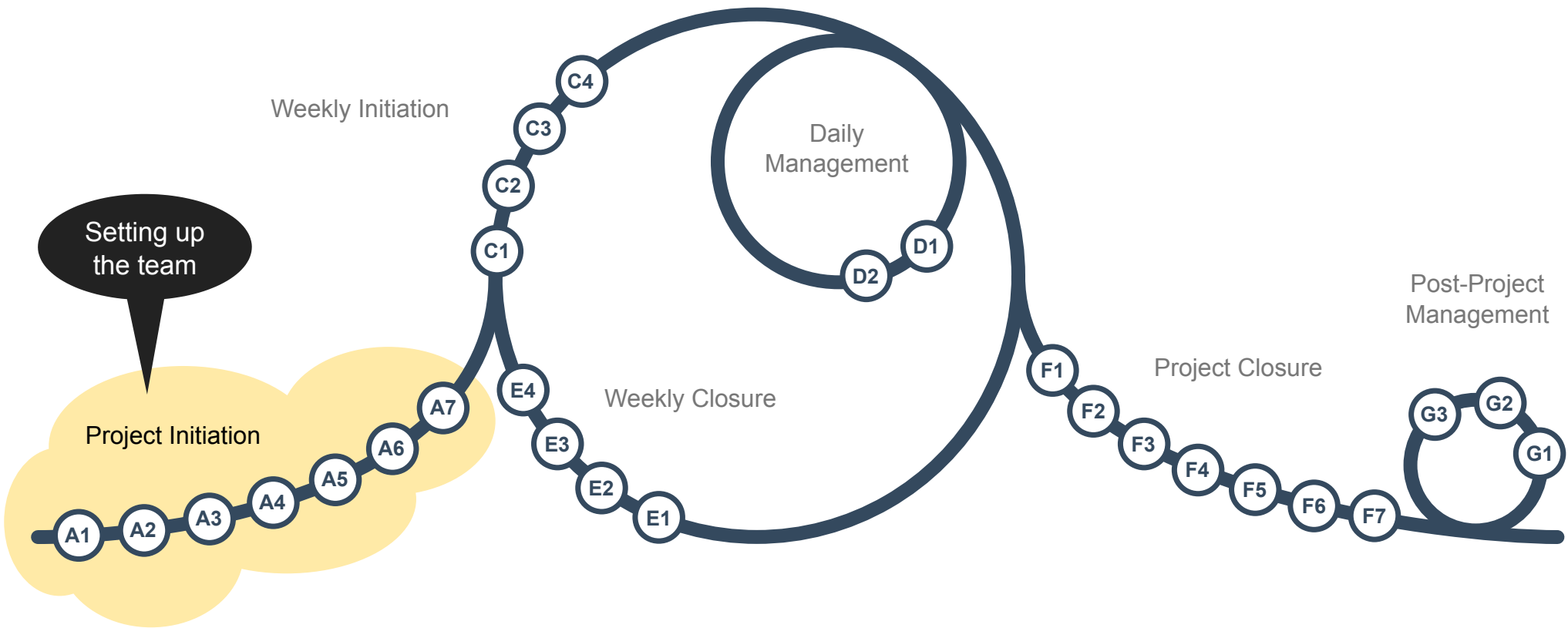
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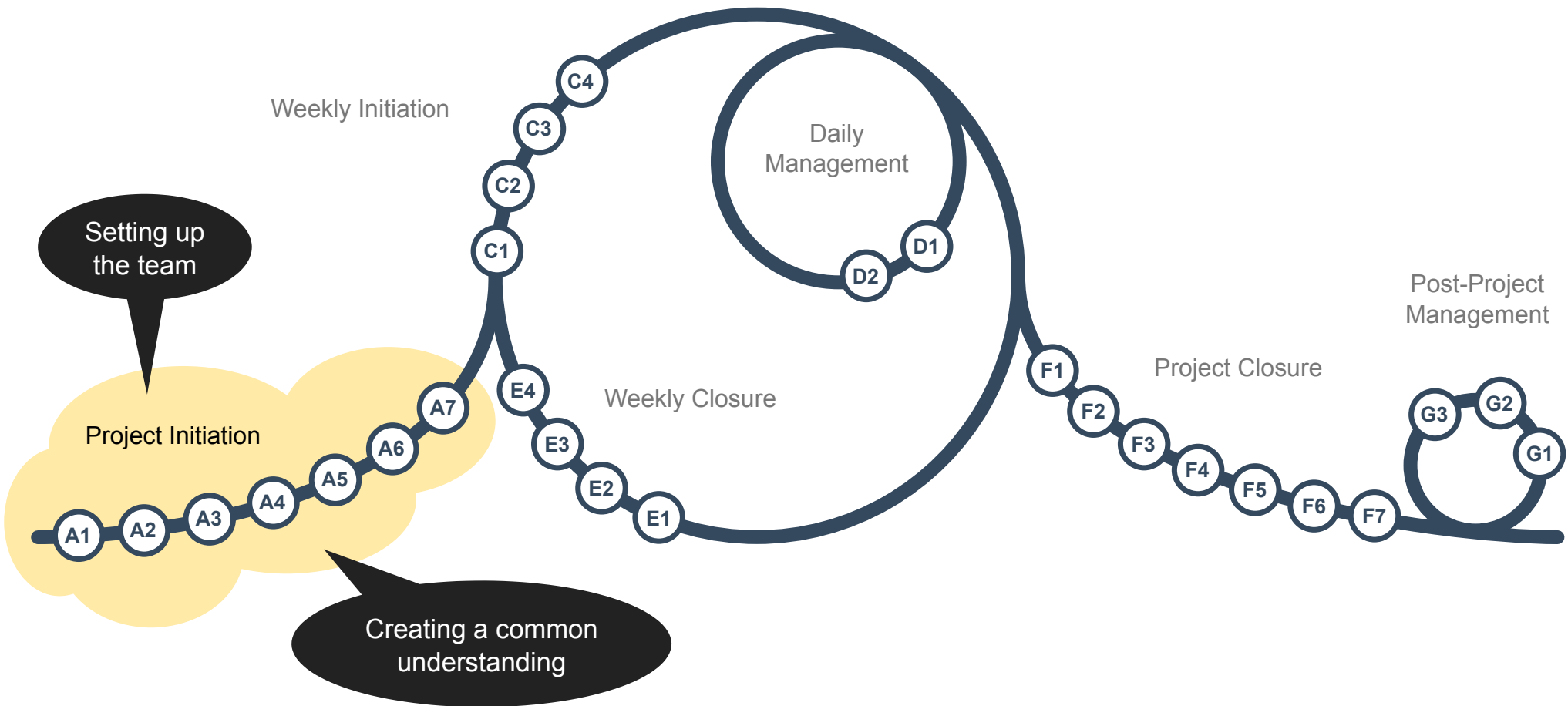
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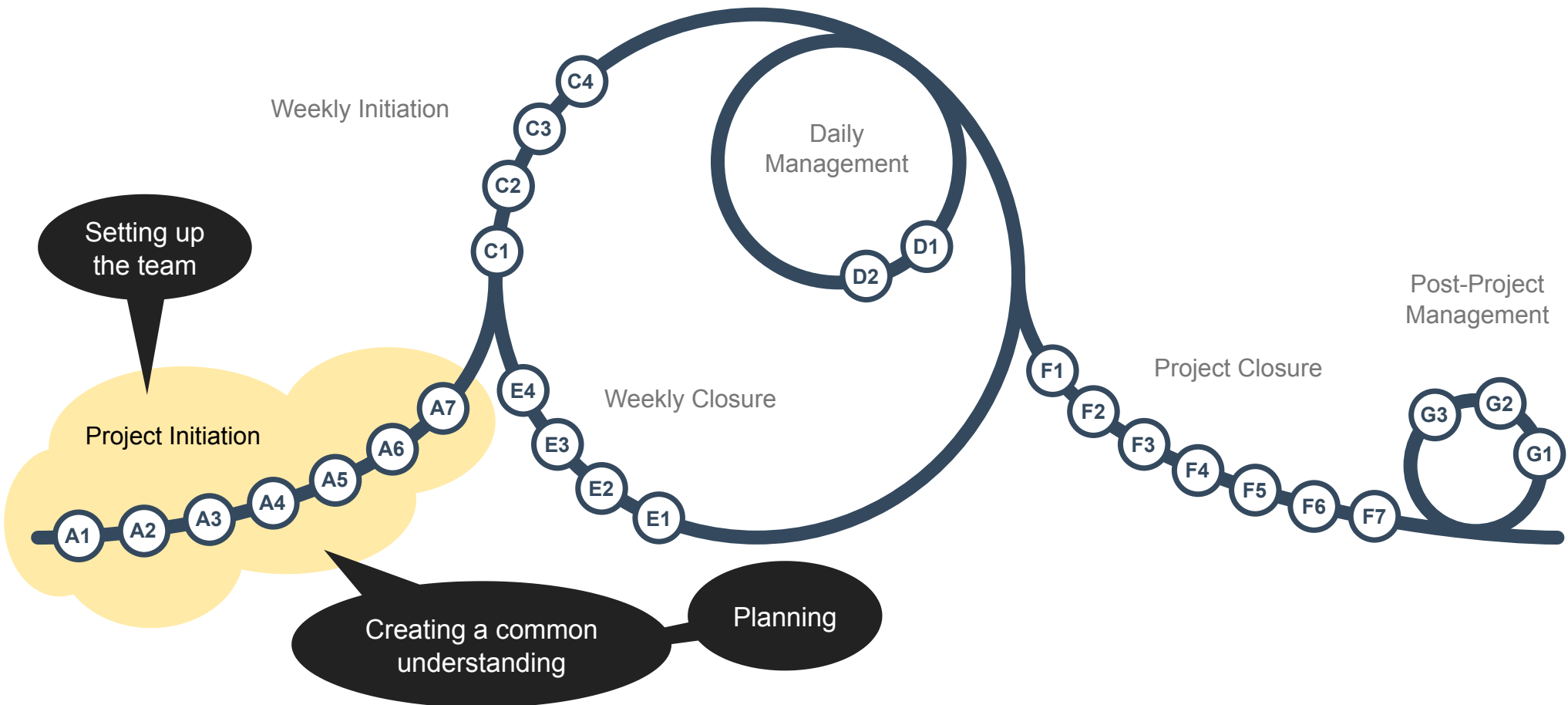
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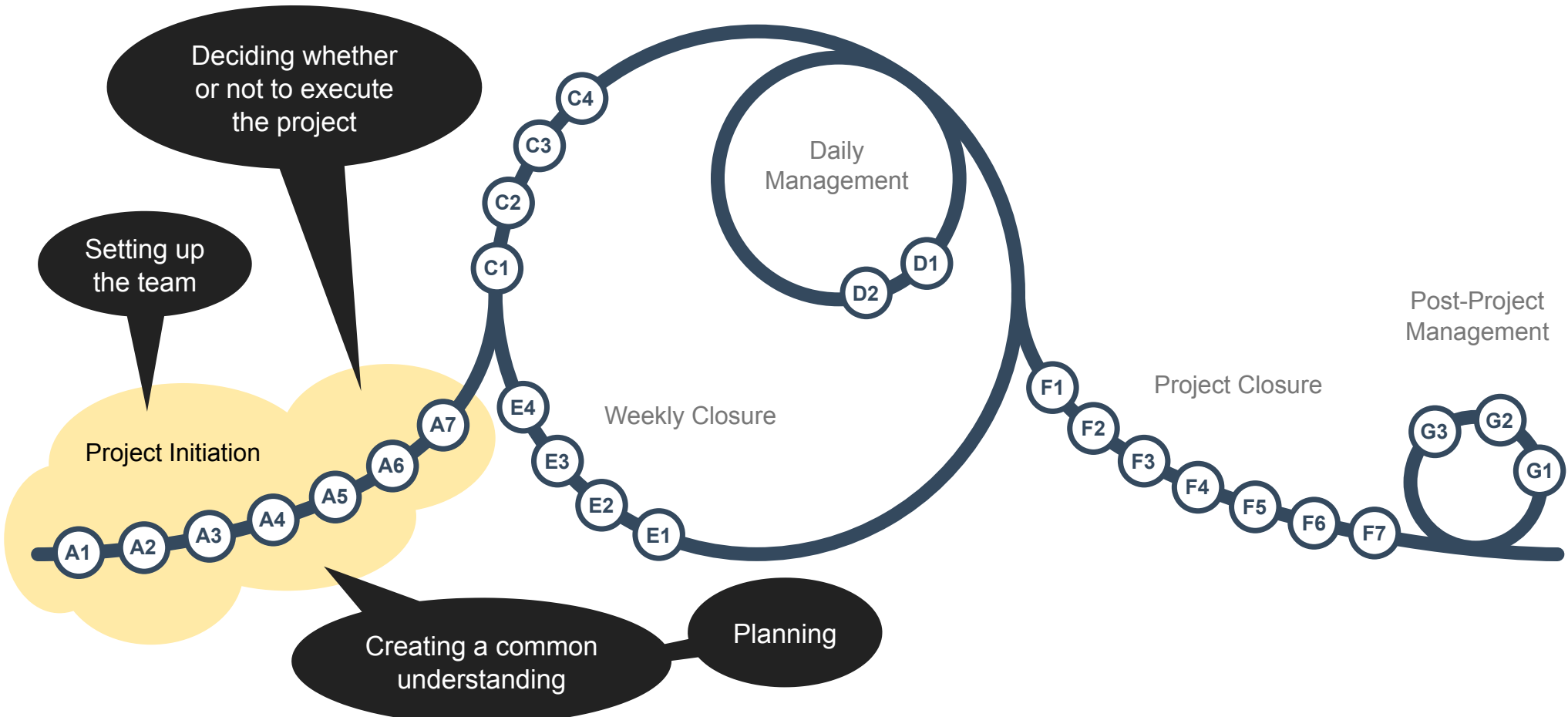
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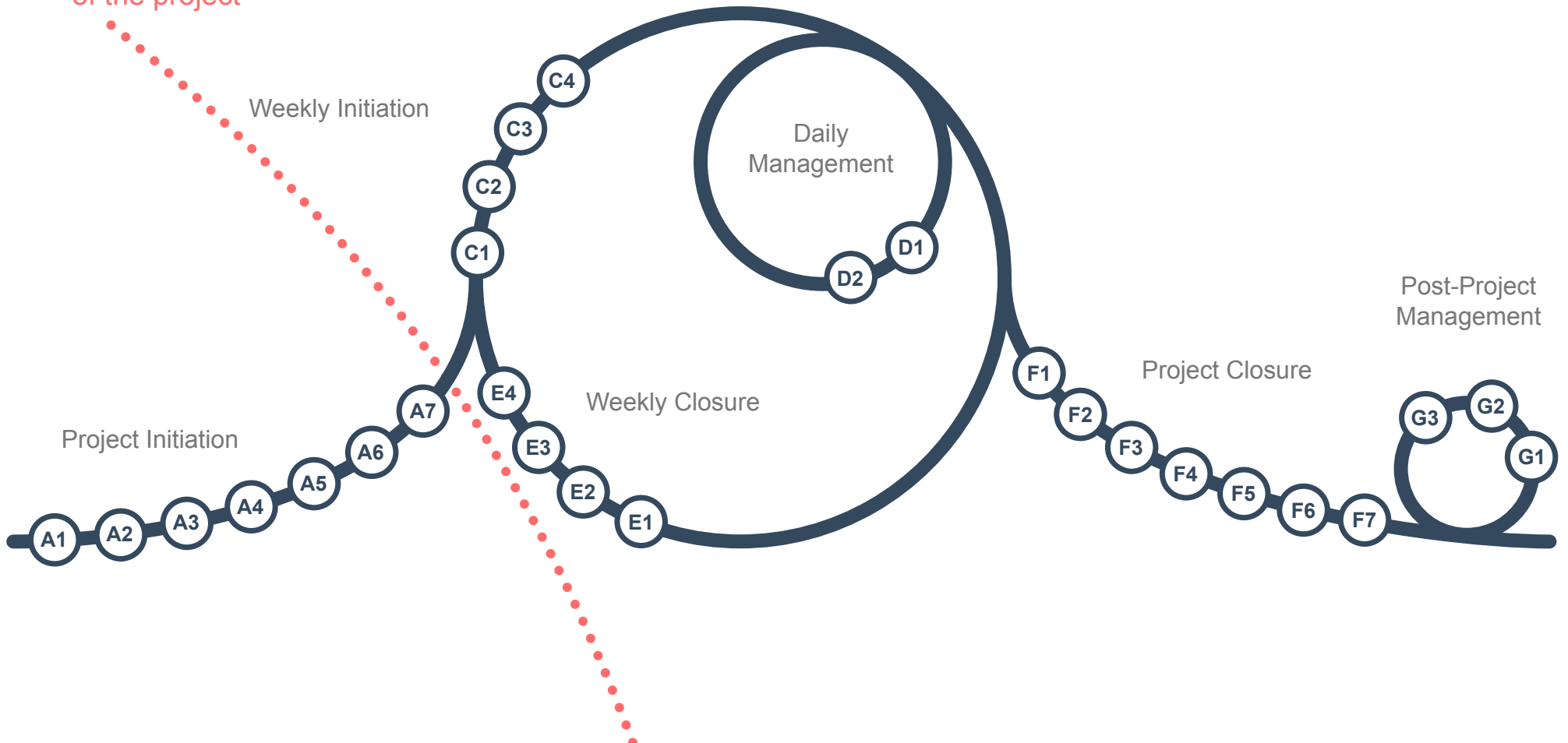








Starting the execution  
of the project



Weekly Initiation

Daily  
Management

Post-Project  
Management

Project Initiation

Weekly Closure

Project Closure

A1

A2

A3

A4

A5

A6

A7

E4

E3

E2

E1

C1

C2

C3

C4

D2

D1

F1

F2

F3

F4

F5

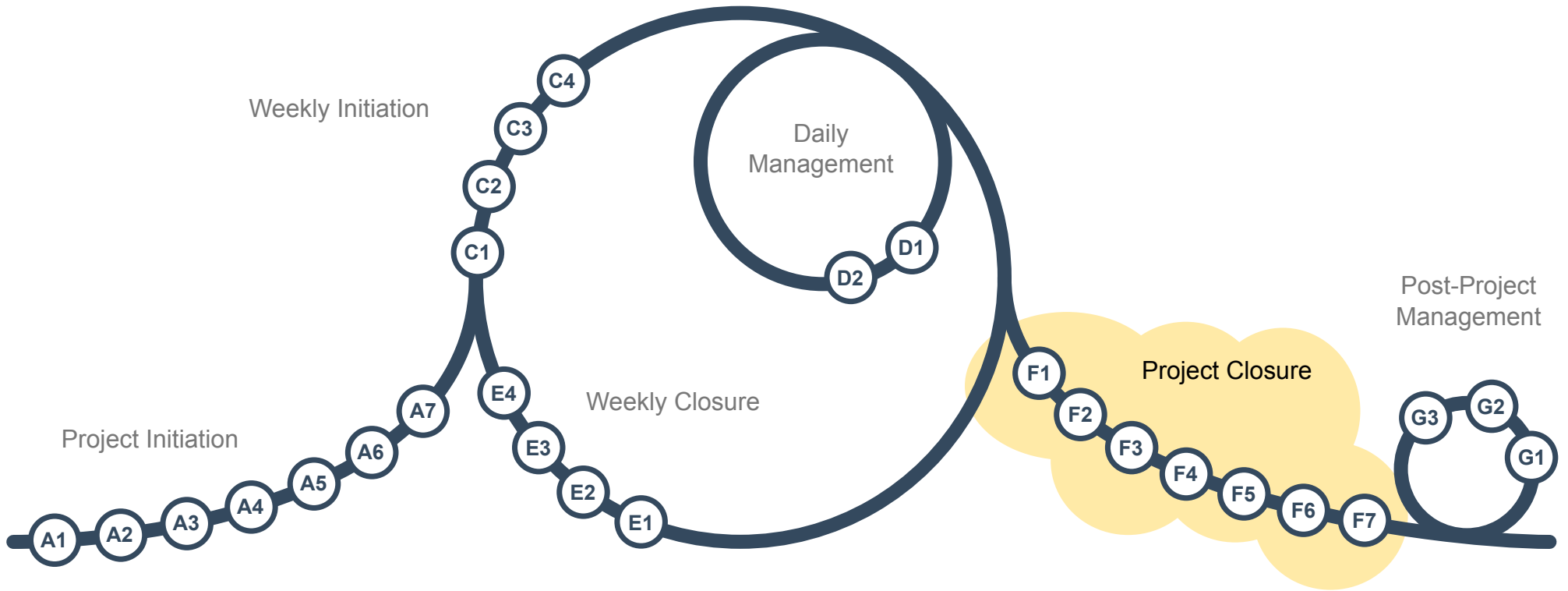
F6

F7

G3

G2

G1



Weekly Initiation

Daily Management

Post-Project Management

Project Initiation

Weekly Closure

Project Closure

A1

A2

A3

A4

A5

A6

A7

C1

C2

C3

C4

D2

D1

E4

E3

E2

E1

F1

F2

F3

F4

F5

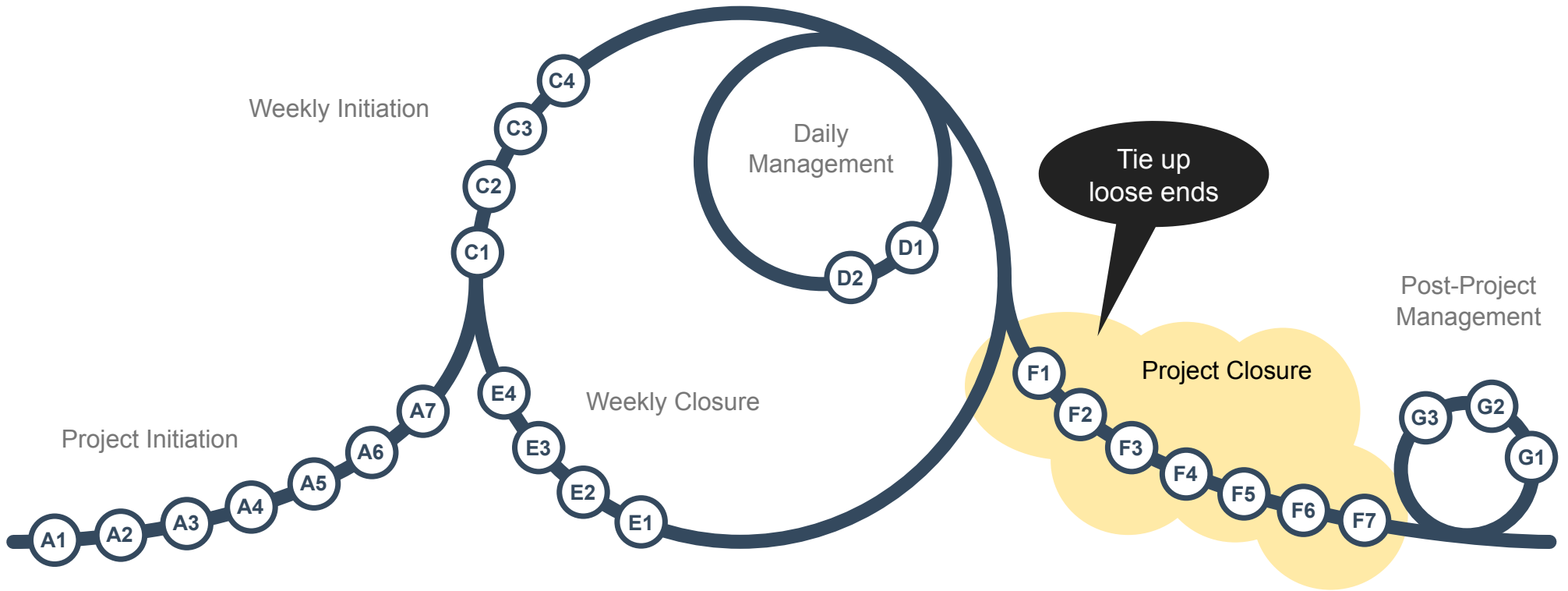
F6

F7

G3

G2

G1



Weekly Initiation

Daily Management

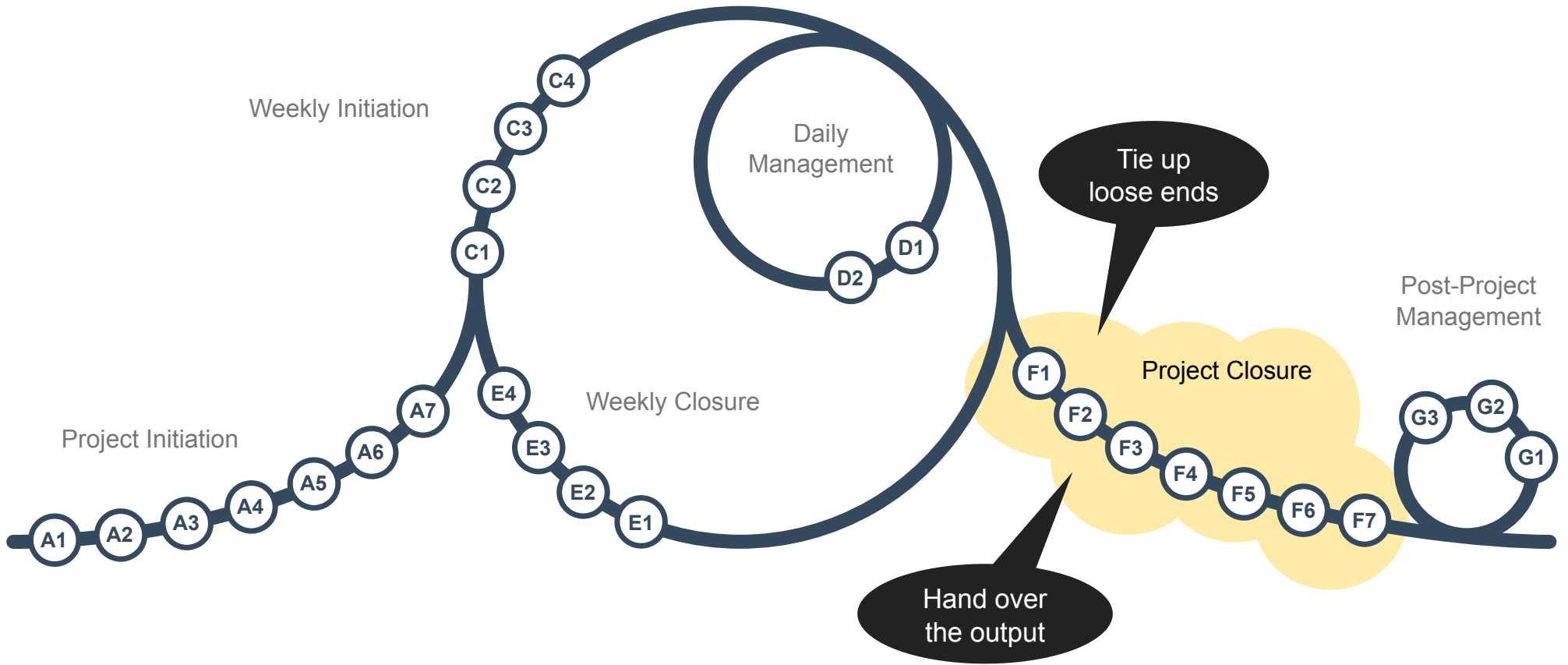
Tie up loose ends

Post-Project Management

Project Closure

Weekly Closure

Project Initiation



Weekly Initiation

Daily Management

Tie up loose ends

Post-Project Management

Project Closure

Weekly Closure

Project Initiation

Hand over the output

A1

A2

A3

A4

A5

A6

A7

E4

E3

E2

E1

C1

C2

C3

C4

D2

D1

F1

F2

F3

F4

F5

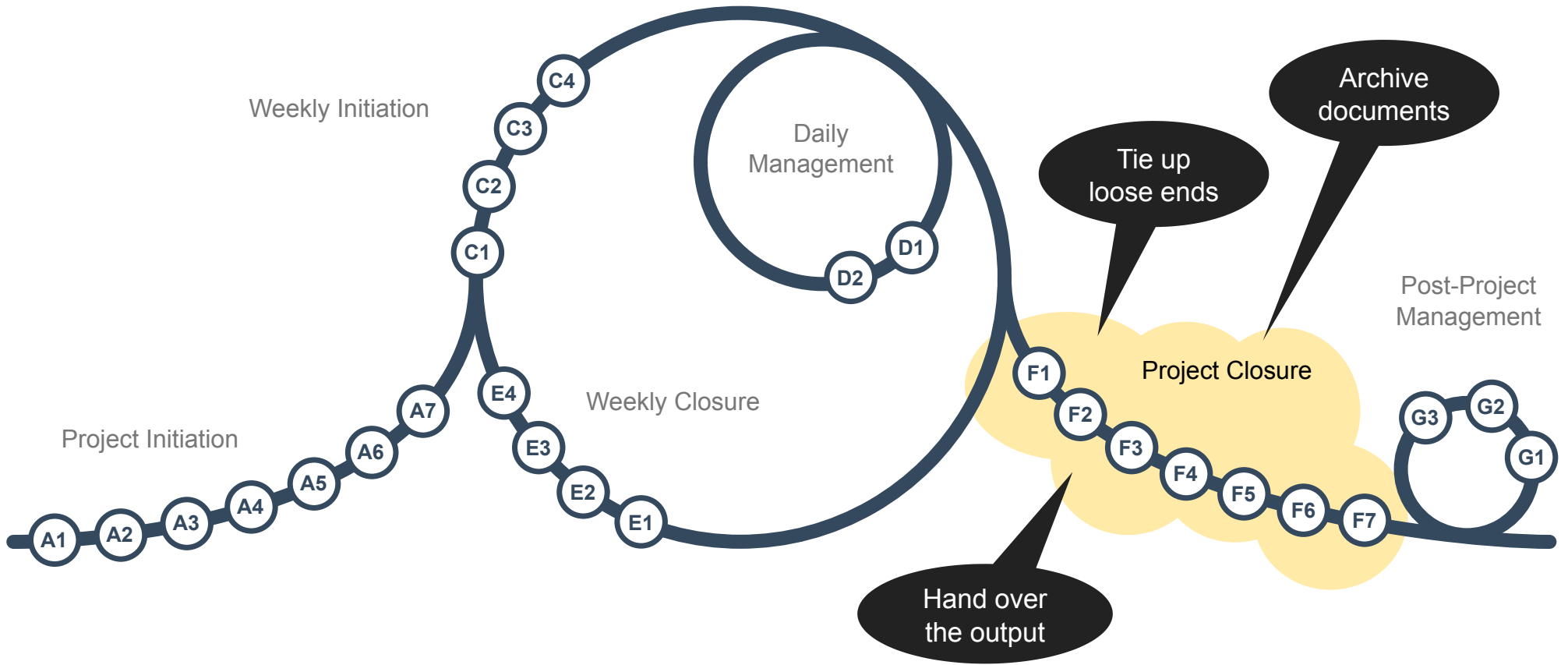
F6

F7

G3

G2

G1



Weekly Initiation

Daily Management

Archive documents

Tie up loose ends

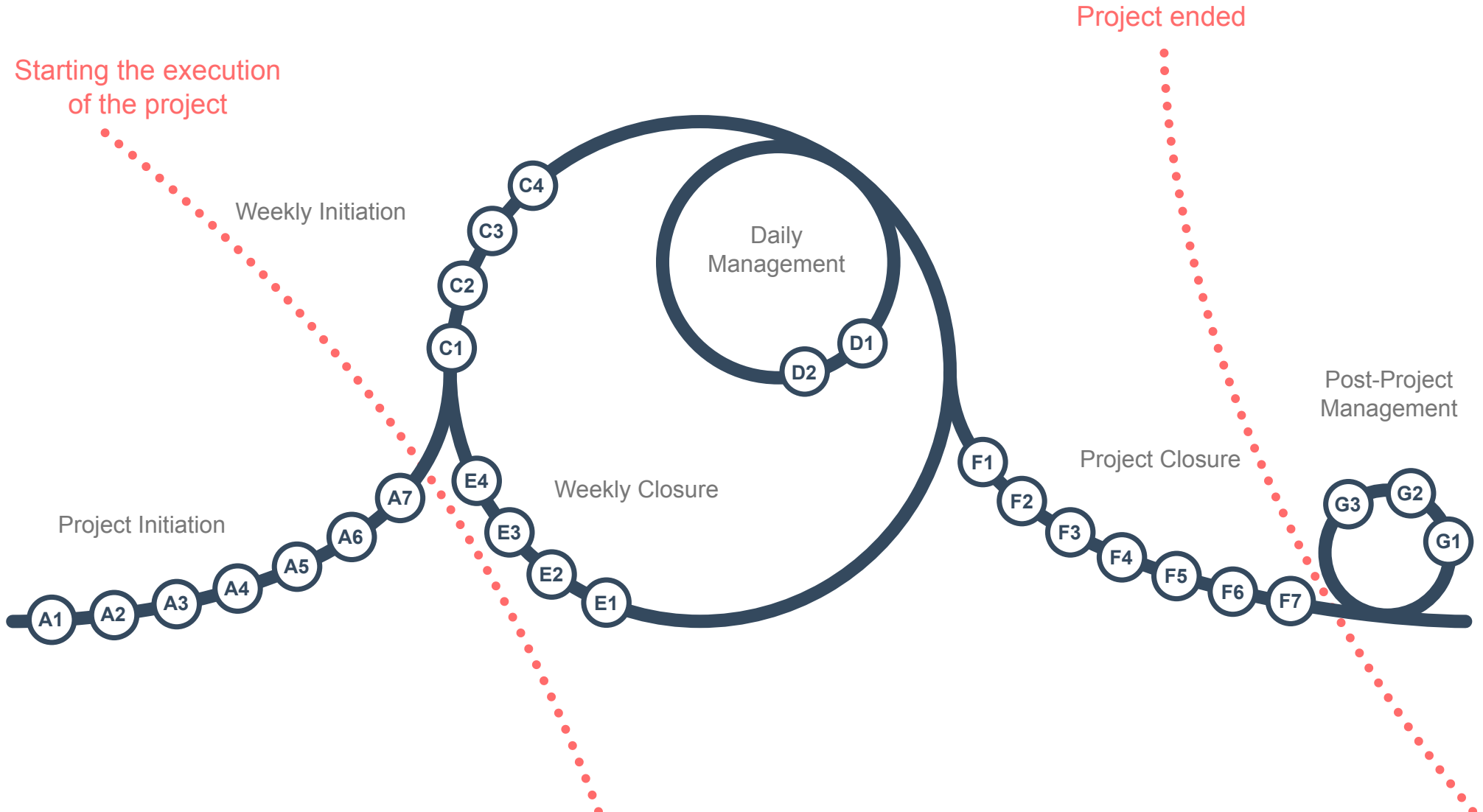
Post-Project Management

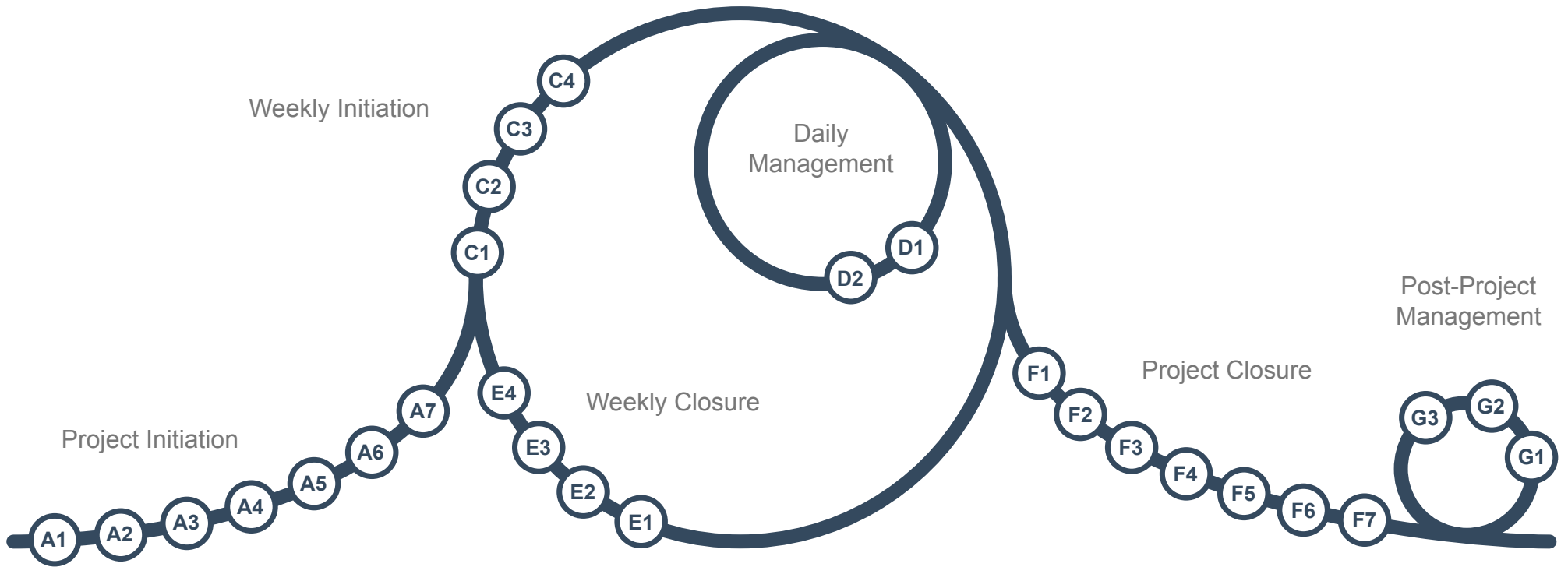
Project Closure

Hand over the output

Project Initiation

Weekly Closure





Weekly Initiation

Daily Management

Post-Project Management

Project Initiation

Weekly Closure

Project Closure

A1

A2

A3

A4

A5

A6

A7

C1

C2

C3

C4

D2

D1

E1

E2

E3

E4

F1

F2

F3

F4

F5

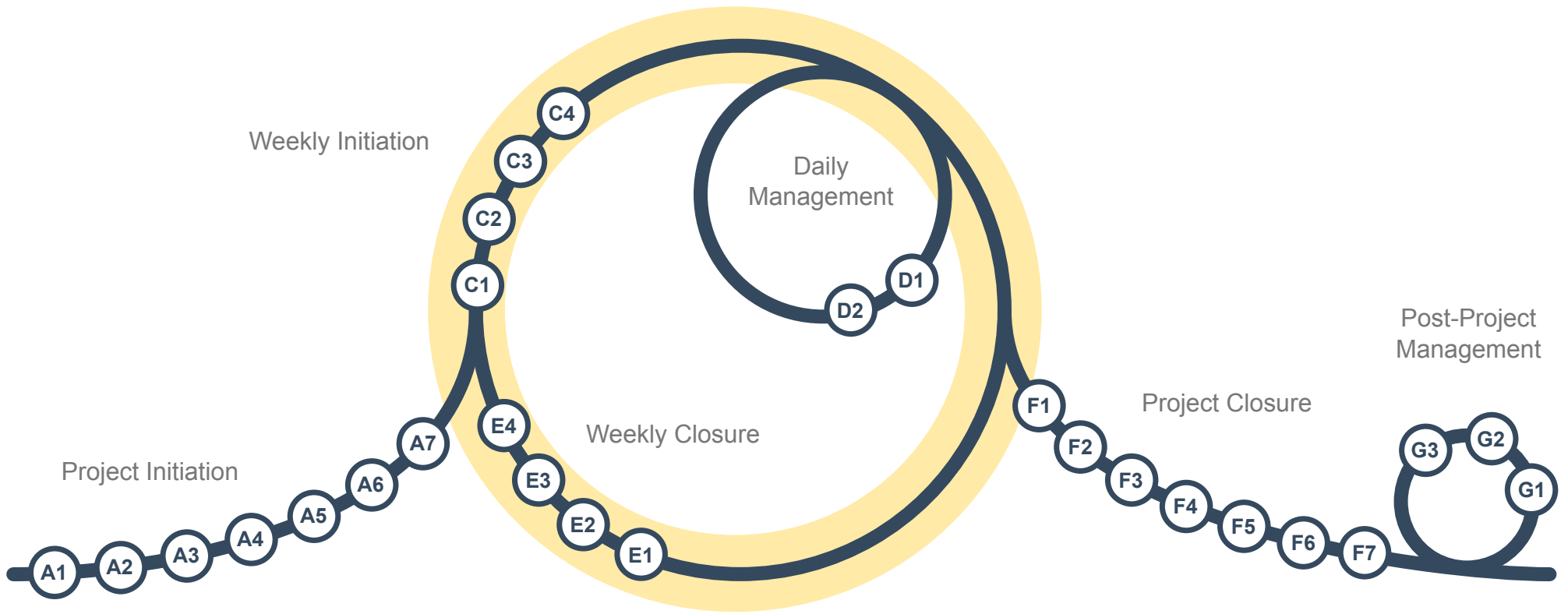
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F7

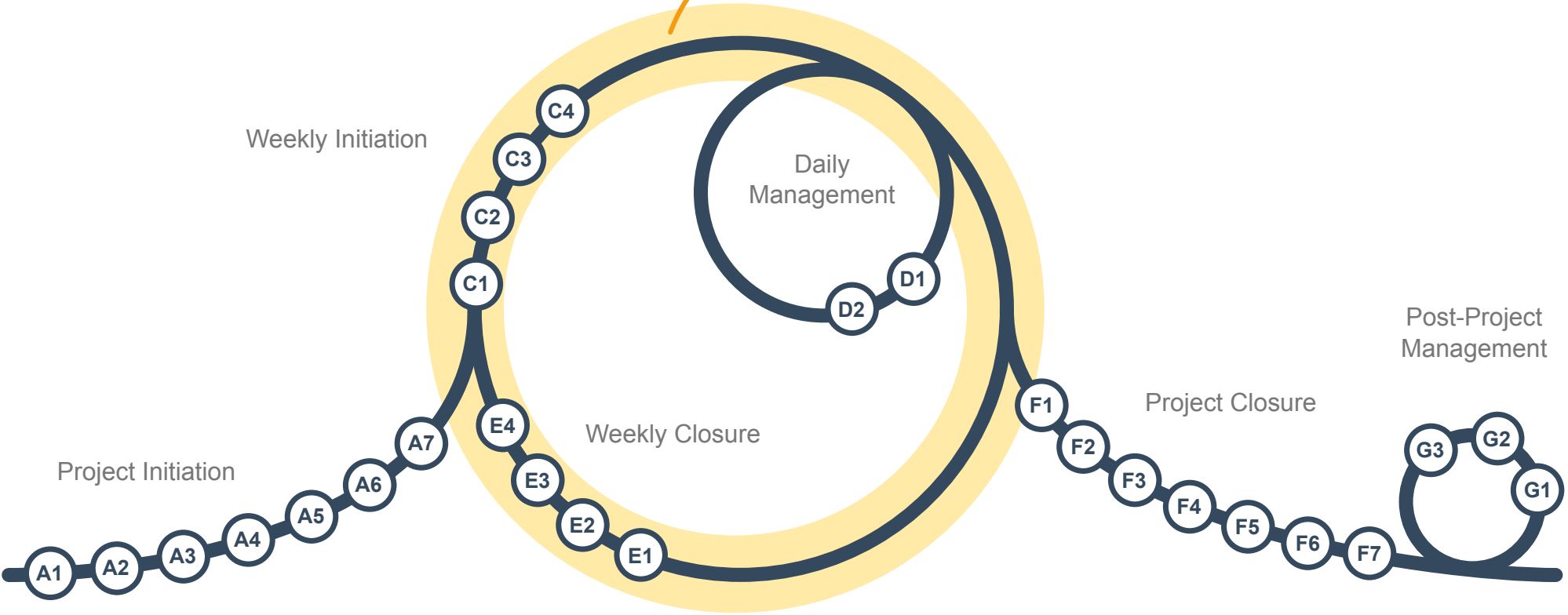
G3

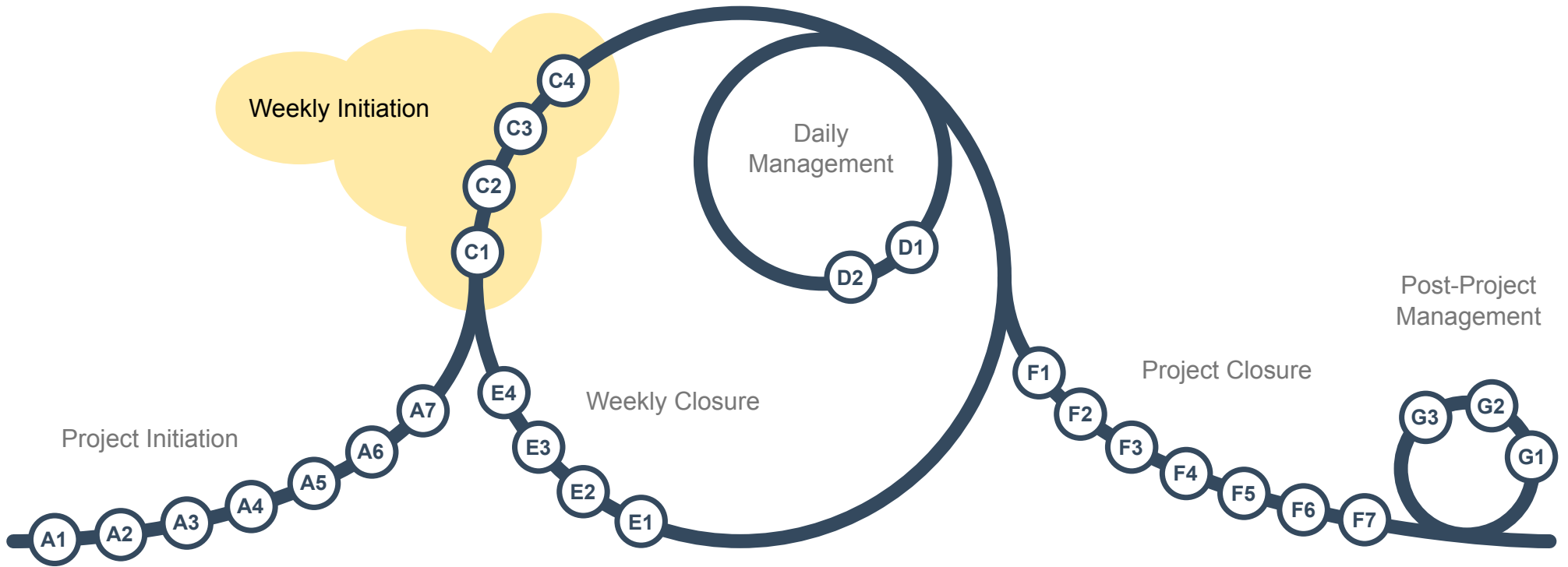
G2

G1



Monthly for stretched micro-projects





Project Initiation

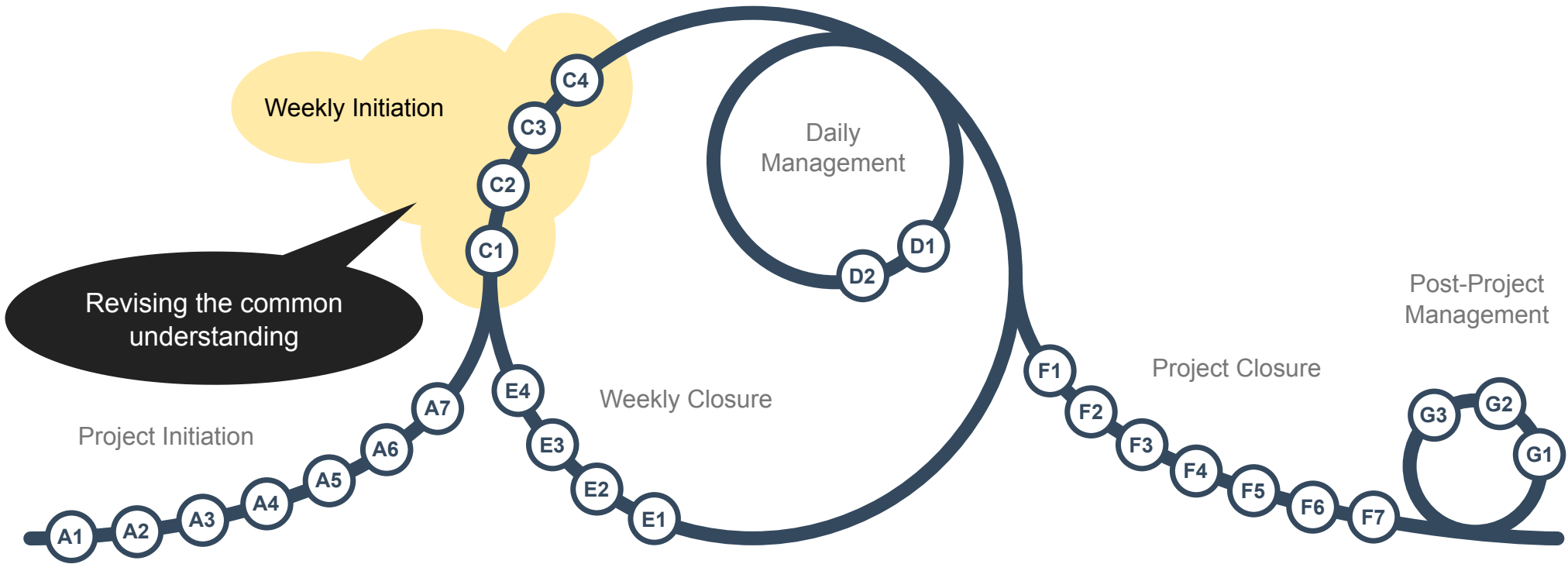
Weekly Initiation

Daily Management

Weekly Closure

Project Closure

Post-Project Management



Weekly Initiation

Daily Management

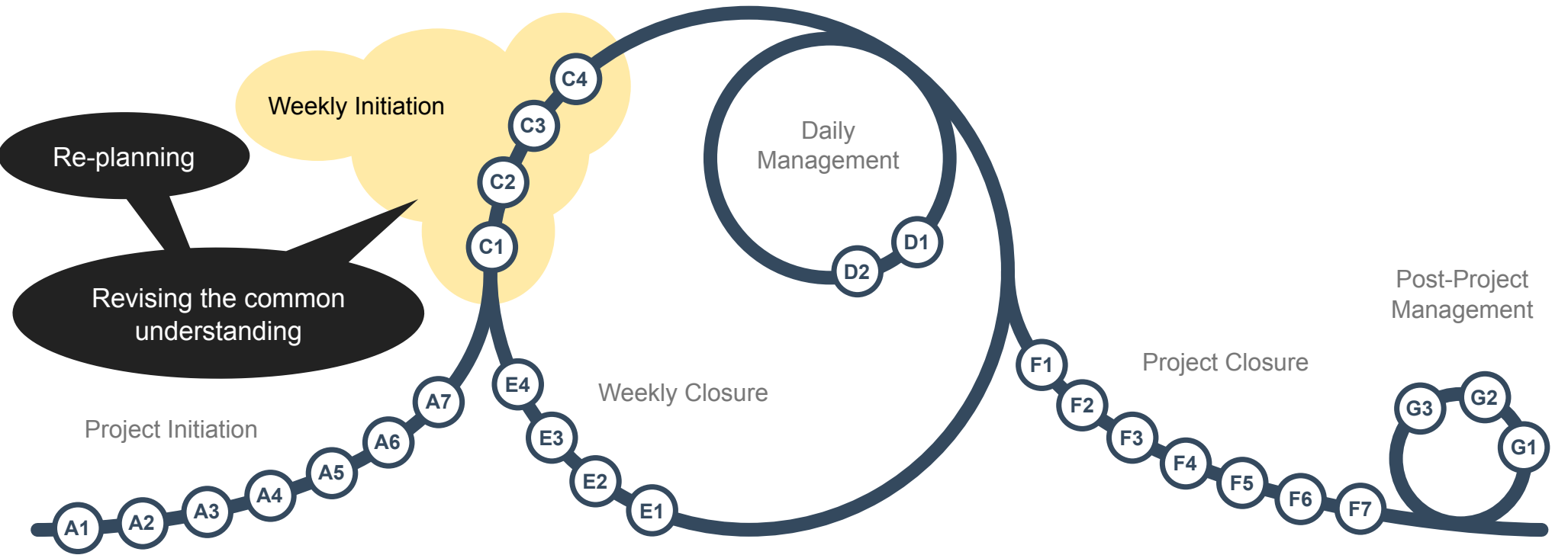
Revising the common understanding

Project Initiation

Weekly Closure

Project Closure

Post-Project Management



Re-planning

Revising the common understanding

Weekly Initiation

Daily Management

Post-Project Management

Project Initiation

Weekly Closure

Project Closure

A1

A2

A3

A4

A5

A6

A7

C1

C2

C3

C4

E4

E3

E2

E1

D2

D1

F1

F2

F3

F4

F5

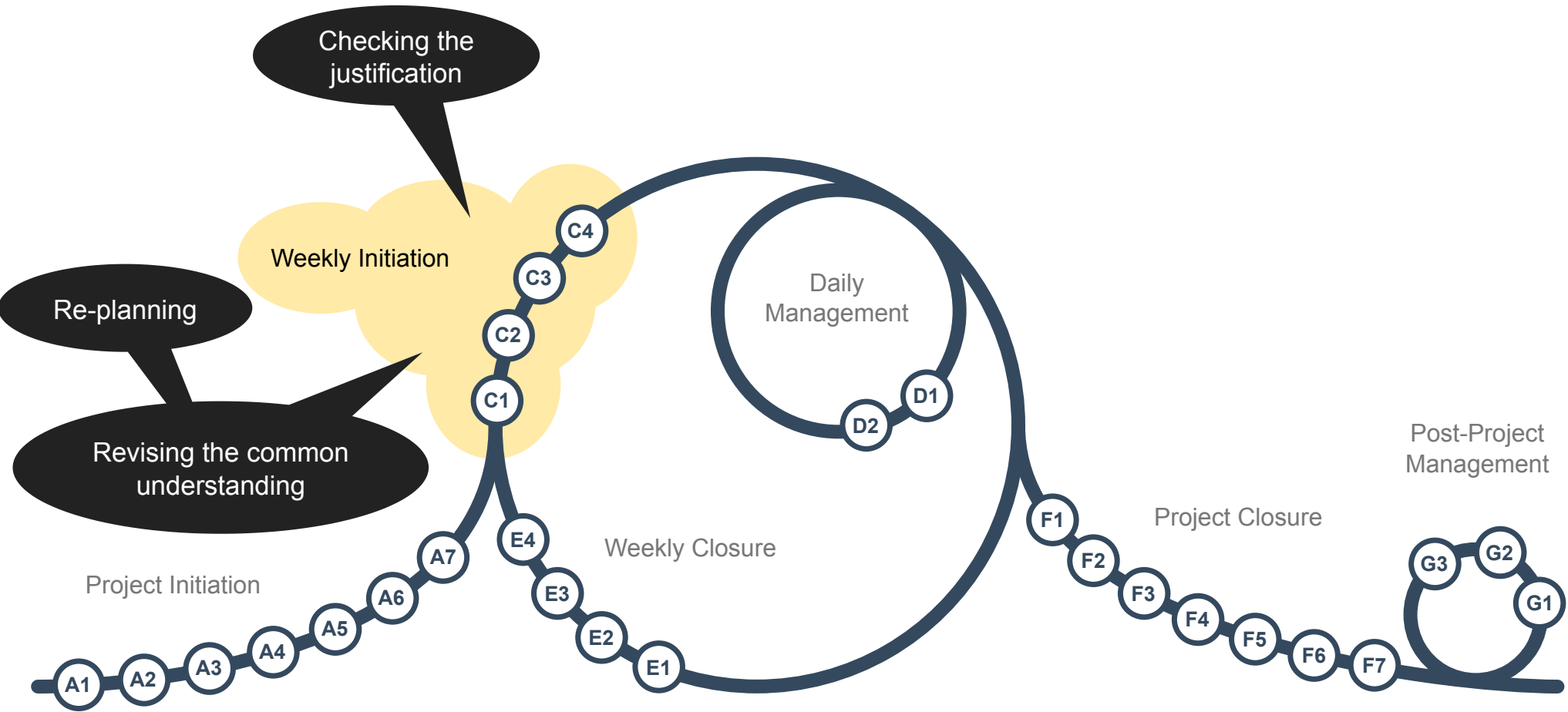
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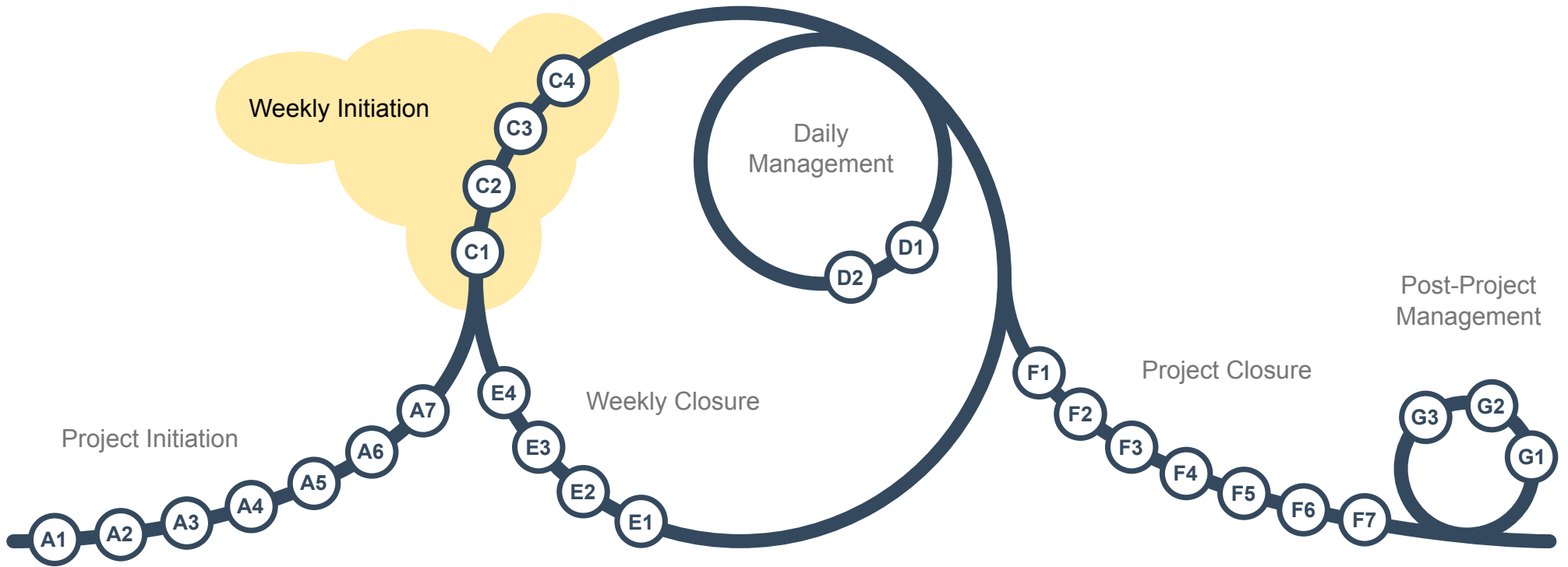
F7

G3

G2

G1





Weekly Initiation

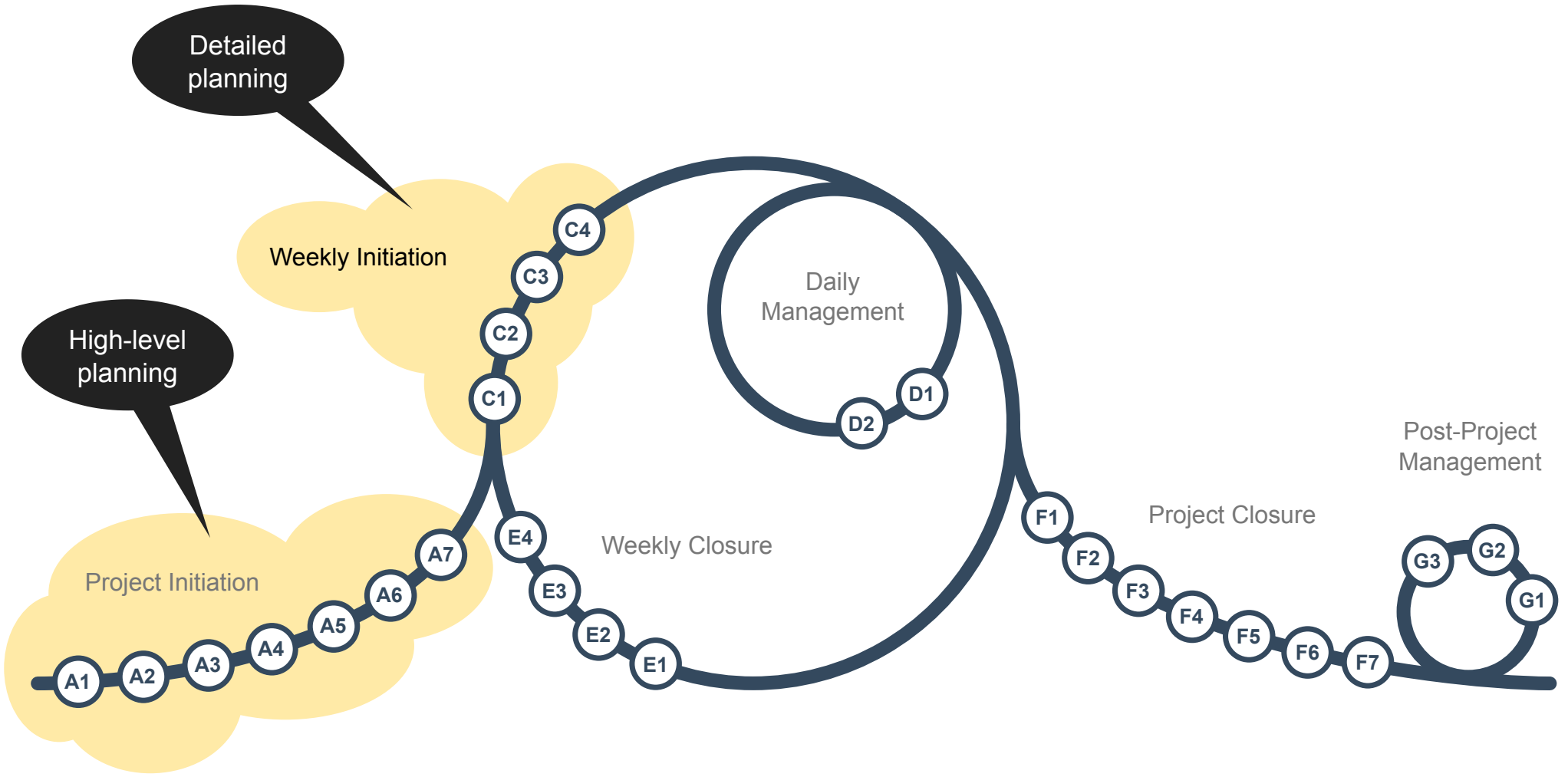
Daily Management

Post-Project Management

Project Initiation

Weekly Closure

Project Closure



Detailed planning

Weekly Initiation

High-level planning

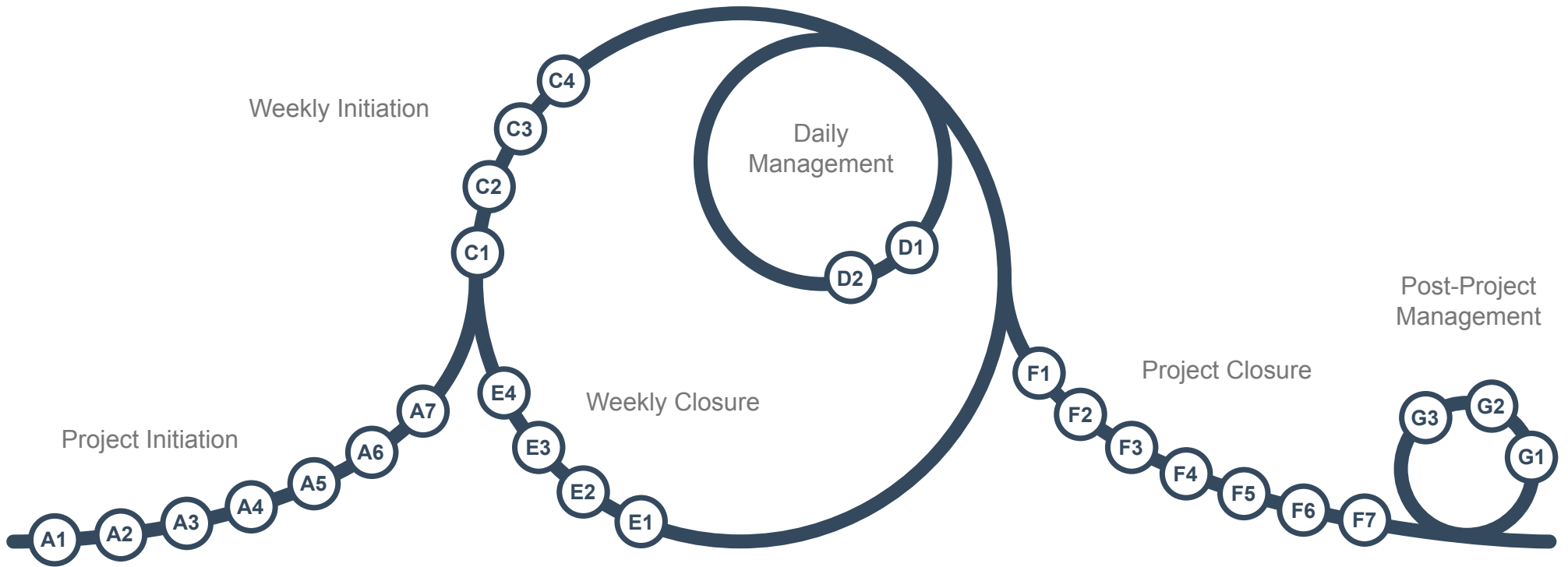
Project Initiation

Daily Management

Weekly Closure

Project Closure

Post-Project Management



Weekly Initiation

Daily Management

Post-Project Management

Project Initiation

Weekly Closure

Project Closure

A1

A2

A3

A4

A5

A6

A7

C1

C2

C3

C4

D2

D1

E2

E3

E4

E1

F1

F2

F3

F4

F5

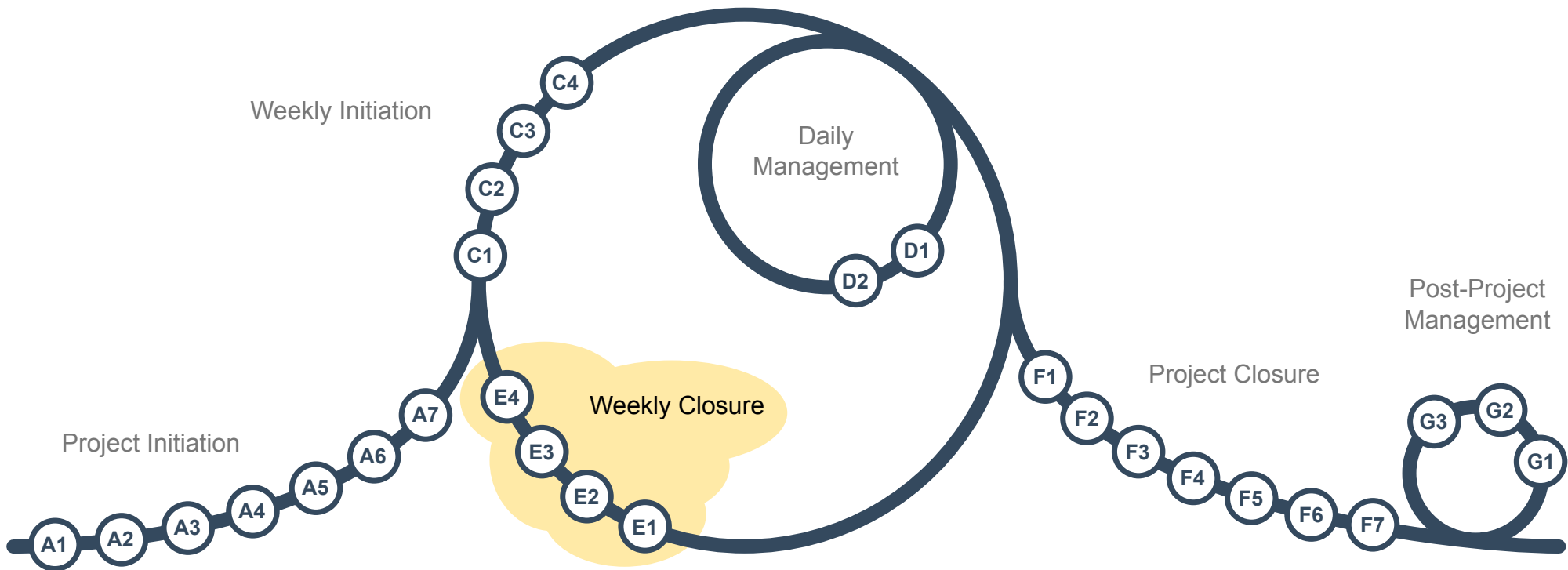
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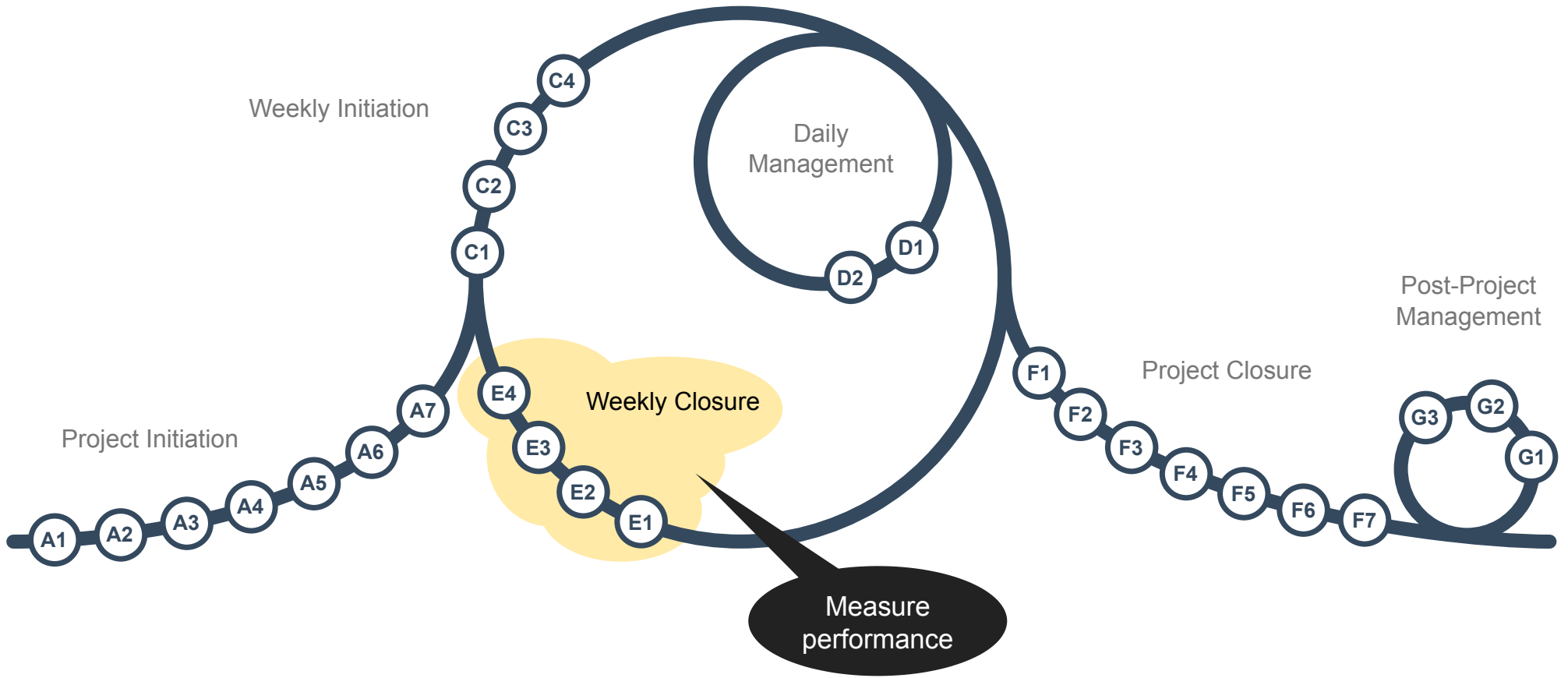
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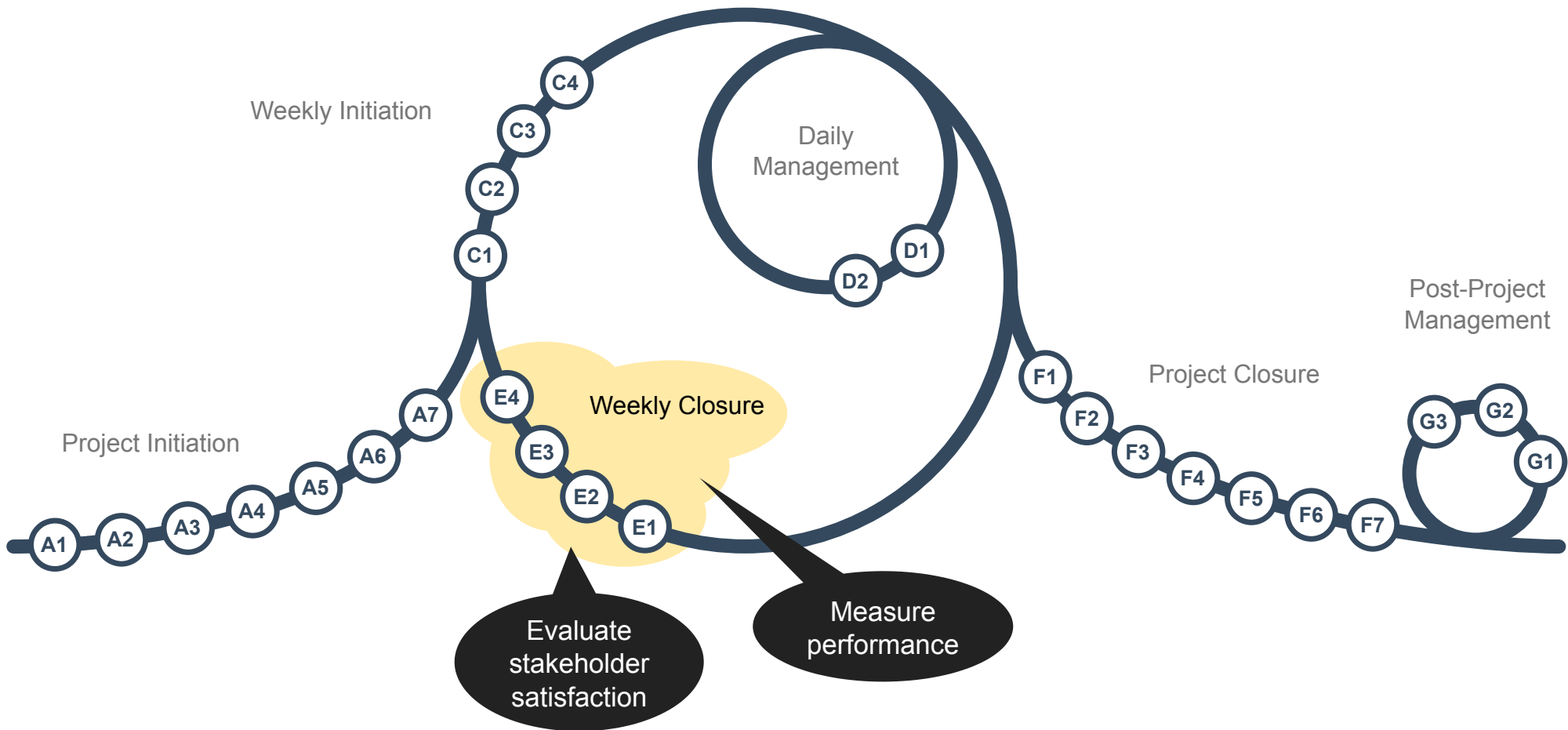
G3

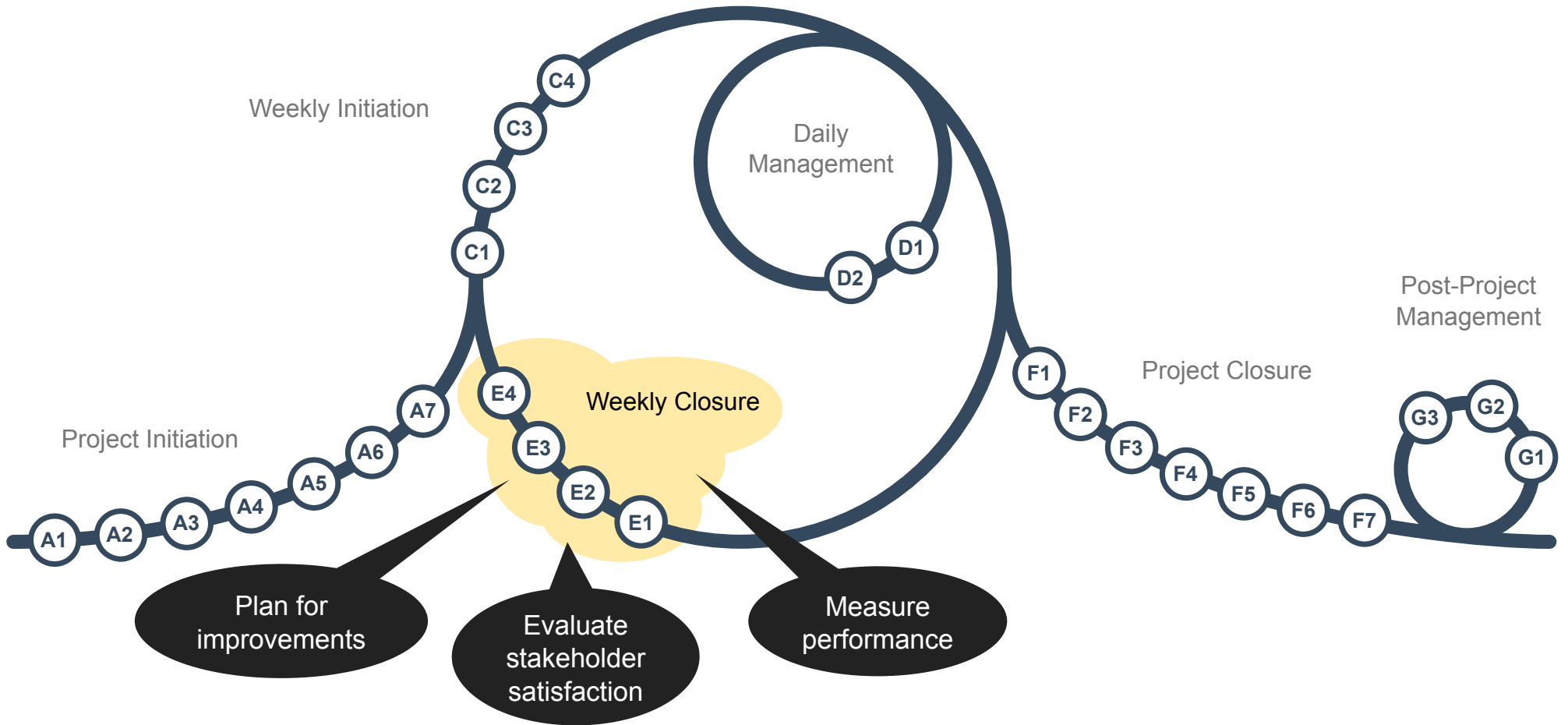
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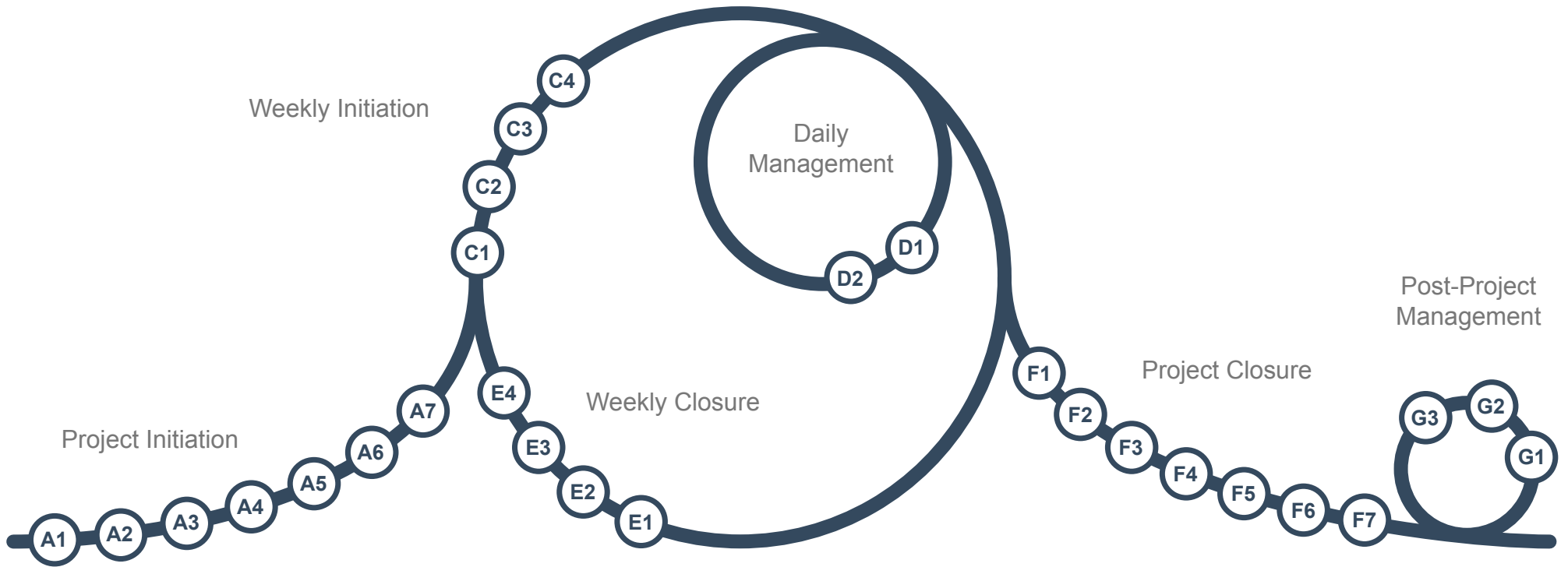
G1











Weekly Initiation

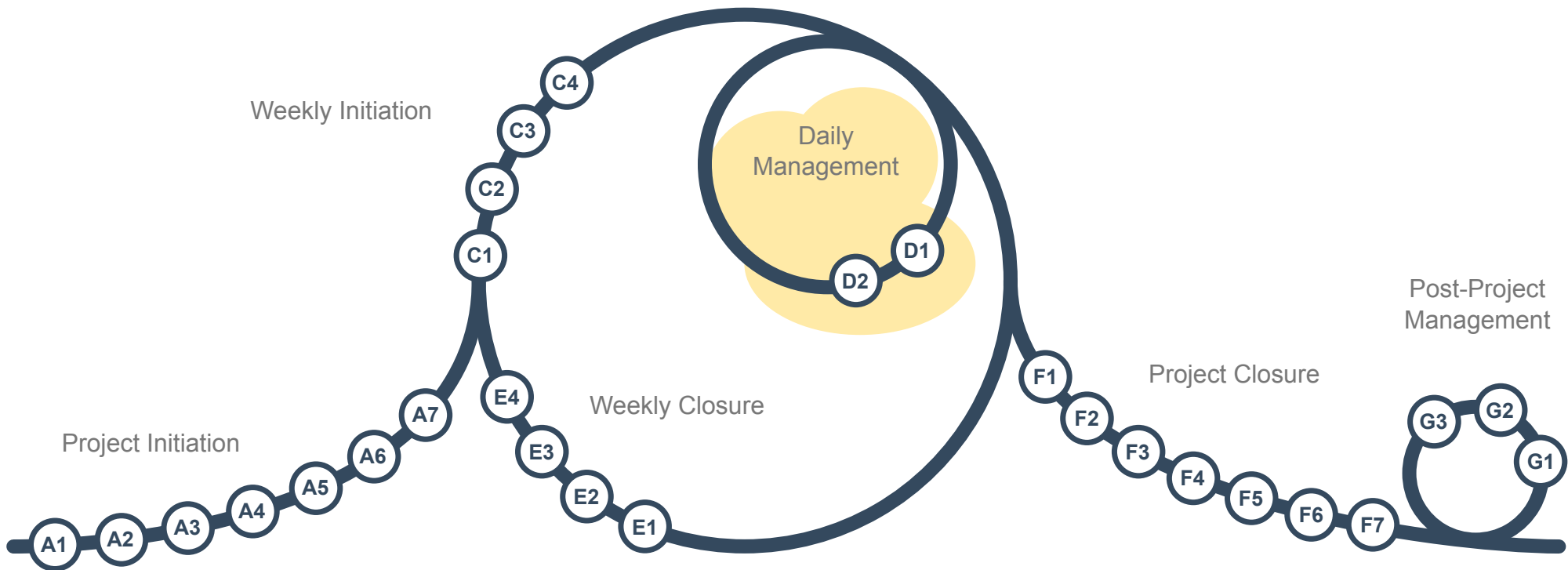
Daily Management

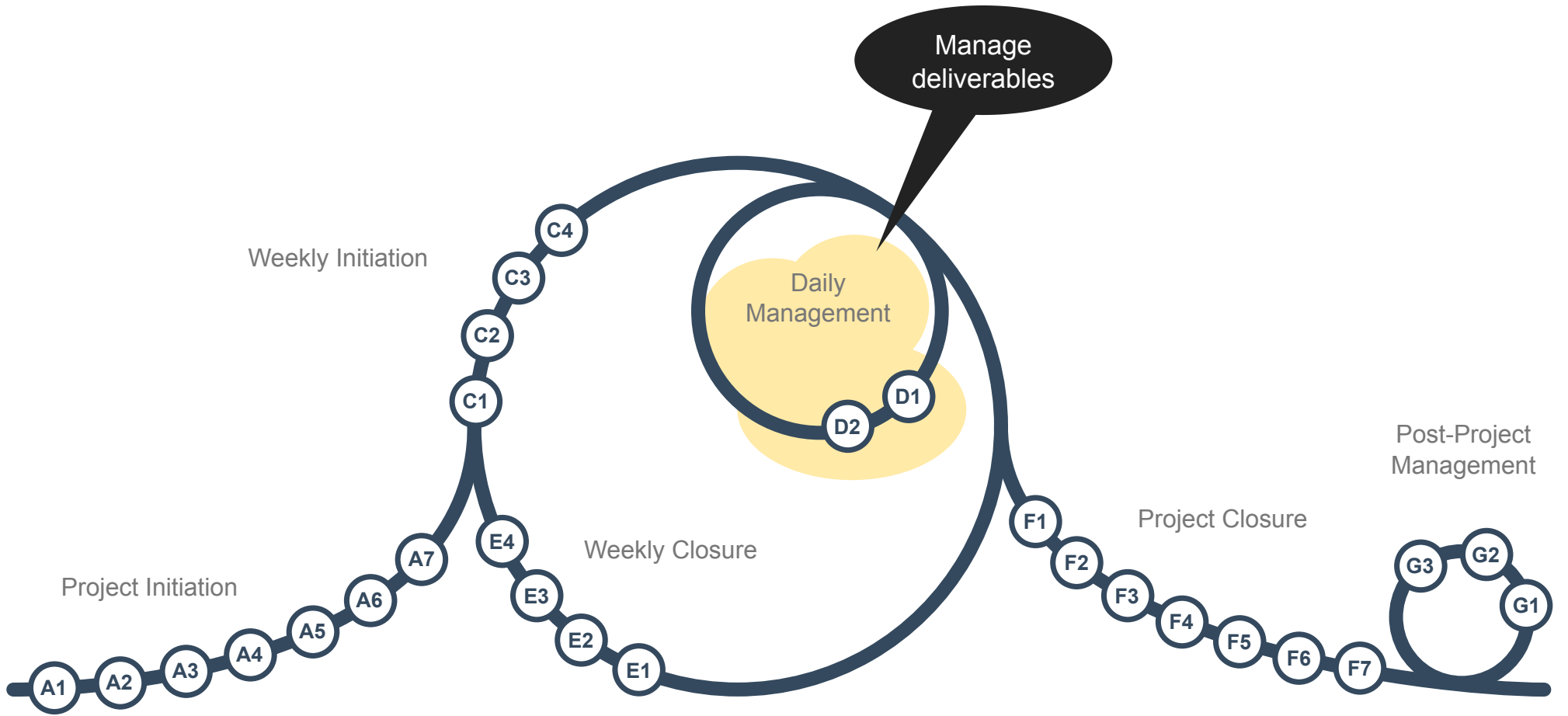
Post-Project Management

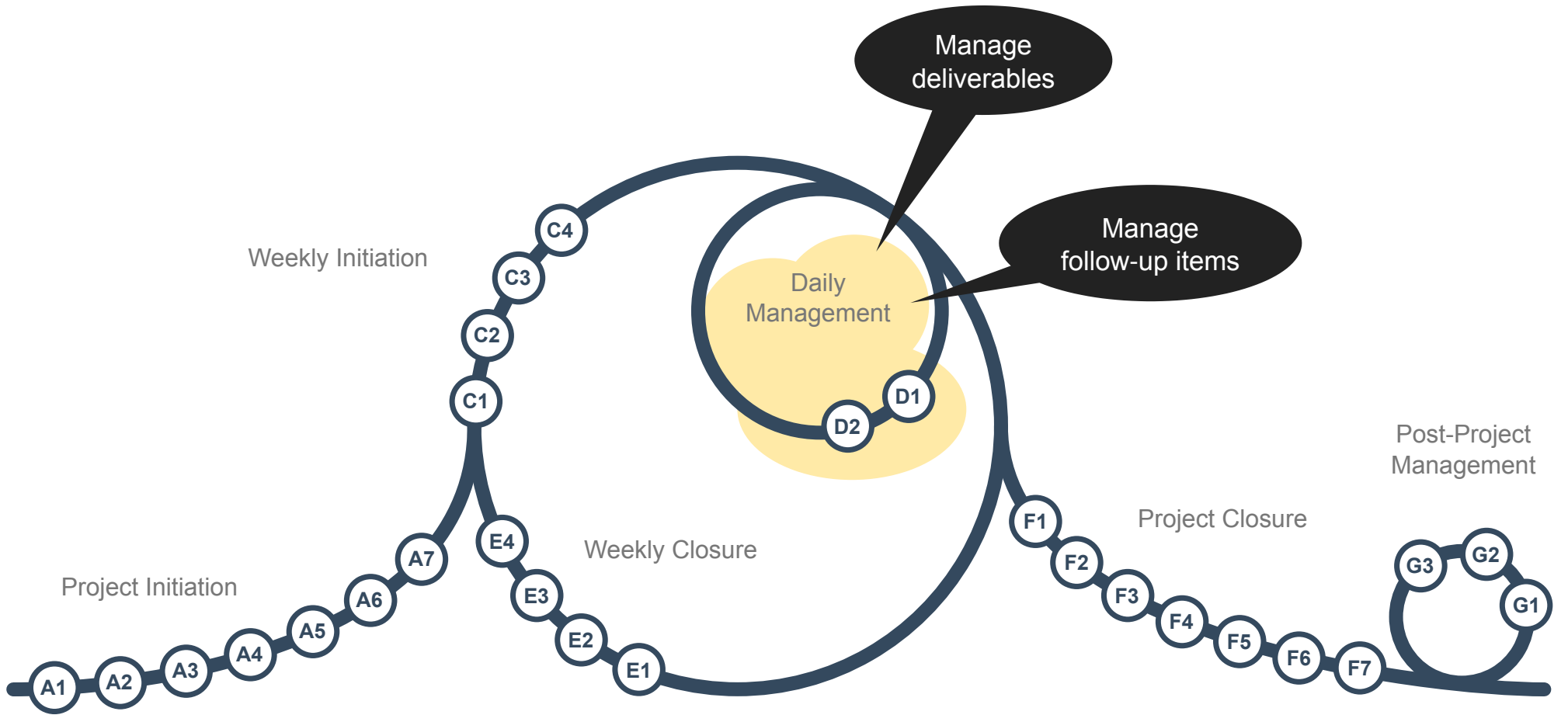
Project Initiation

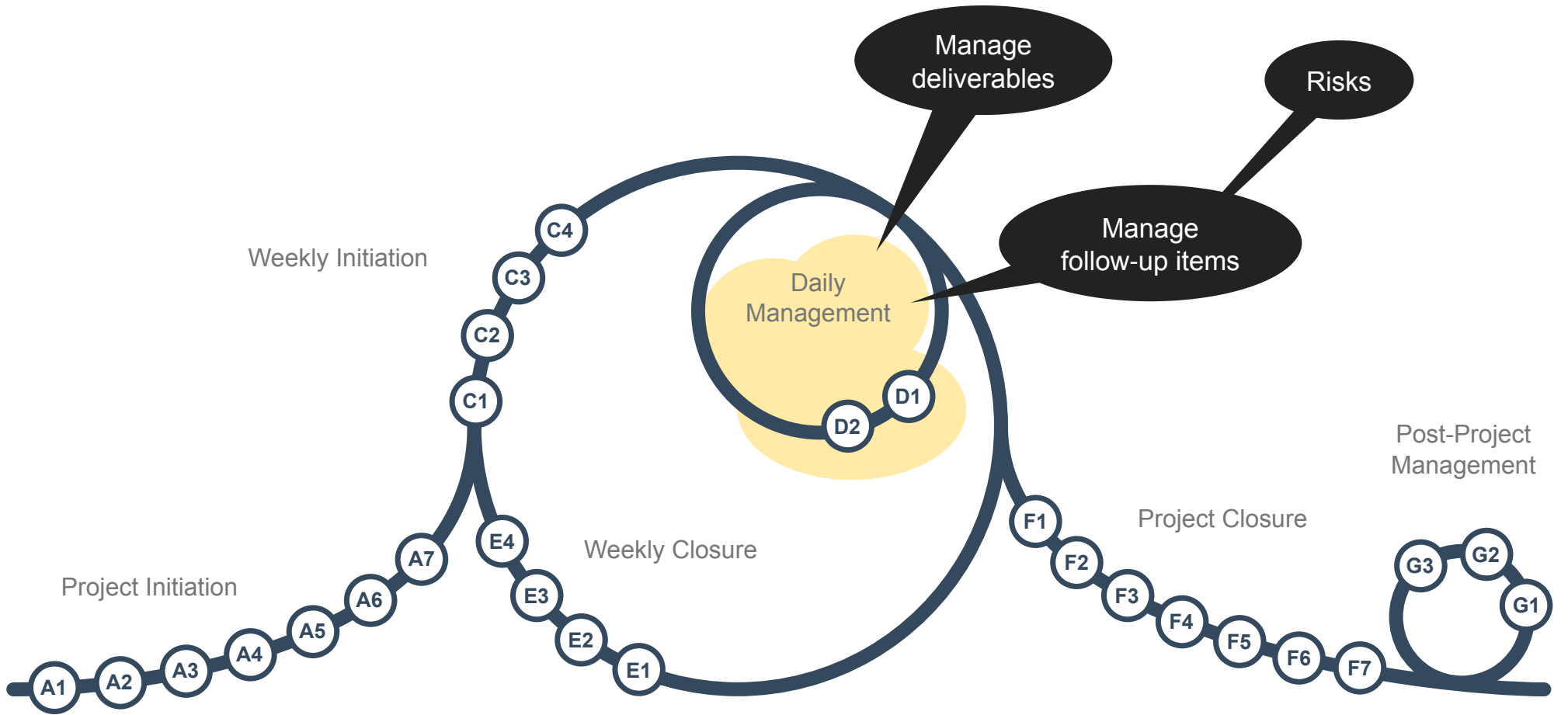
Weekly Closure

Project Closure









Project Initiation

Weekly Initiation

Weekly Closure

Daily Management

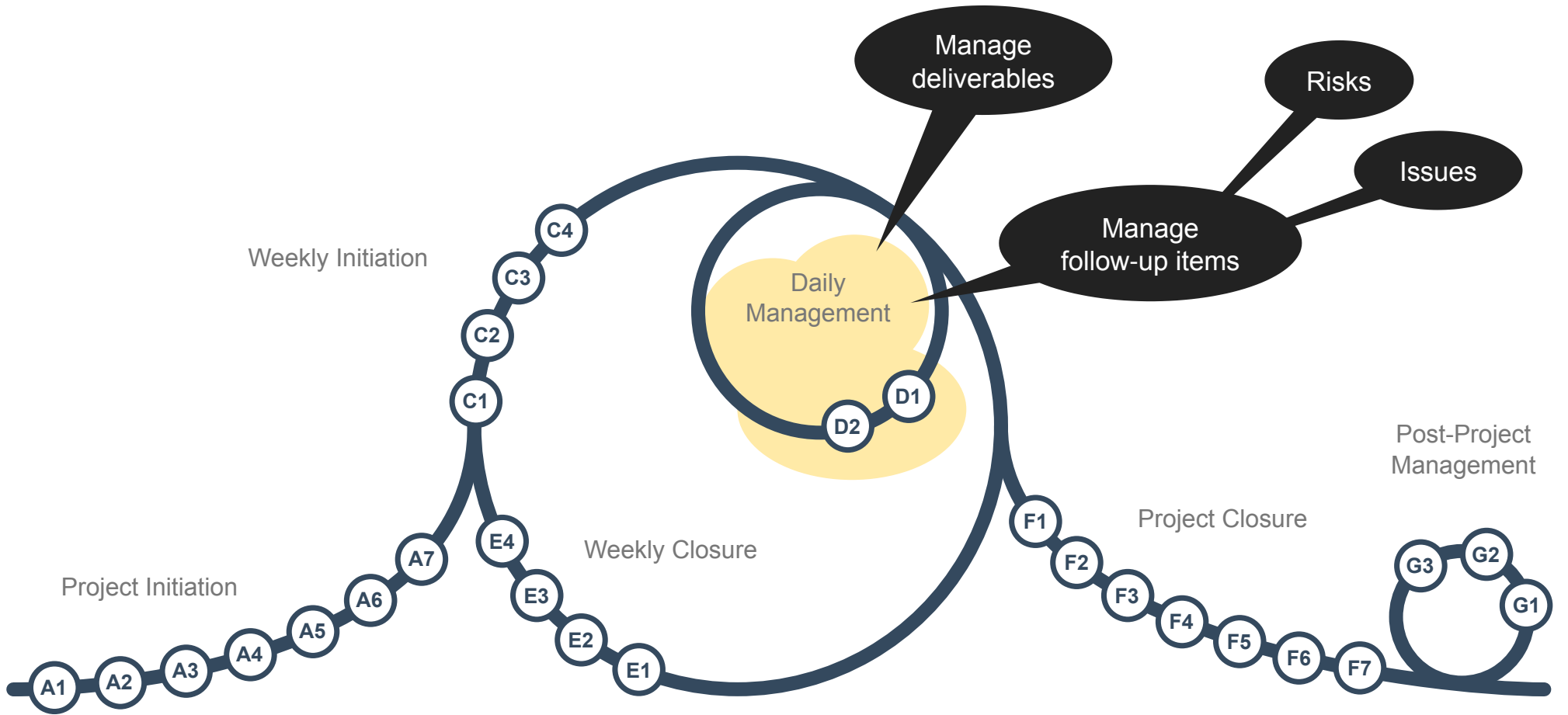
Manage deliverables

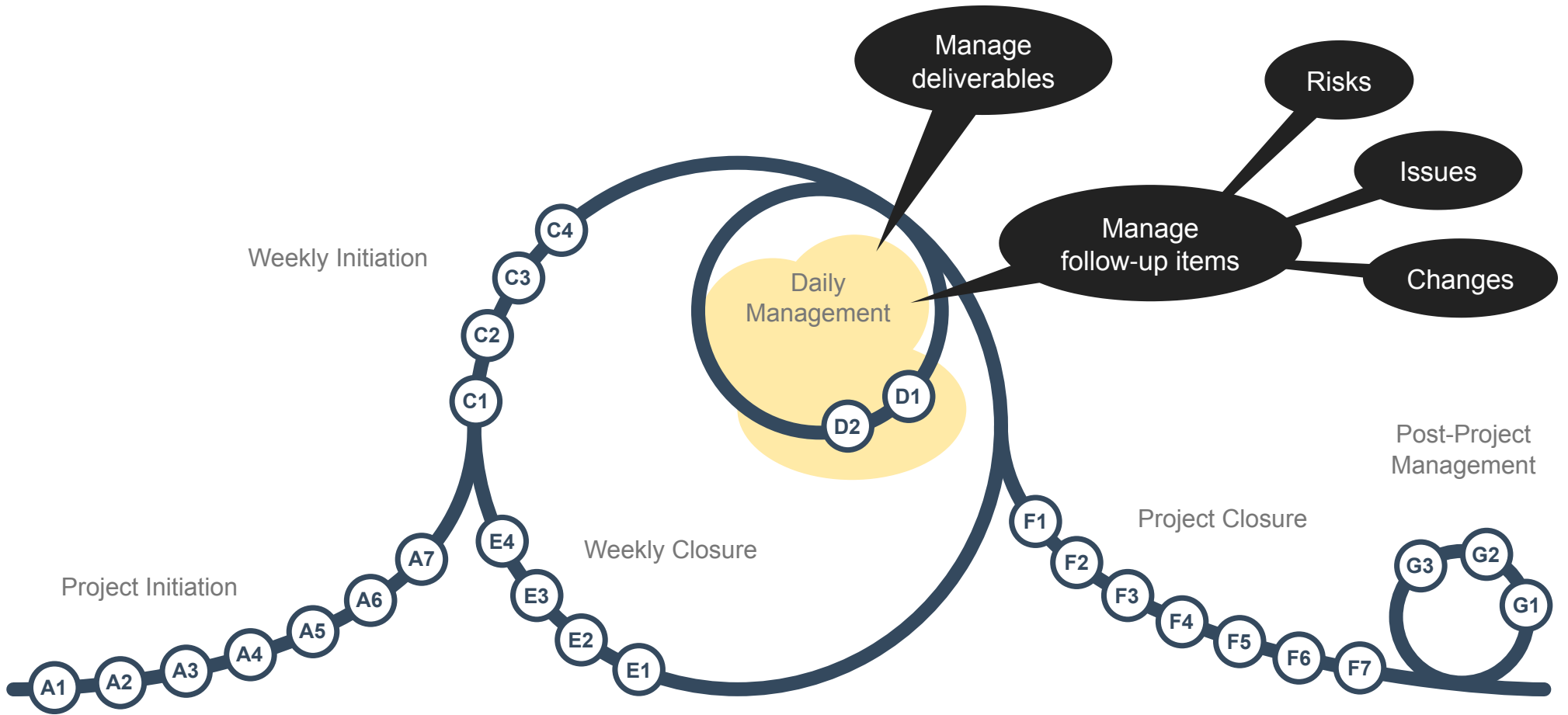
Manage follow-up items

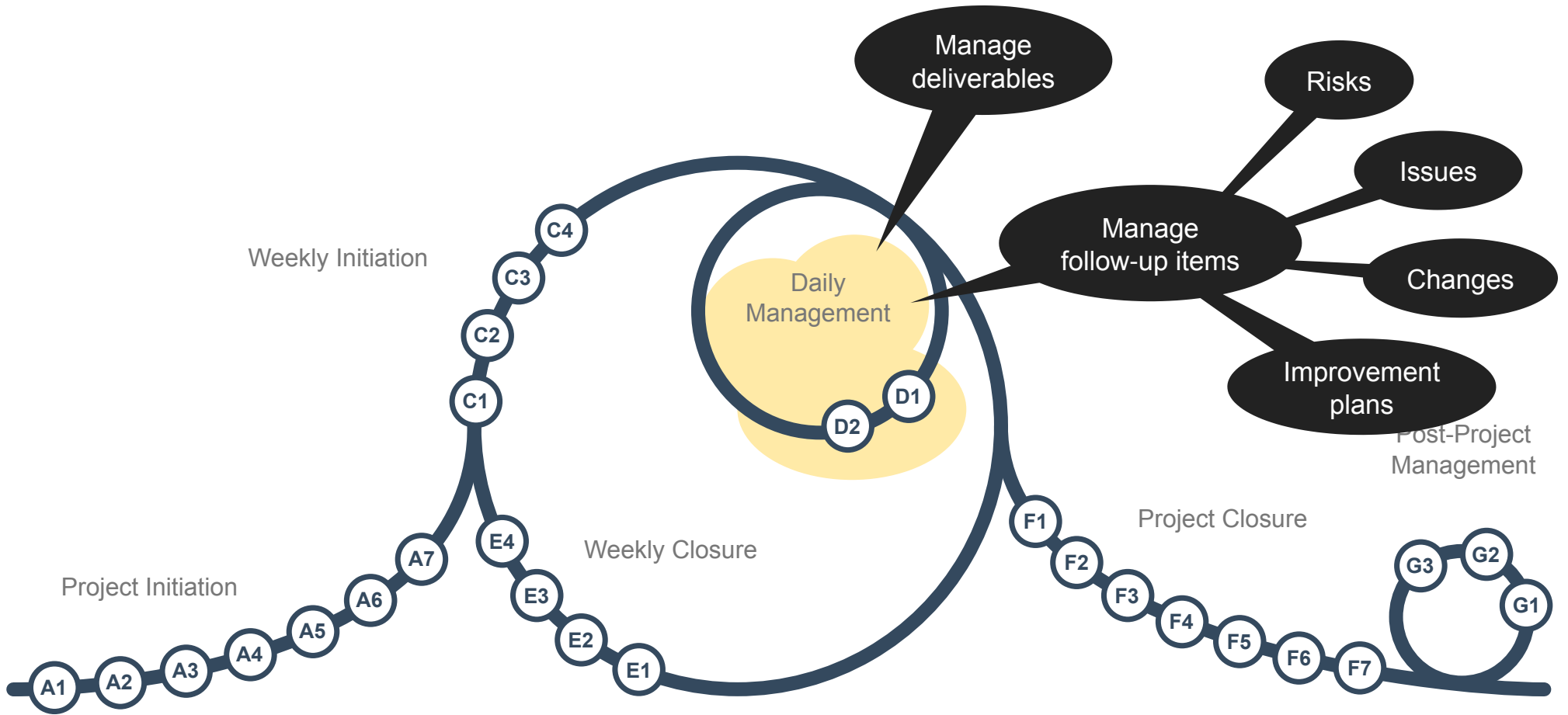
Risks

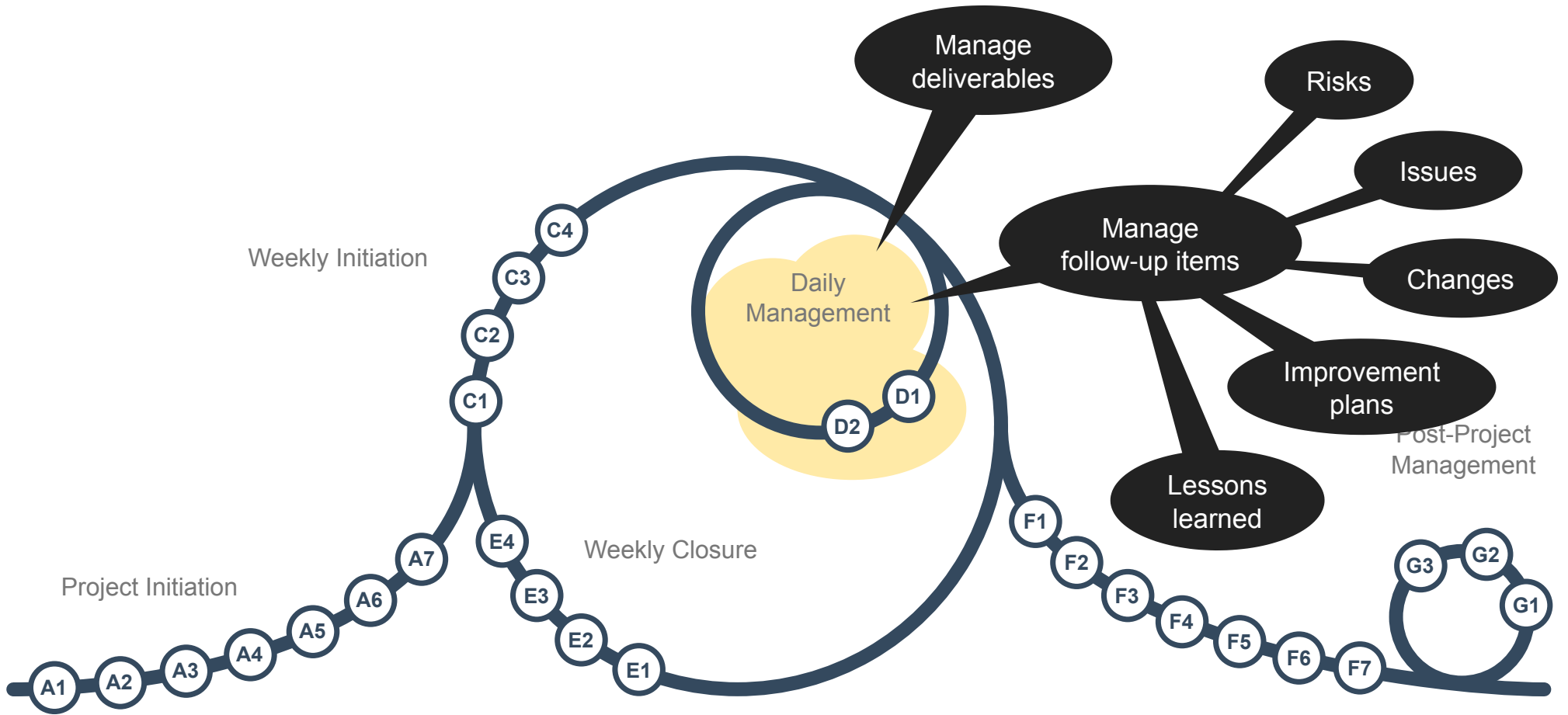
Project Closure

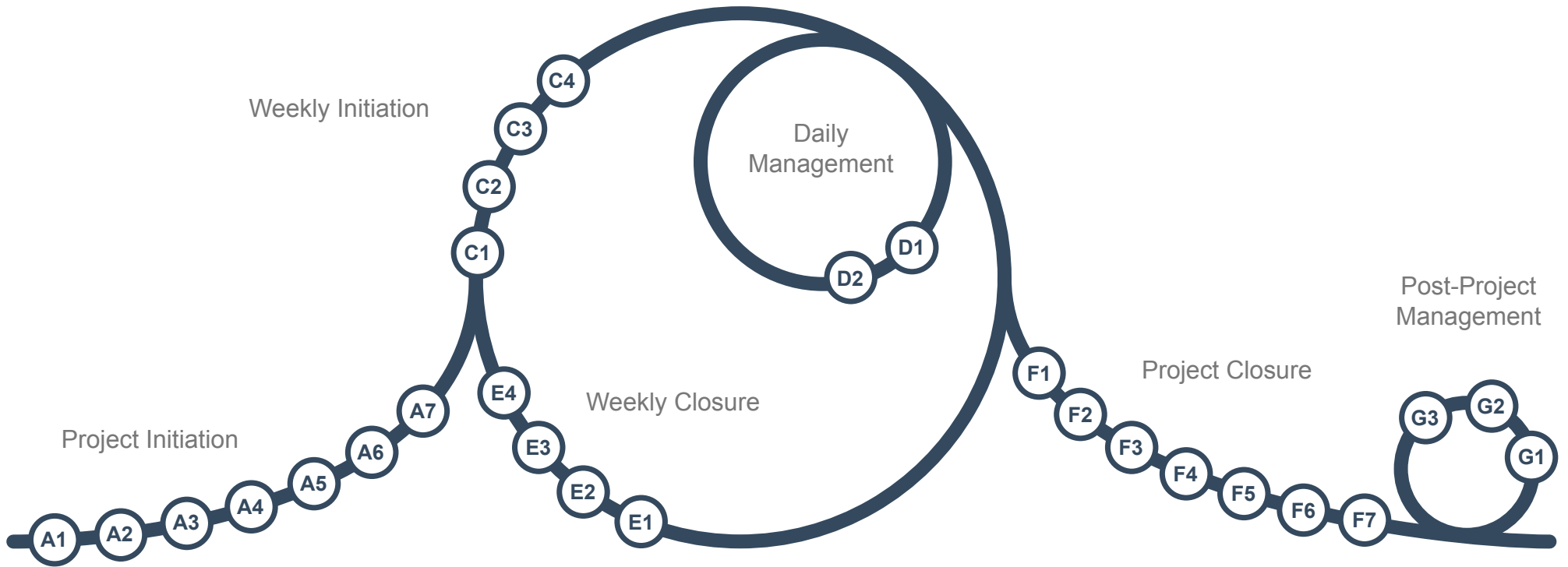
Post-Project Management











Weekly Initiation

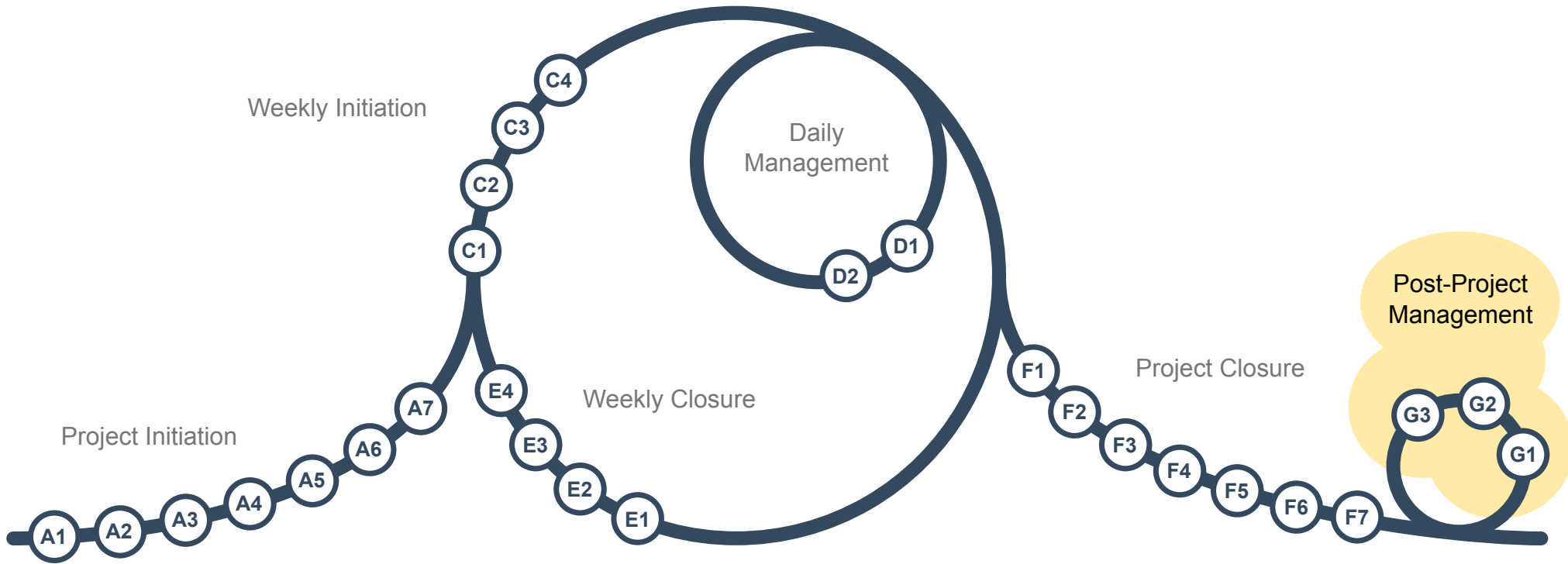
Daily Management

Post-Project Management

Project Initiation

Weekly Closure

Project Closure



Weekly Initiation

Daily Management

Weekly Closure

Project Closure

Post-Project Management

Project Initiation

A1

A2

A3

A4

A5

A6

A7

C1

C2

C3

C4

D2

D1

E2

E3

E4

E1

F1

F2

F3

F4

F5

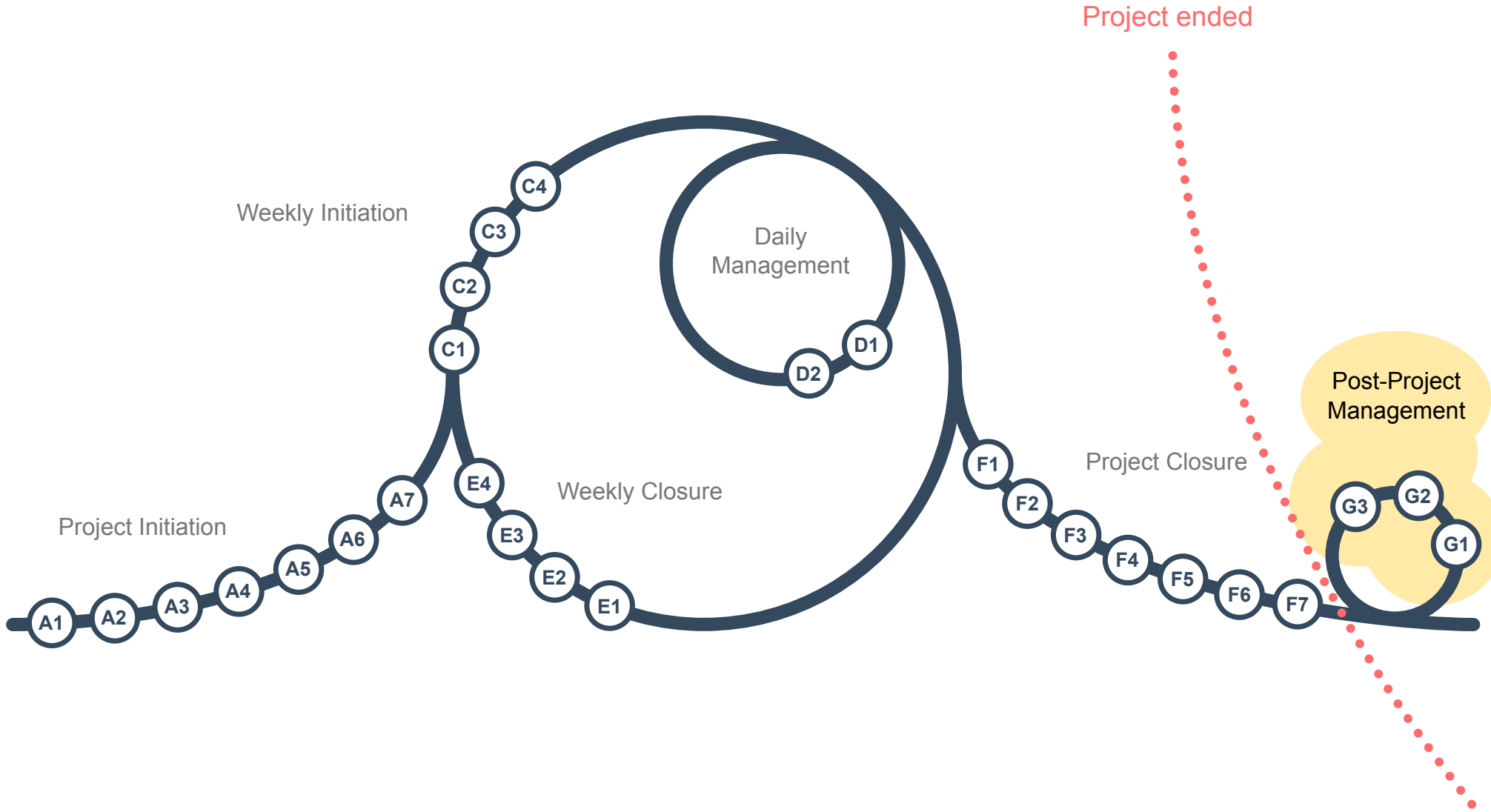
F6

F7

G3

G2

G1



Weekly Initiation

Daily Management

Project ended

Post-Project Management

Project Initiation

Weekly Closure

Project Closure

A1

A2

A3

A4

A5

A6

A7

C1

C2

C3

C4

D2

D1

E1

E2

E3

E4

F1

F2

F3

F4

F5

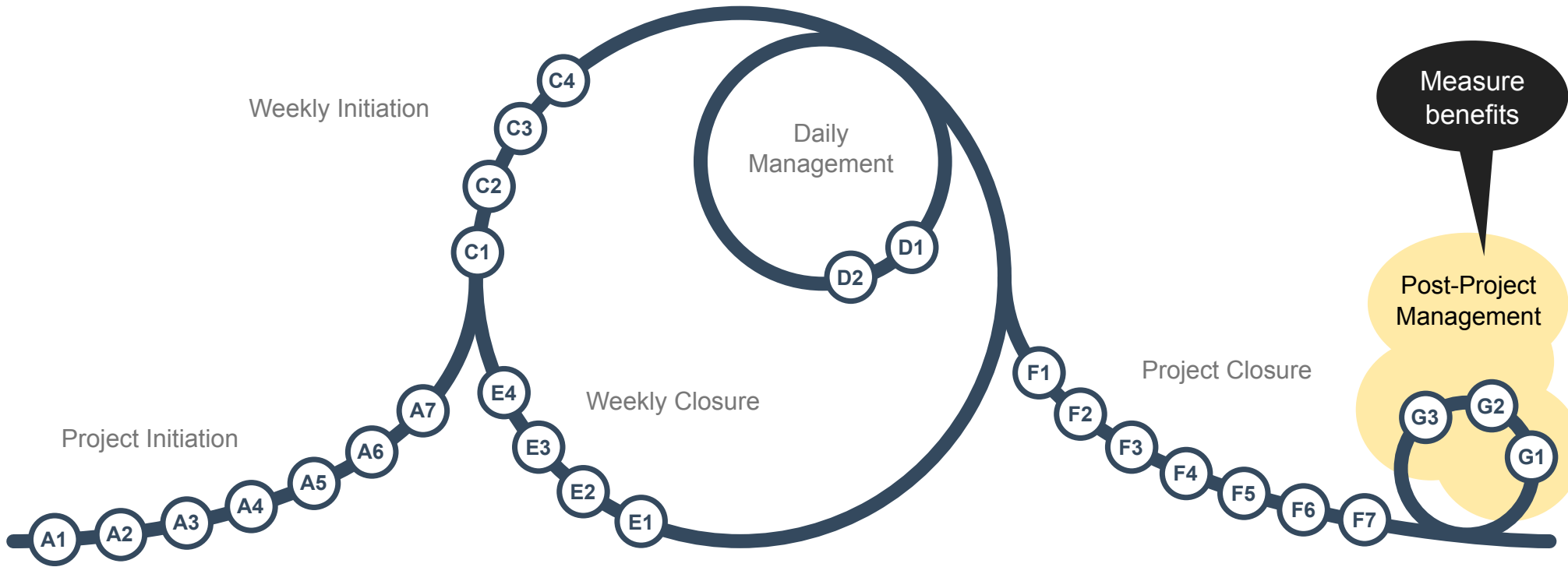
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F7

G3

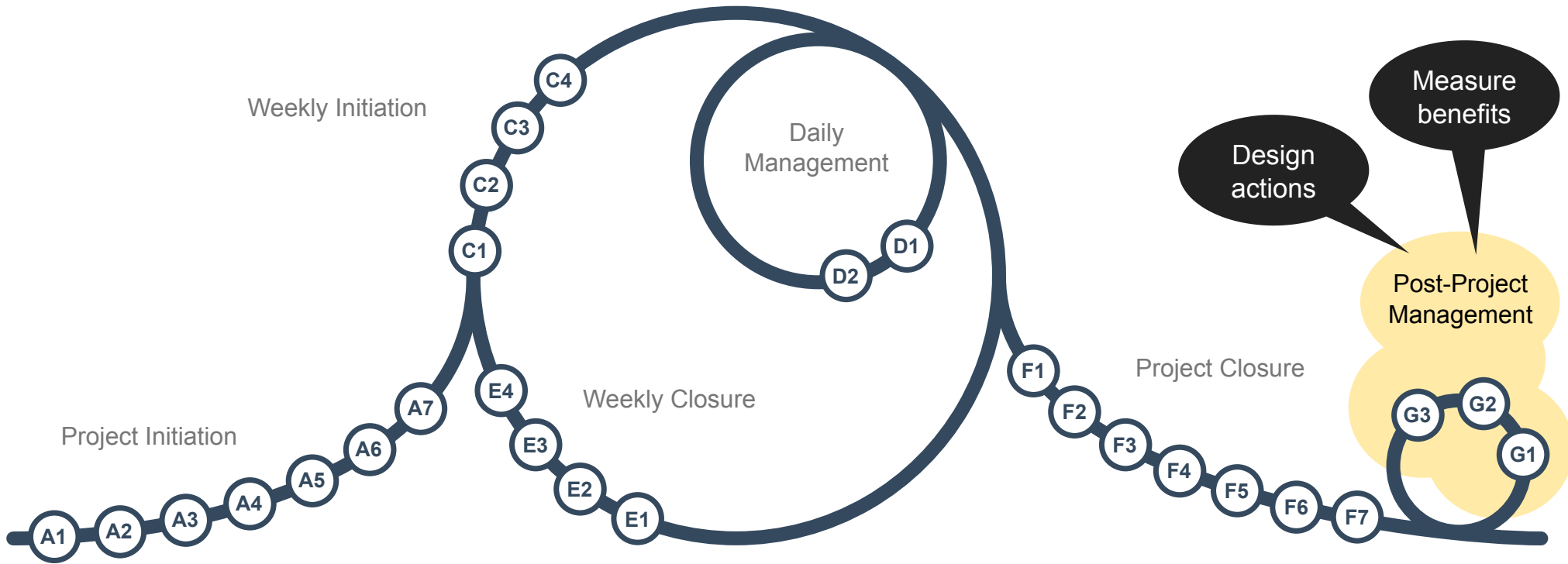
G2

G1



Measure benefits

Post-Project Management



Weekly Initiation

Daily Management

Weekly Closure

Project Initiation

Project Closure

Post-Project Management

Design actions

Measure benefits

A1

A2

A3

A4

A5

A6

A7

C1

C2

C3

C4

D2

D1

E4

E3

E2

E1

F1

F2

F3

F4

F5

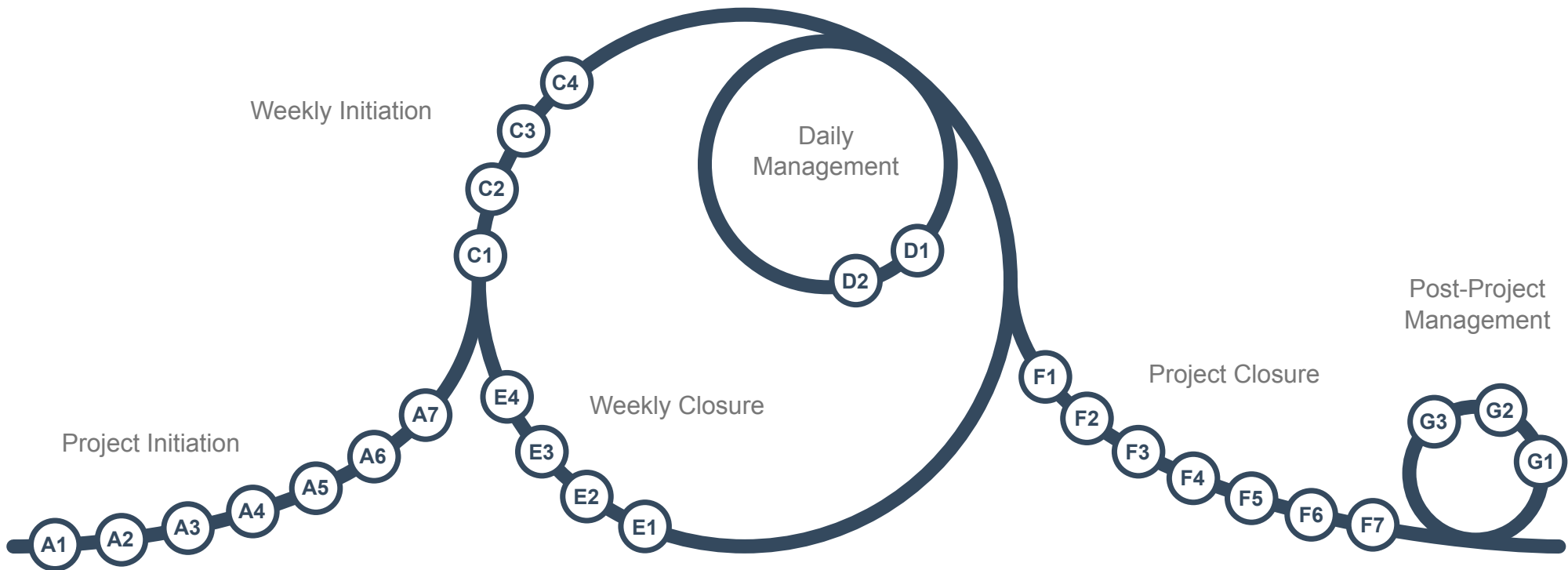
F6

F7

G3

G2

G1



① High-level overview



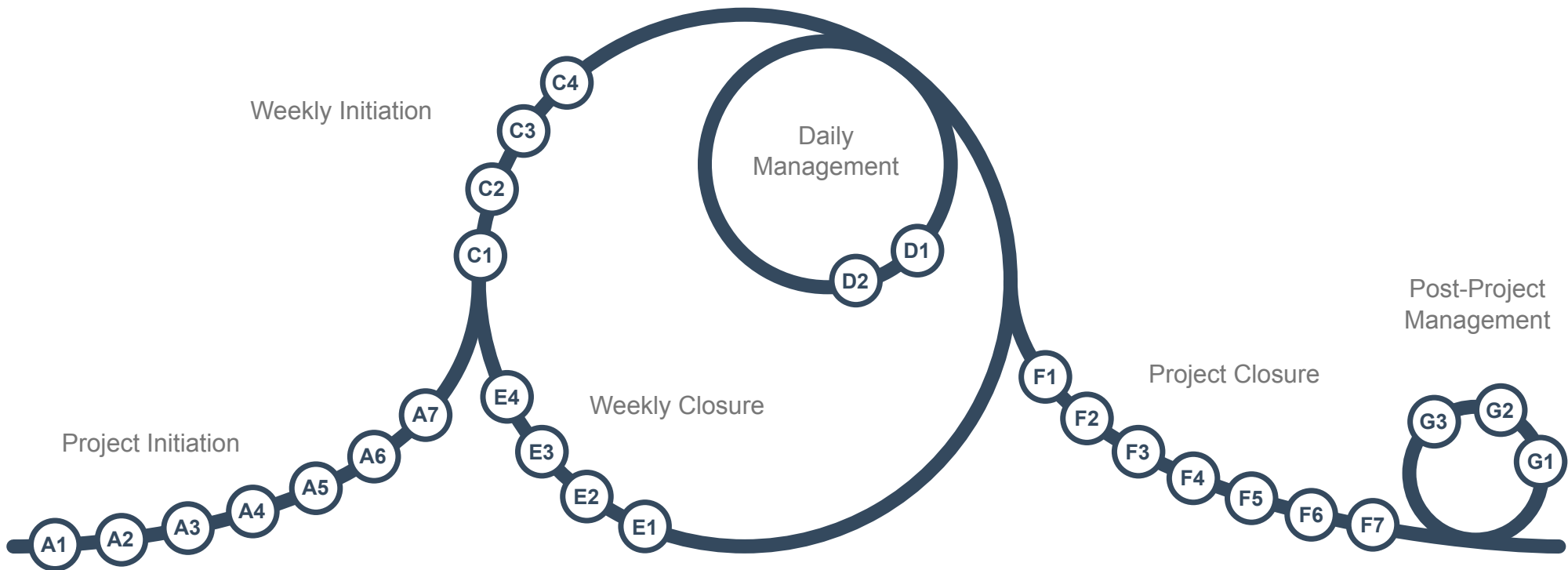
② Full review

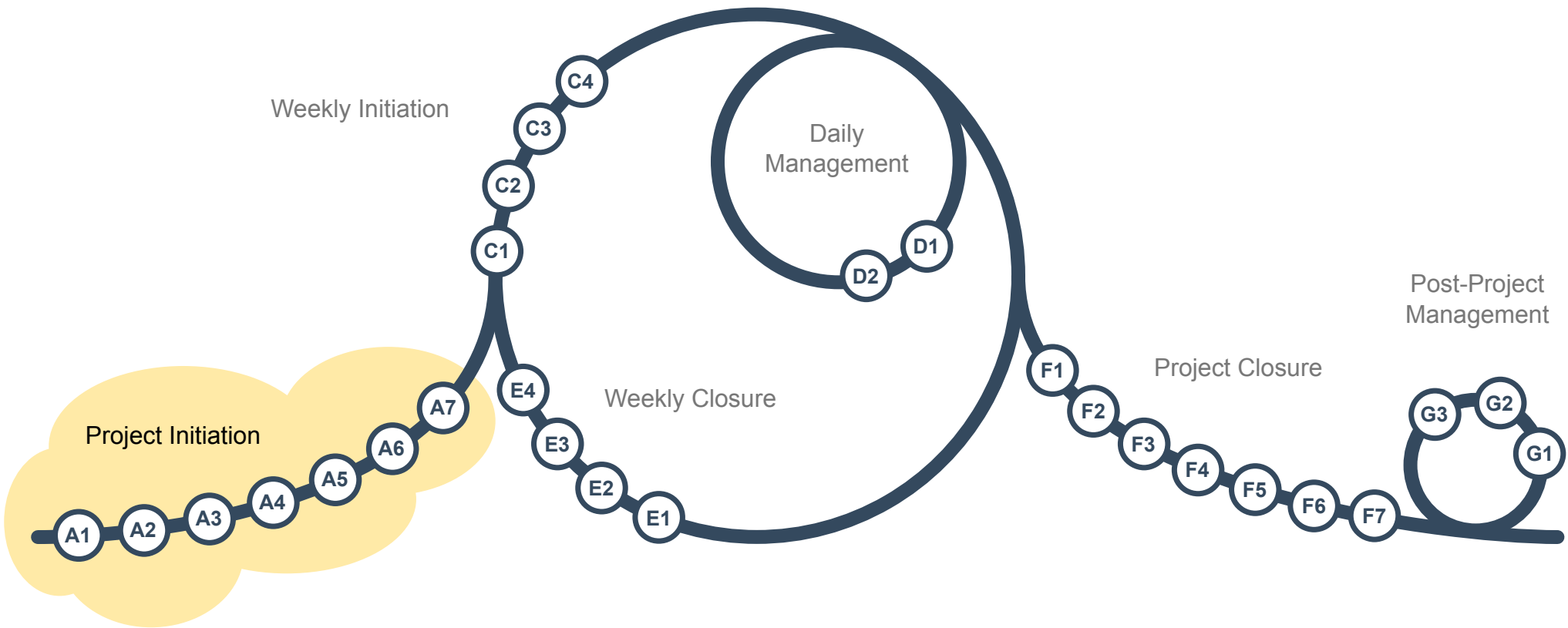
③ NUPP

④ Tailoring

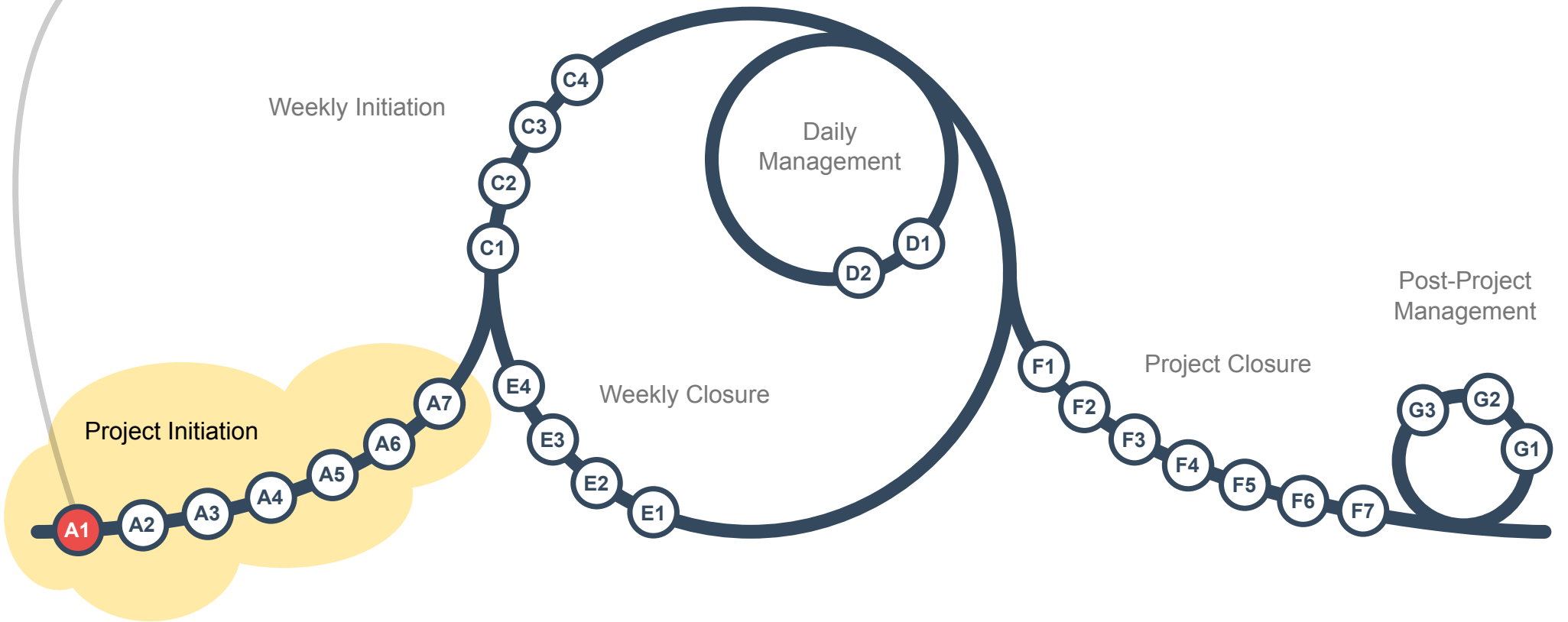
⑤ Context

⑥ Certification

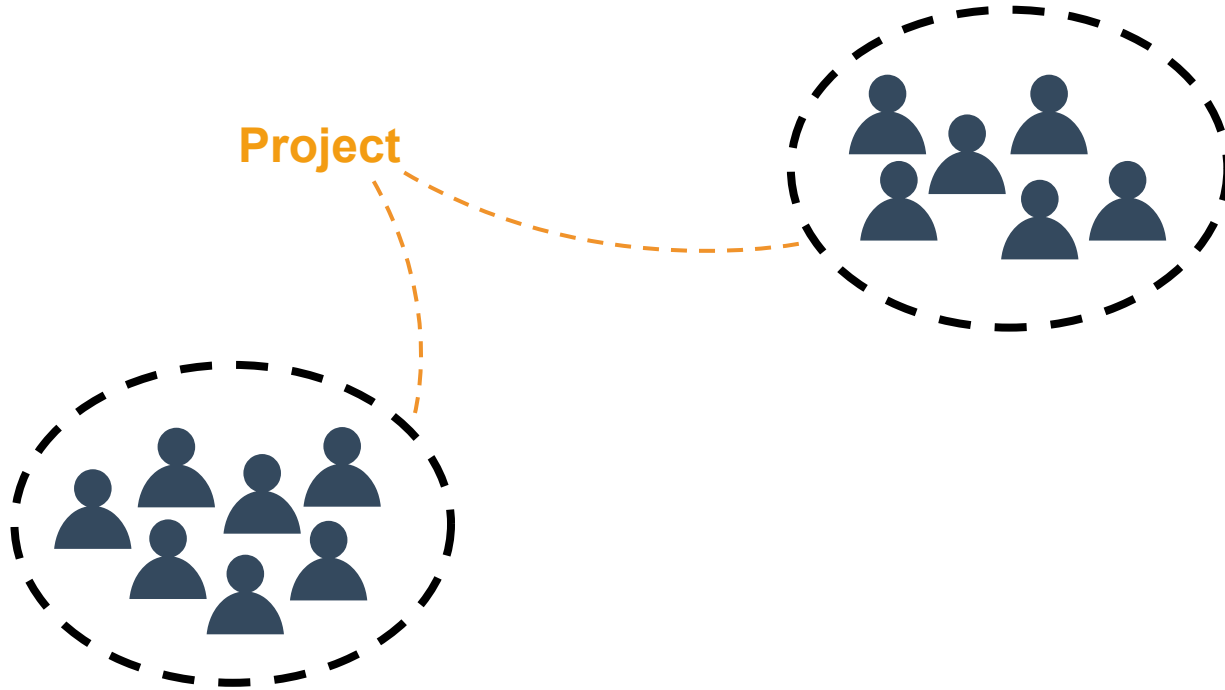




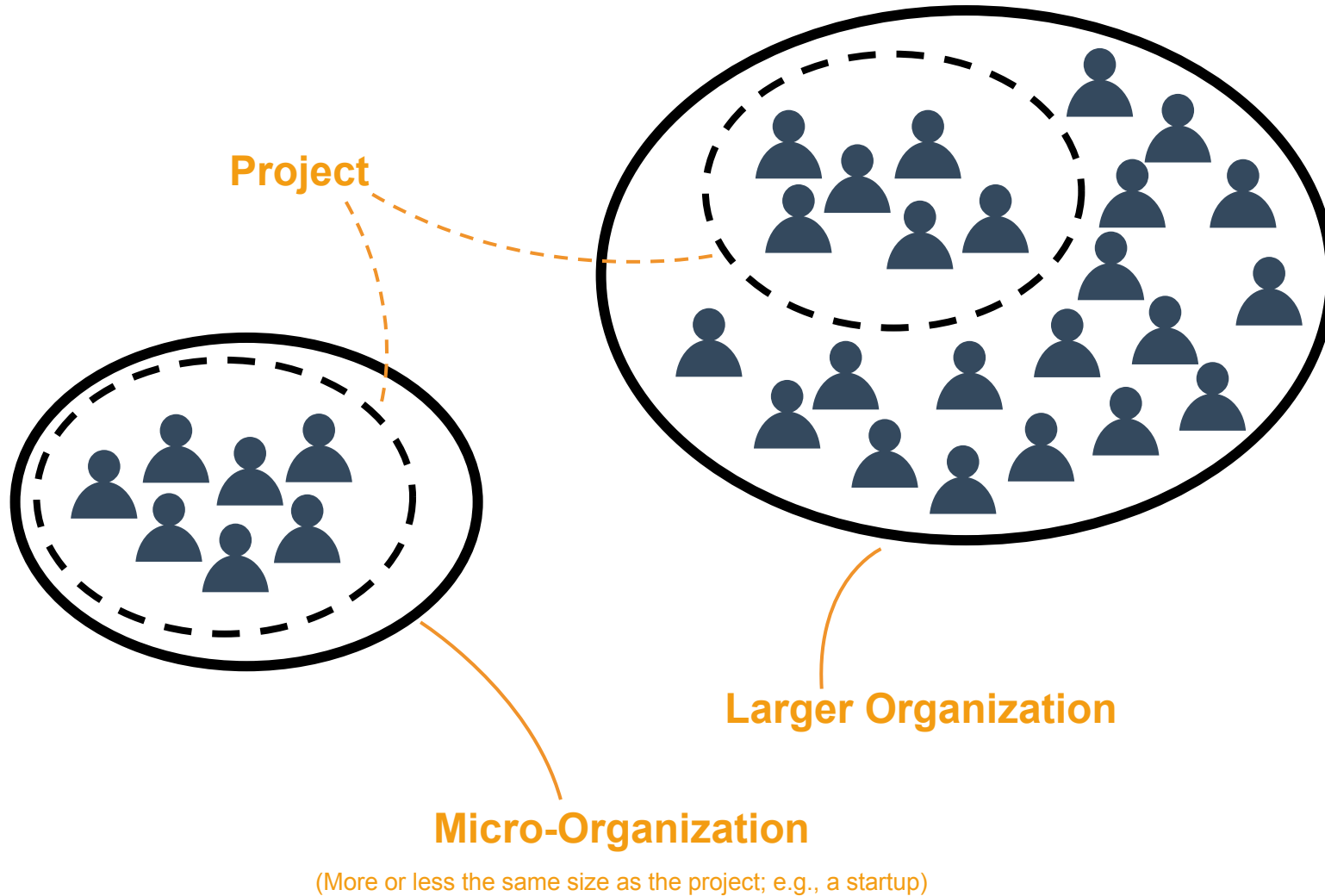
Identify the high-level decision maker(s)



A1 - Identify the high-level decision maker(s)



# A1 - Identify the high-level decision maker(s)

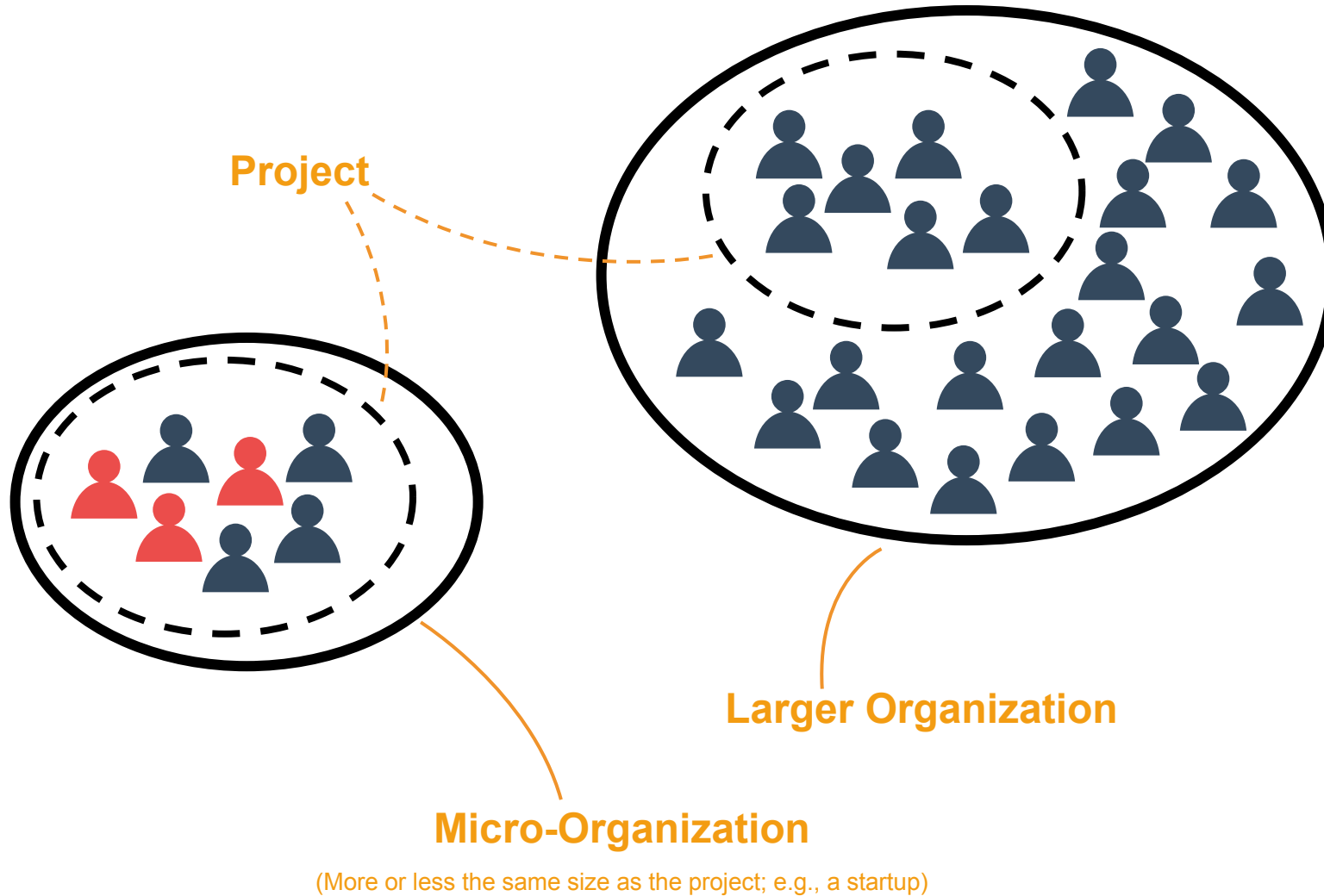


**Micro-Organization**

(More or less the same size as the project; e.g., a startup)

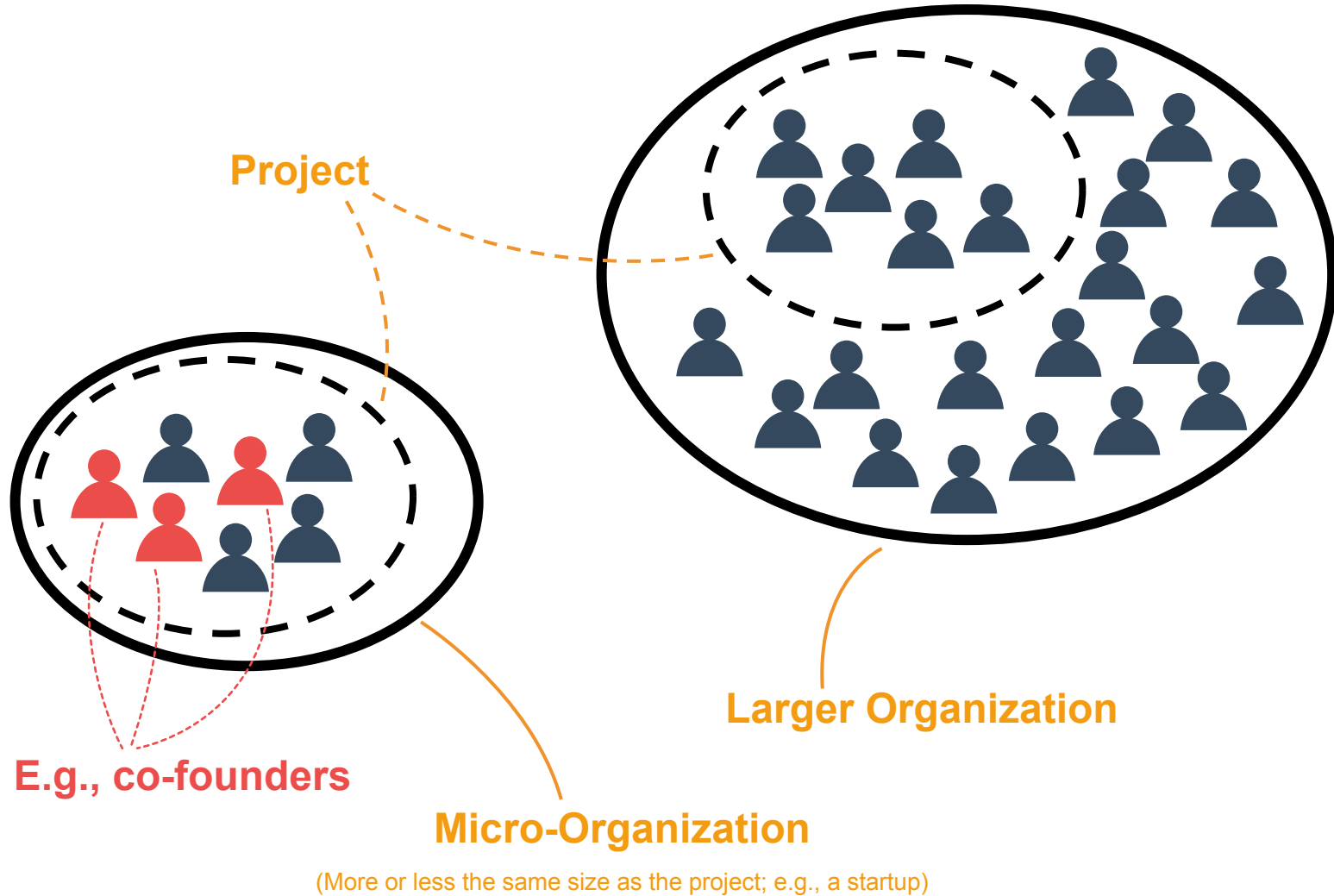
**Larger Organization**

# A1 - Identify the high-level decision maker(s)

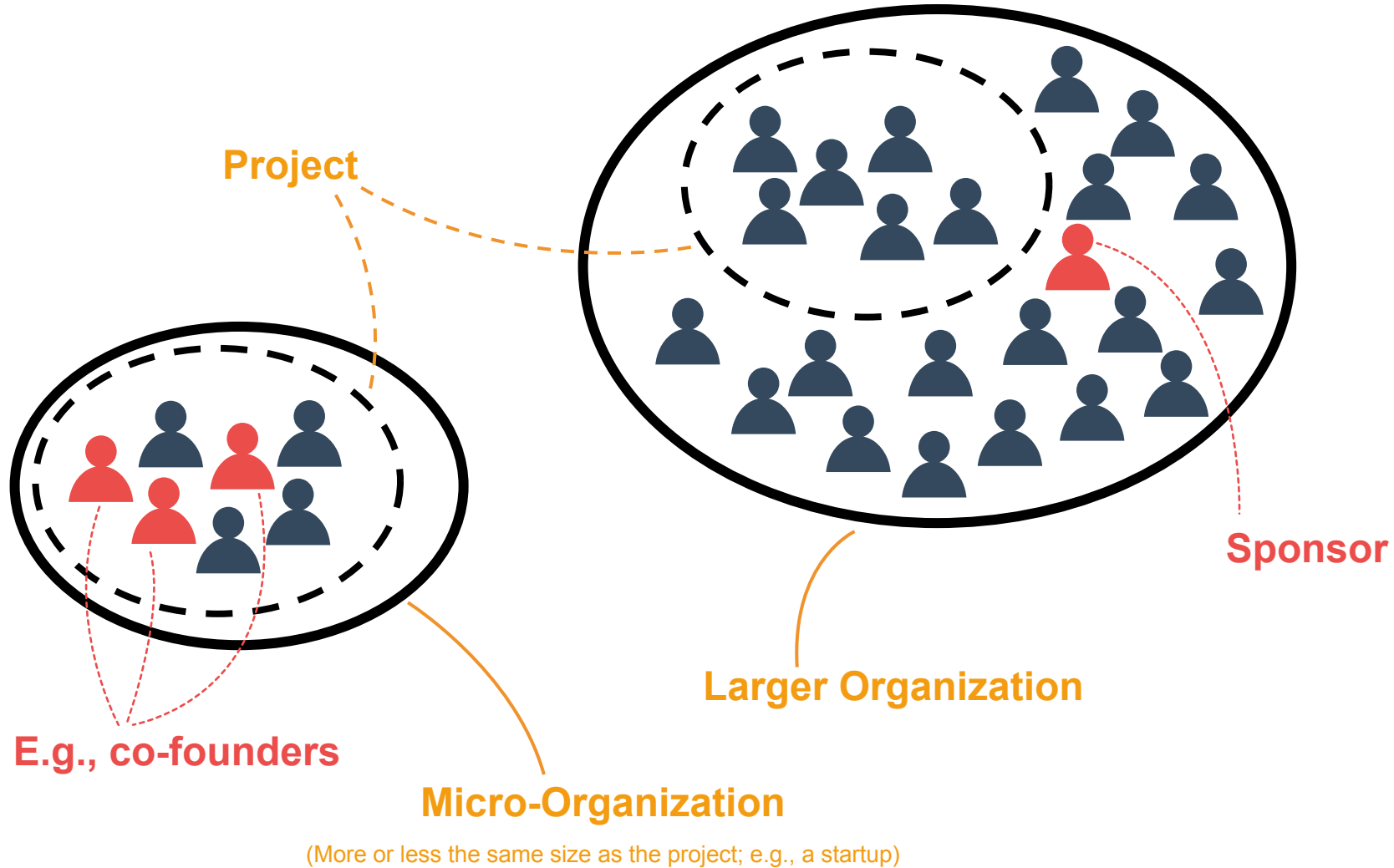


(More or less the same size as the project; e.g., a startup)

# A1 - Identify the high-level decision maker(s)

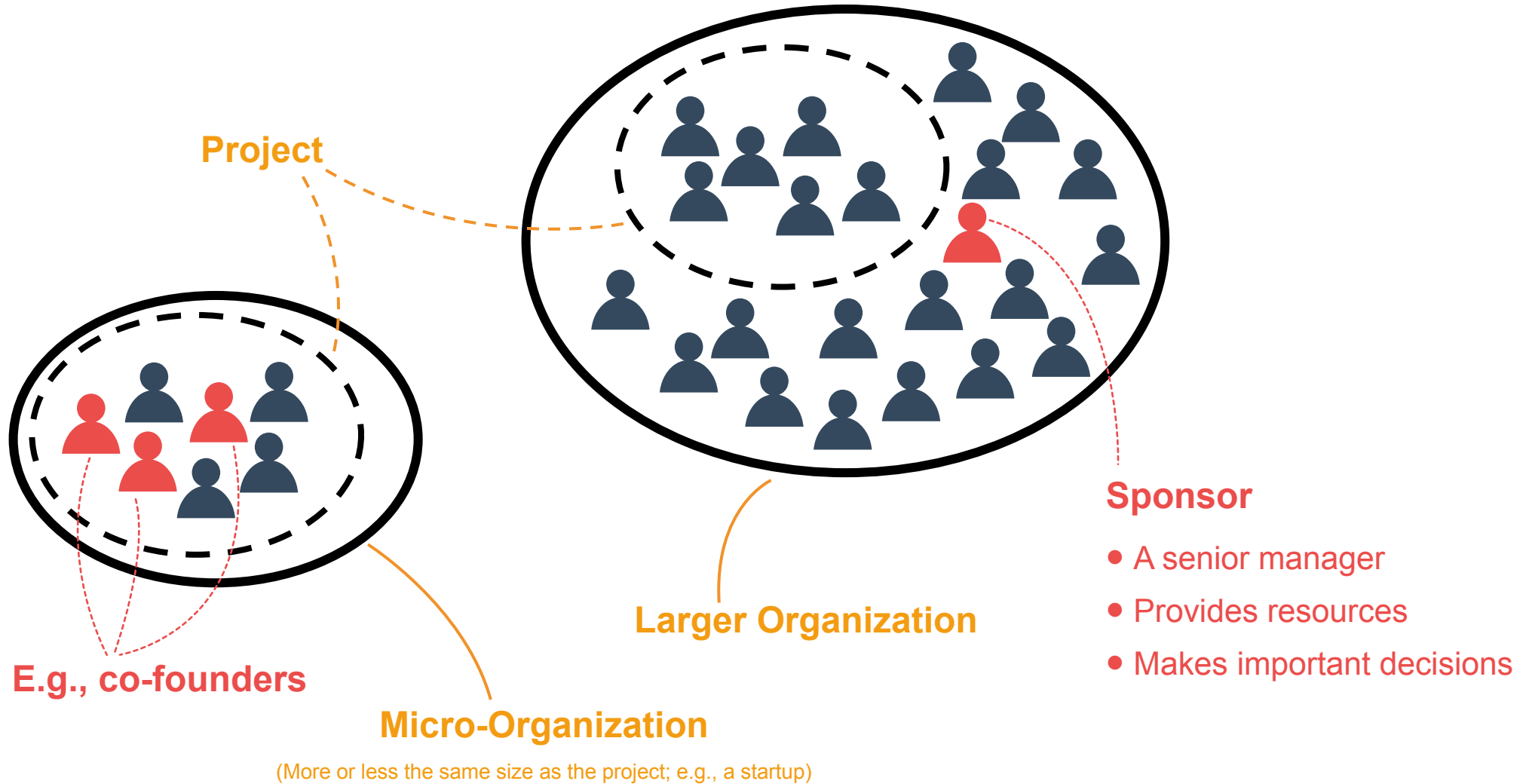


# A1 - Identify the high-level decision maker(s)



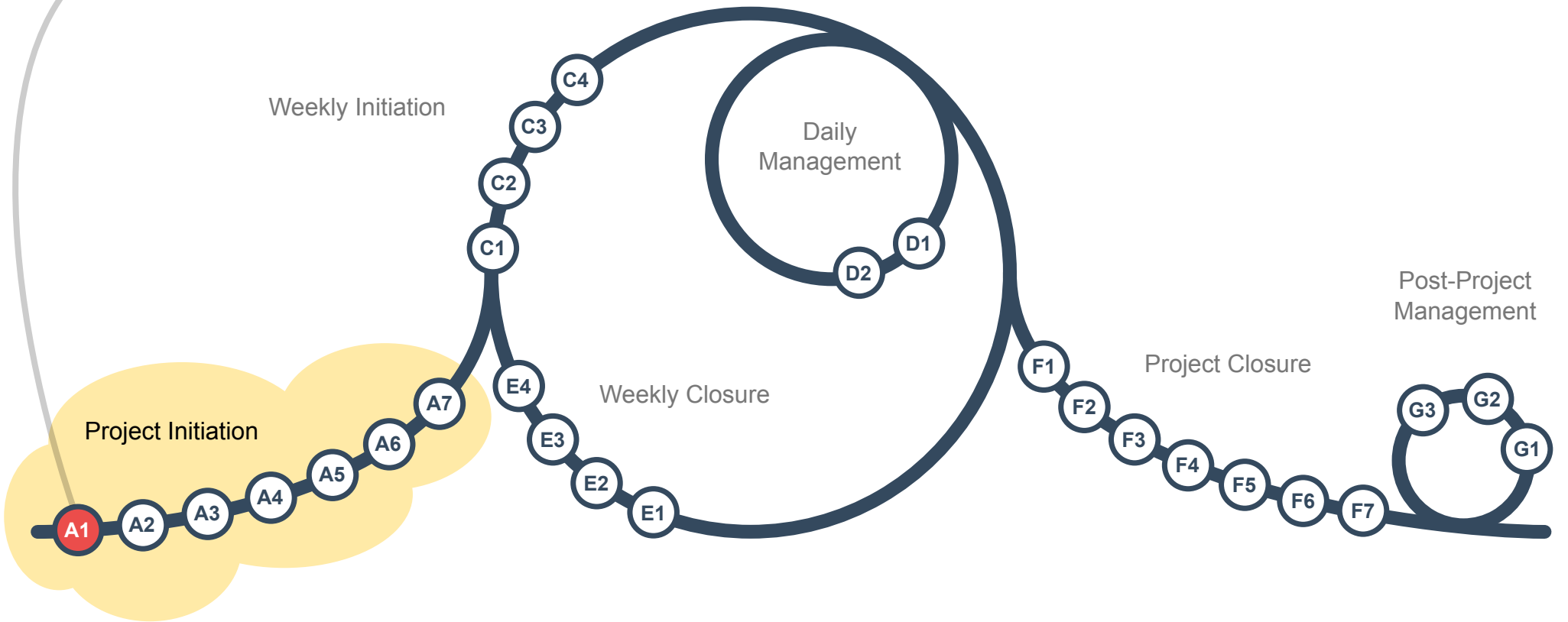
(More or less the same size as the project; e.g., a startup)

## A1 - Identify the high-level decision maker(s)



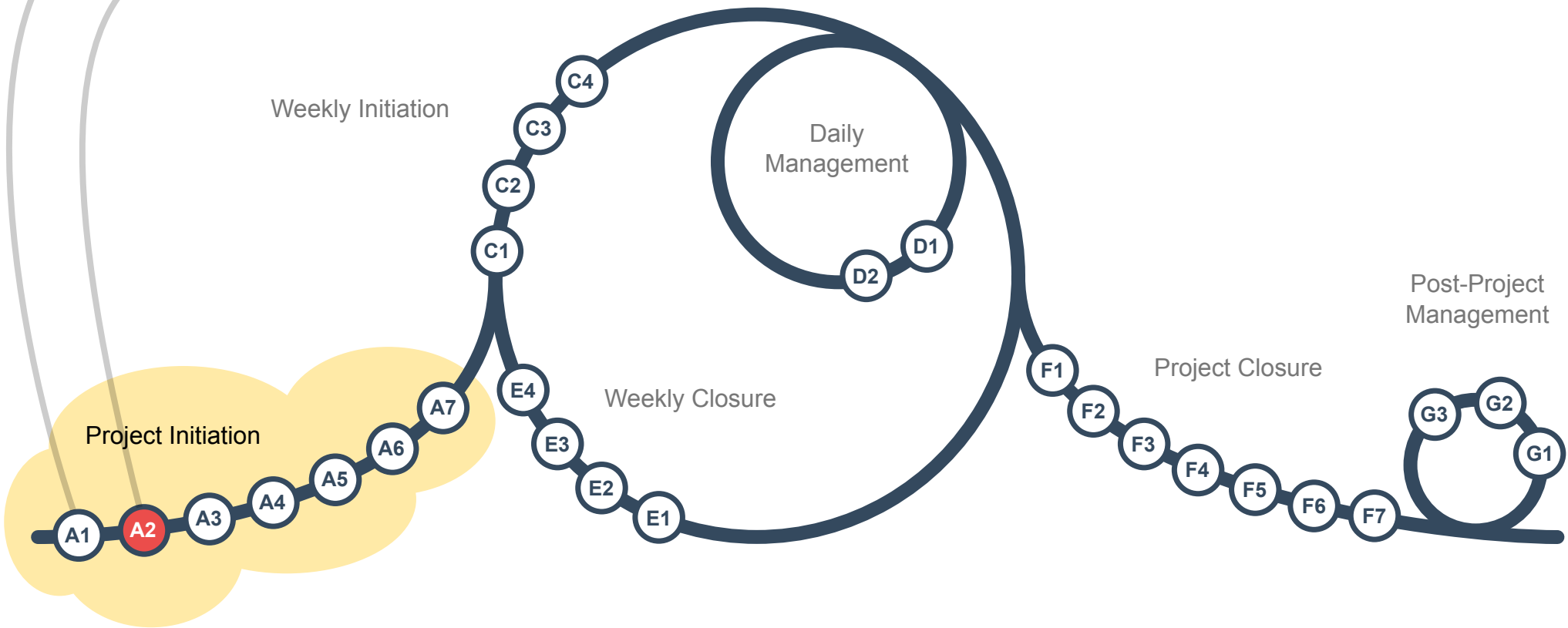


Identify the high-level decision maker(s)

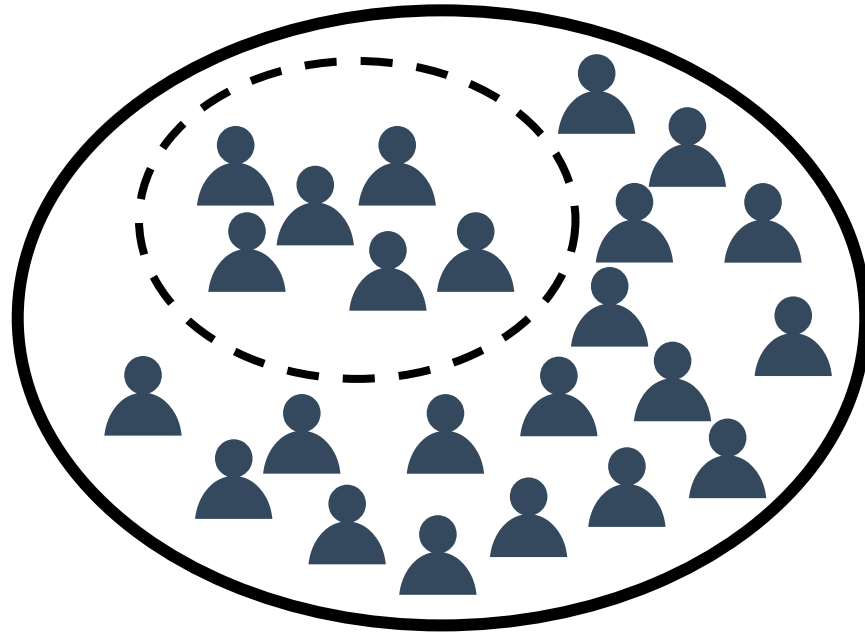


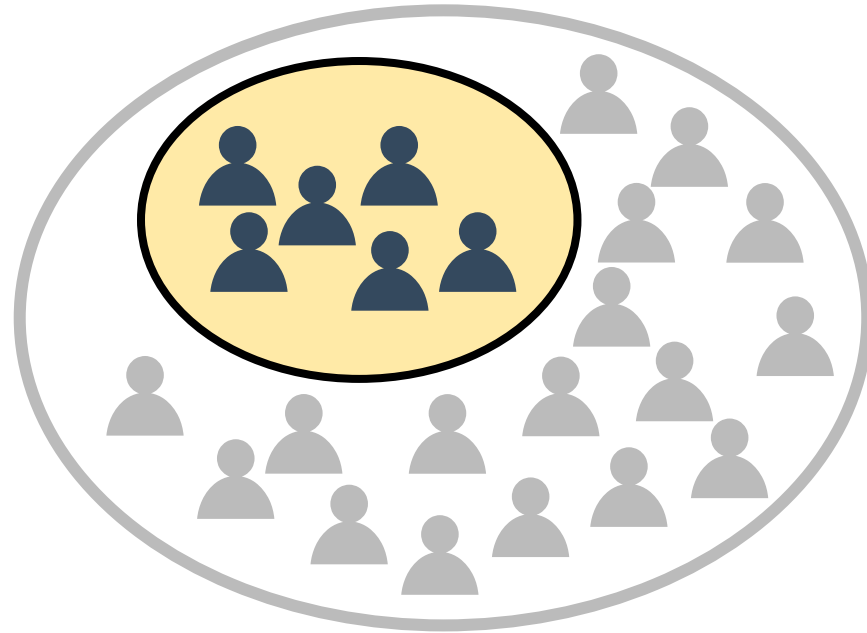
Identify the high-level decision maker(s)

**Understand and distribute the hats**



## A2 - Understand and distribute the hats

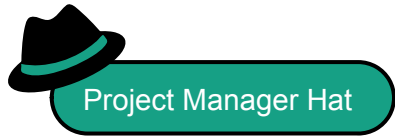
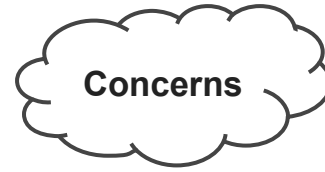




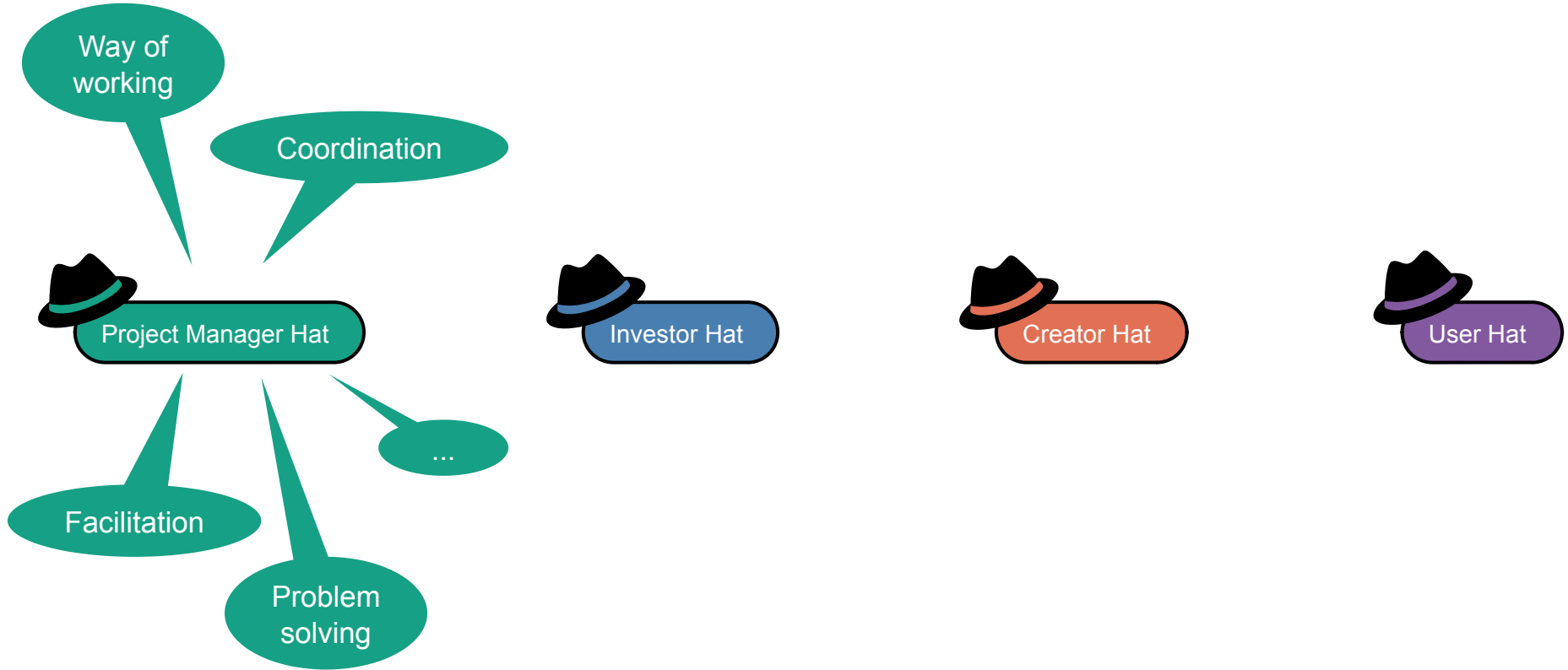
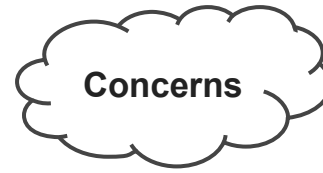
**Team members should be officially appointed to the project.**

(Instead of appointing tasks to departments)

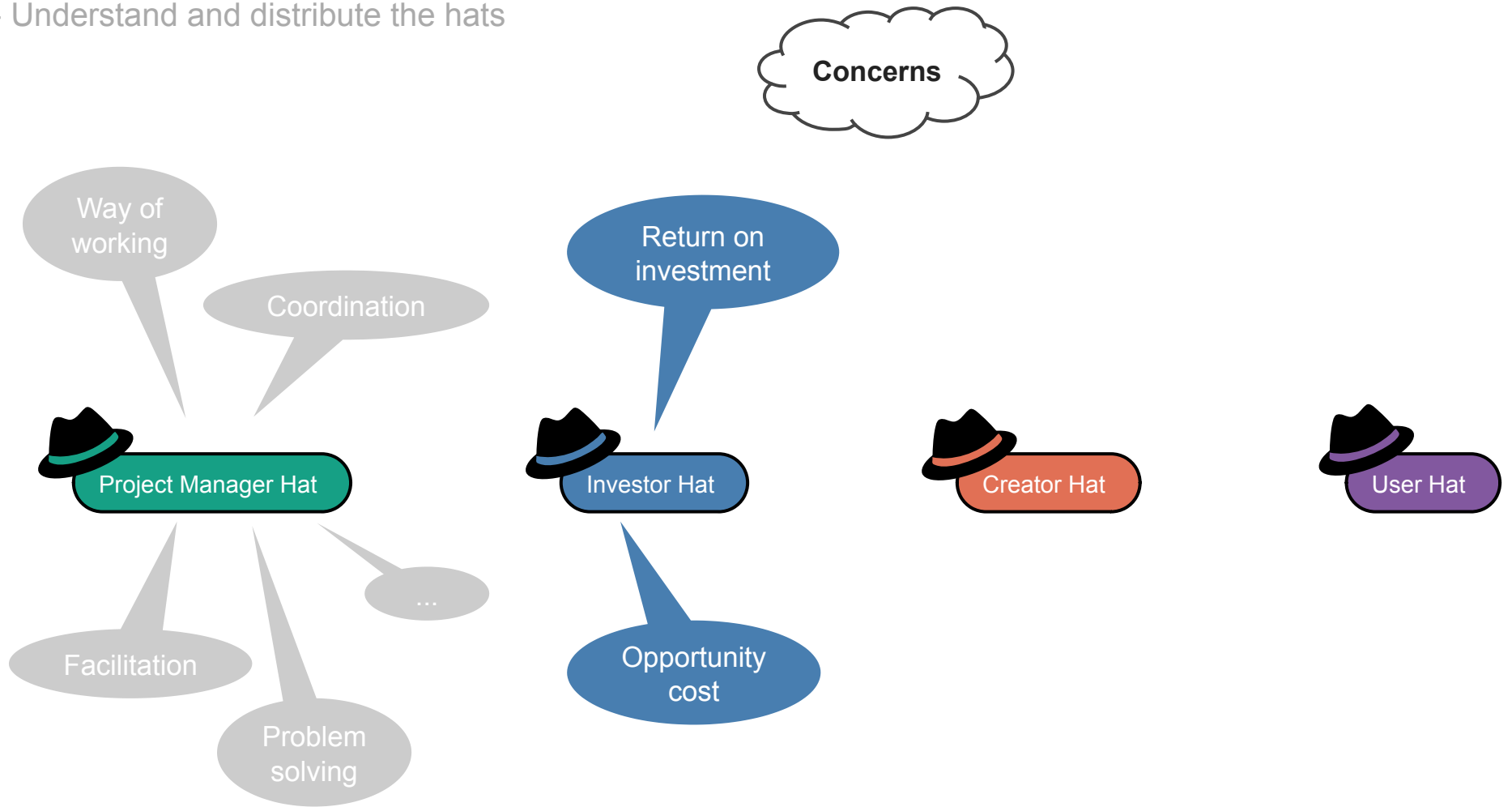
## A2 - Understand and distribute the hats



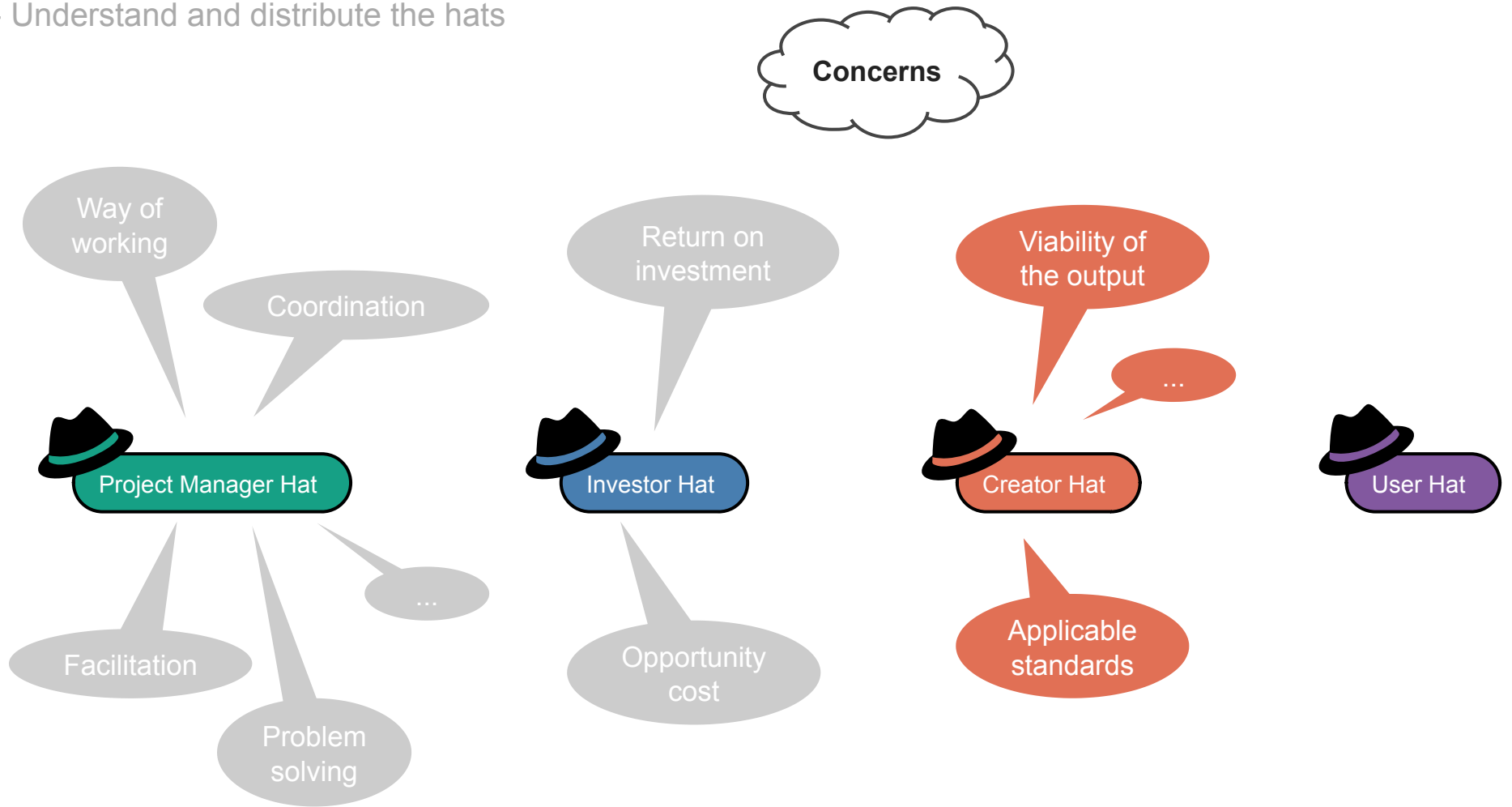
## A2 - Understand and distribute the hats



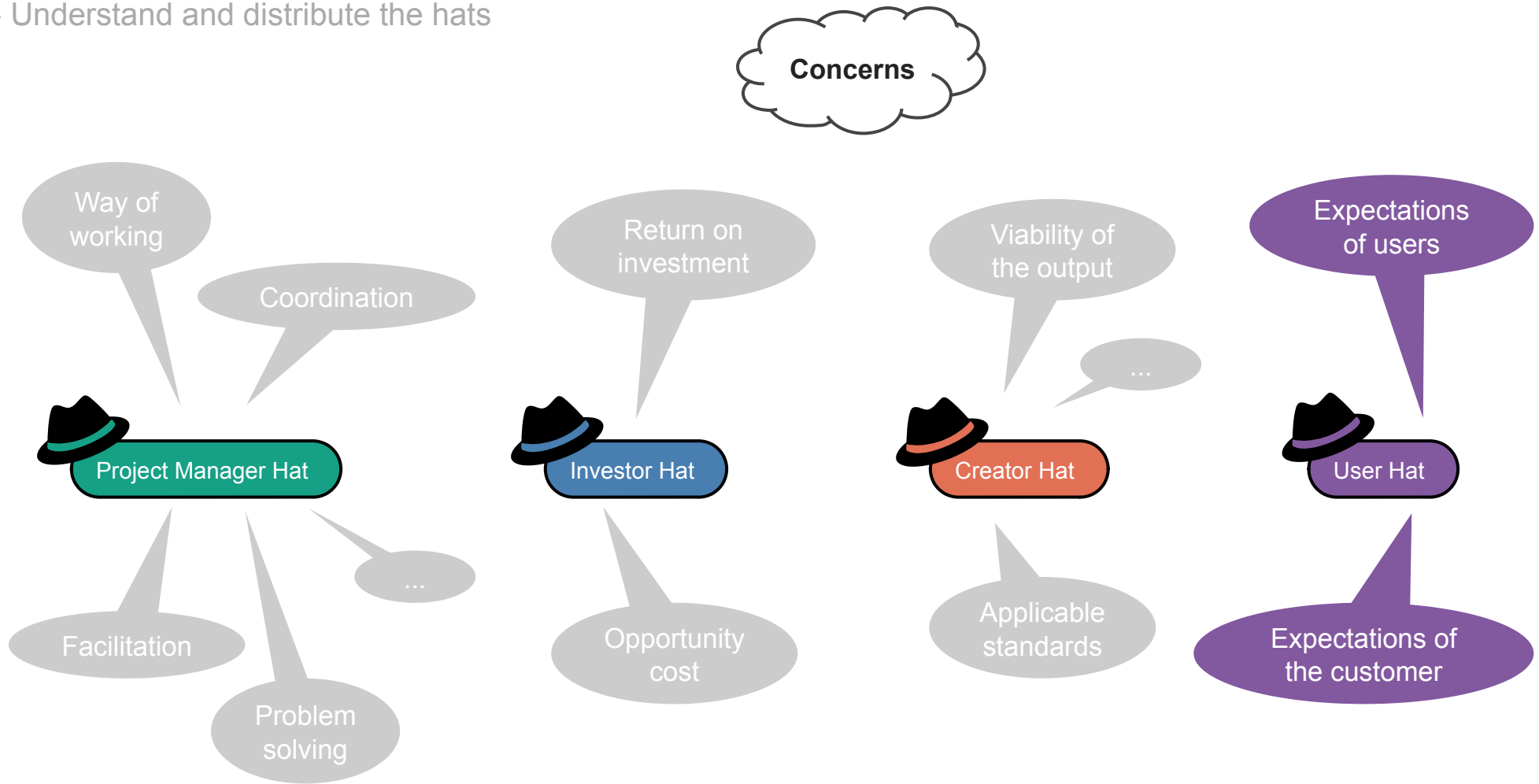
## A2 - Understand and distribute the hats



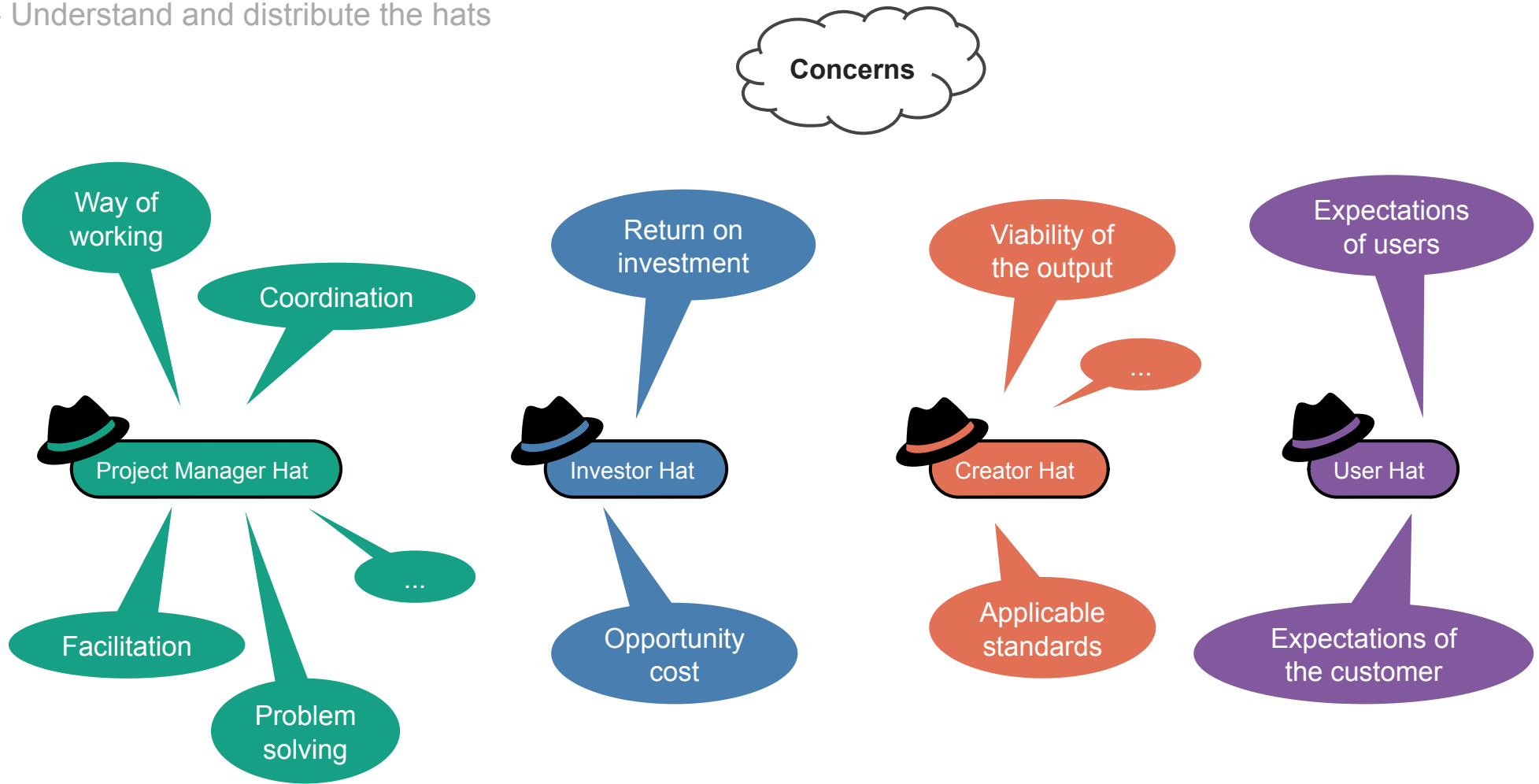
## A2 - Understand and distribute the hats



## A2 - Understand and distribute the hats



## A2 - Understand and distribute the hats





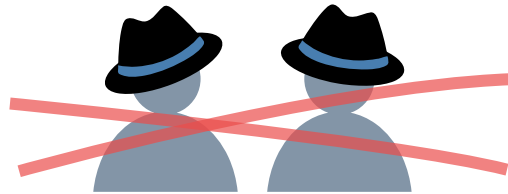
Expressing concerns

~~(Decision making) authority~~

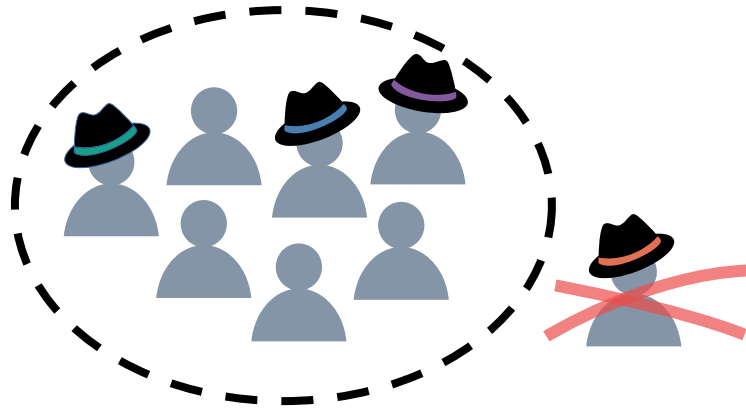


✓ Making sure concerns are addressed

~~Addressing concerns~~

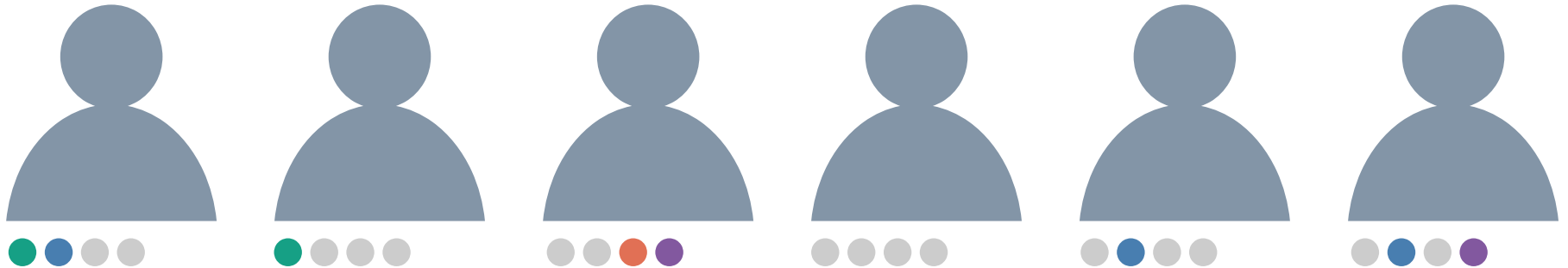


Only one person  
wears the hat at any one time.



Only the team members  
wear the hats

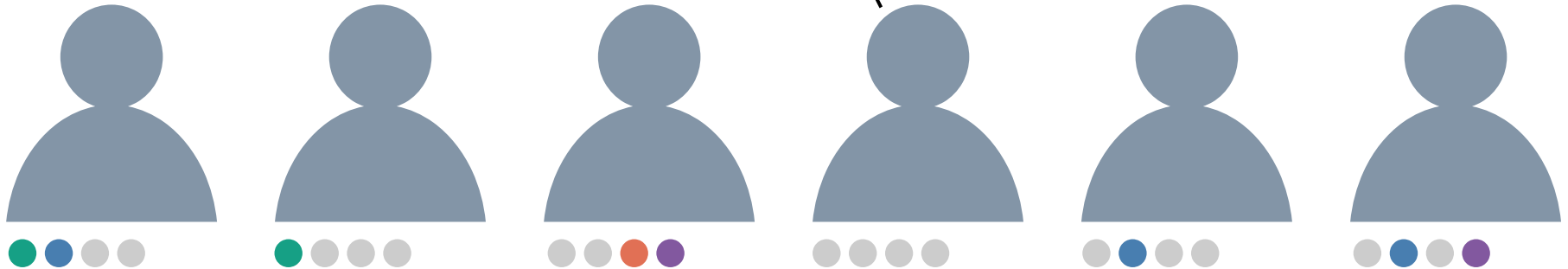
## A2 - Understand and distribute the hats



**Who is capable of and willing to wear each of the hats?**

## A2 - Understand and distribute the hats

Some people don't want to or can't wear any hats, and that's fine.

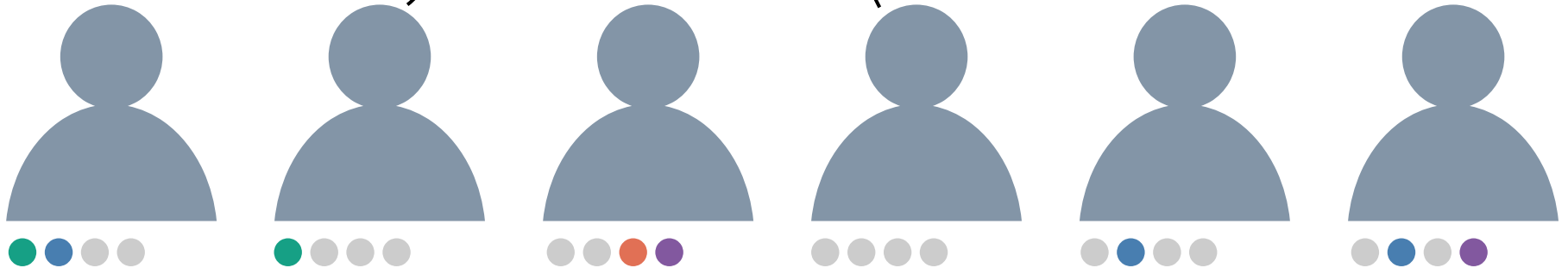


**Who is capable of and willing to wear each of the hats?**

## A2 - Understand and distribute the hats

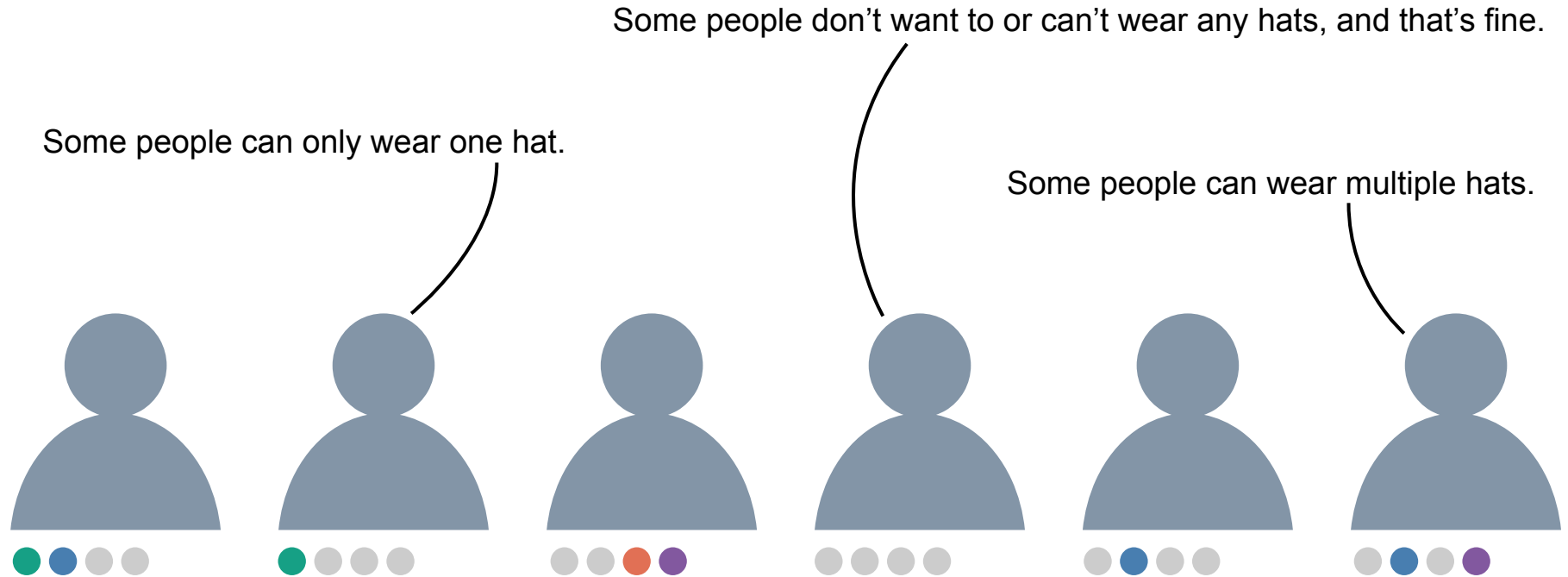
Some people don't want to or can't wear any hats, and that's fine.

Some people can only wear one hat.



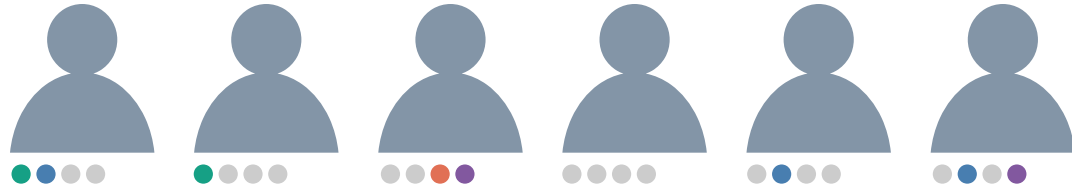
**Who is capable of and willing to wear each of the hats?**

## A2 - Understand and distribute the hats



**Who is capable of and willing to wear each of the hats?**

## A2 - Understand and distribute the hats



**We prefer to swap hats frequently, if possible.**

## A2 - Understand and distribute the hats

Project Initiation



Cycle 1



Cycle 2



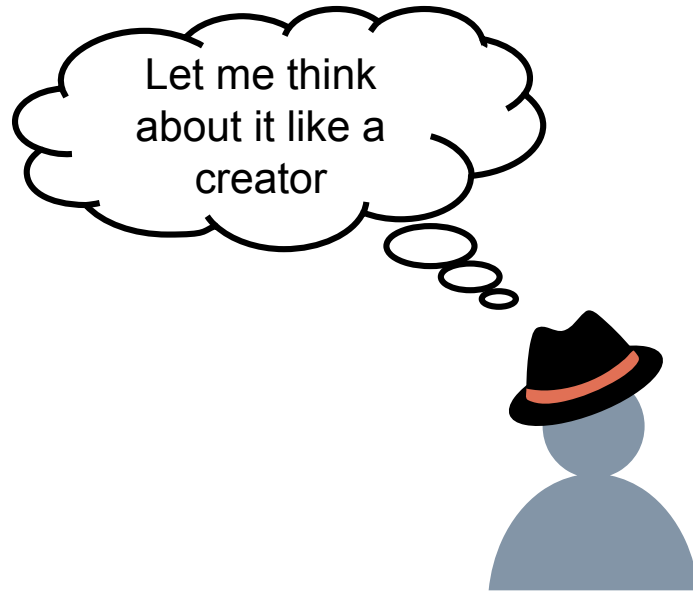
Time



## A2 - Understand and distribute the hats



**In a single-person project, the person has to wear all the hats...**



**The single person should virtually switch hats all the time.**



**The single person should virtually switch hats all the time.**



**The single person should virtually switch hats all the time.**



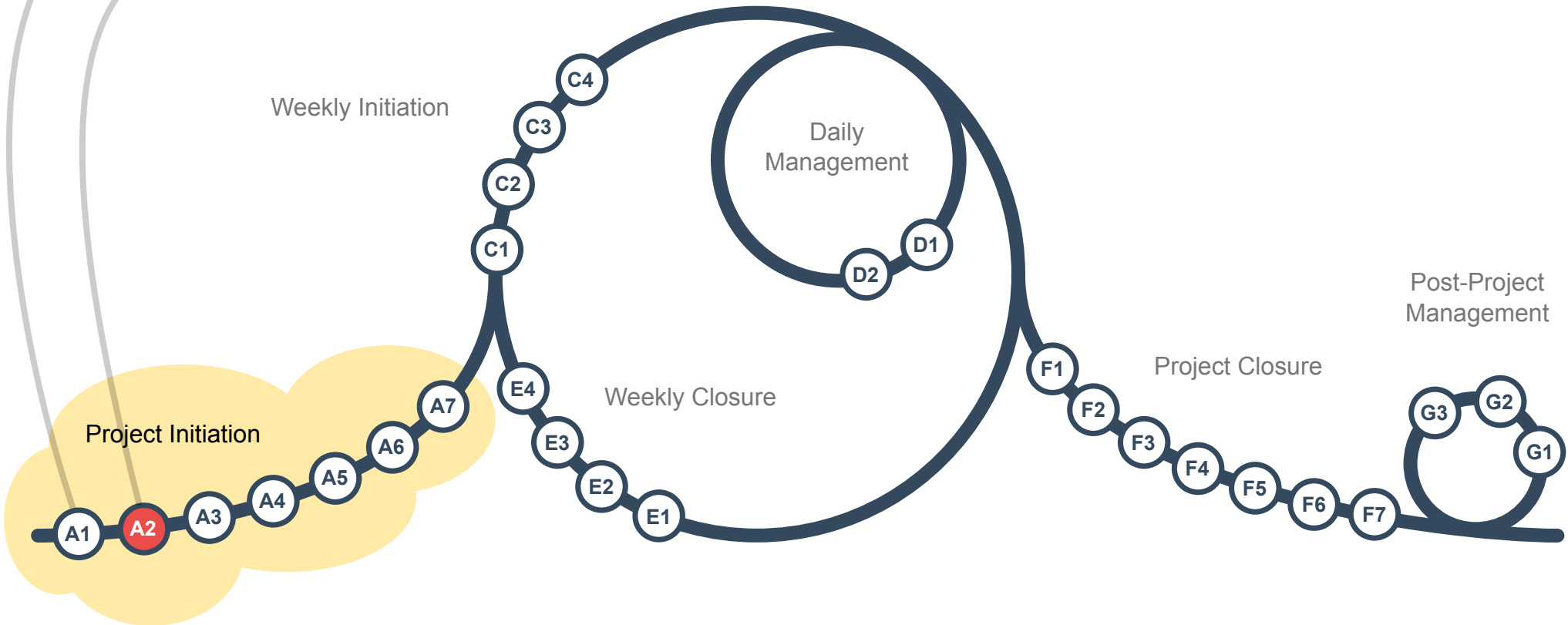
**The single person should virtually switch hats all the time.**

## A2 - Understand and distribute the hats



Identify the high-level decision maker(s)

**Understand and distribute the hats**



Project Initiation

Weekly Initiation

Daily Management

Weekly Closure

Project Closure

Post-Project Management

A1

A2

A3

A4

A5

A6

A7

C1

C2

C3

C4

E4

E3

E2

E1

D2

D1

F1

F2

F3

F4

F5

F6

F7

G3

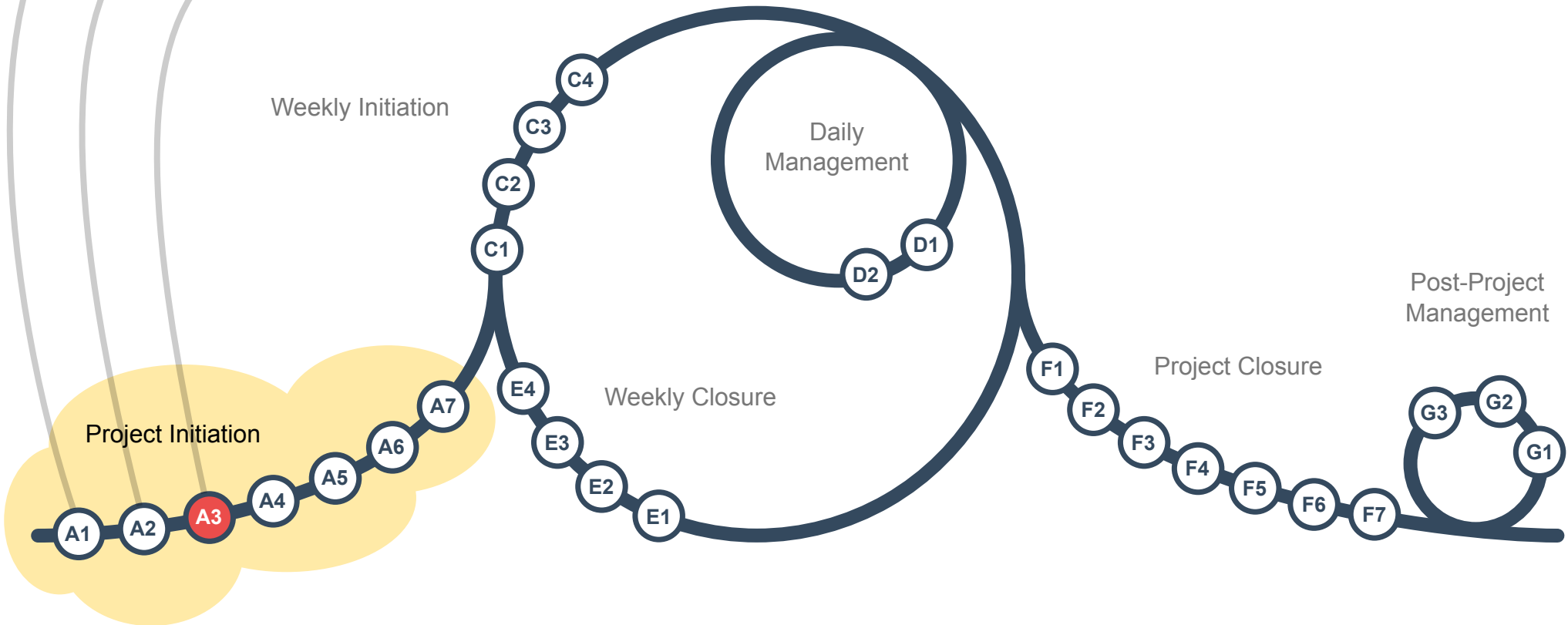
G2

G1

Identify the high-level decision maker(s)

Understand and distribute the hats

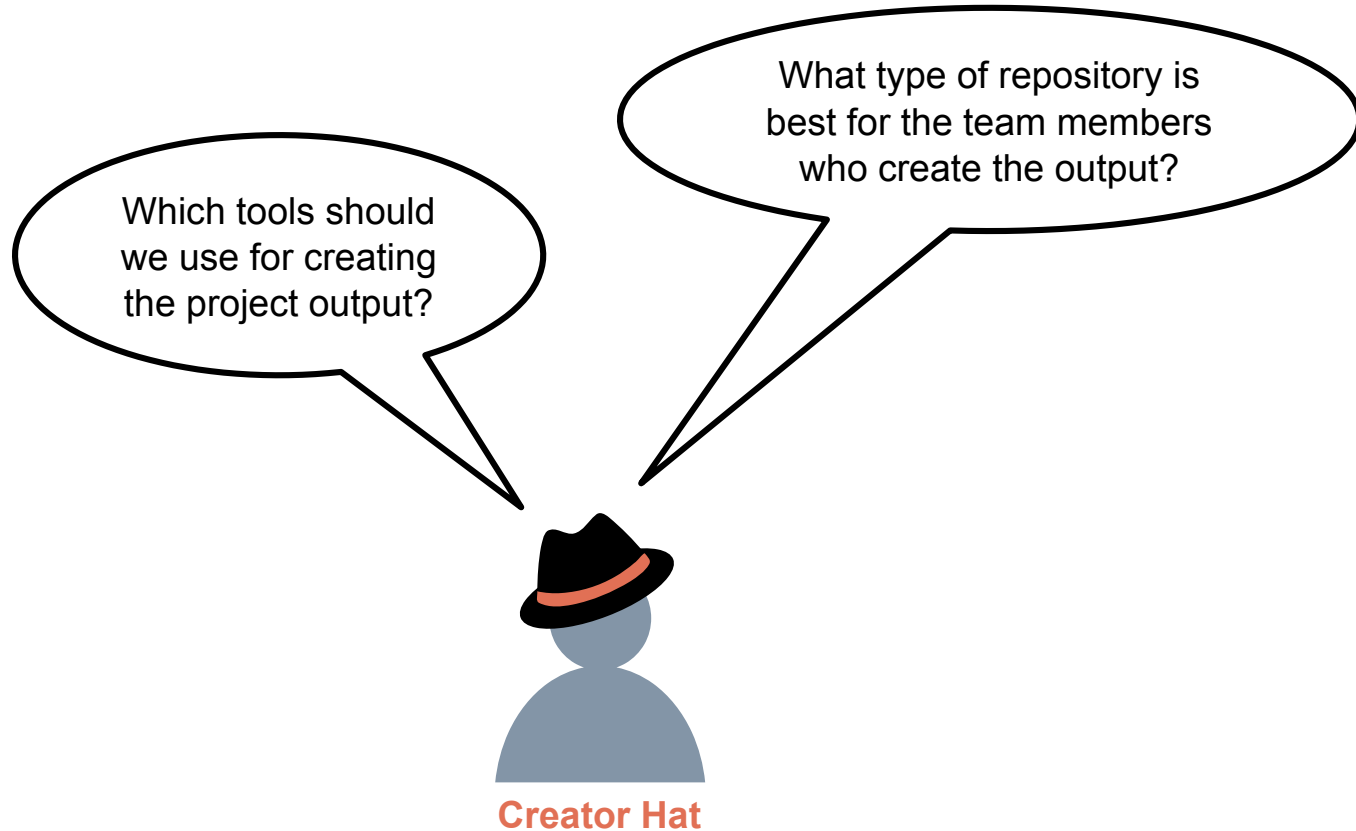
**Select tools and create a project repository**



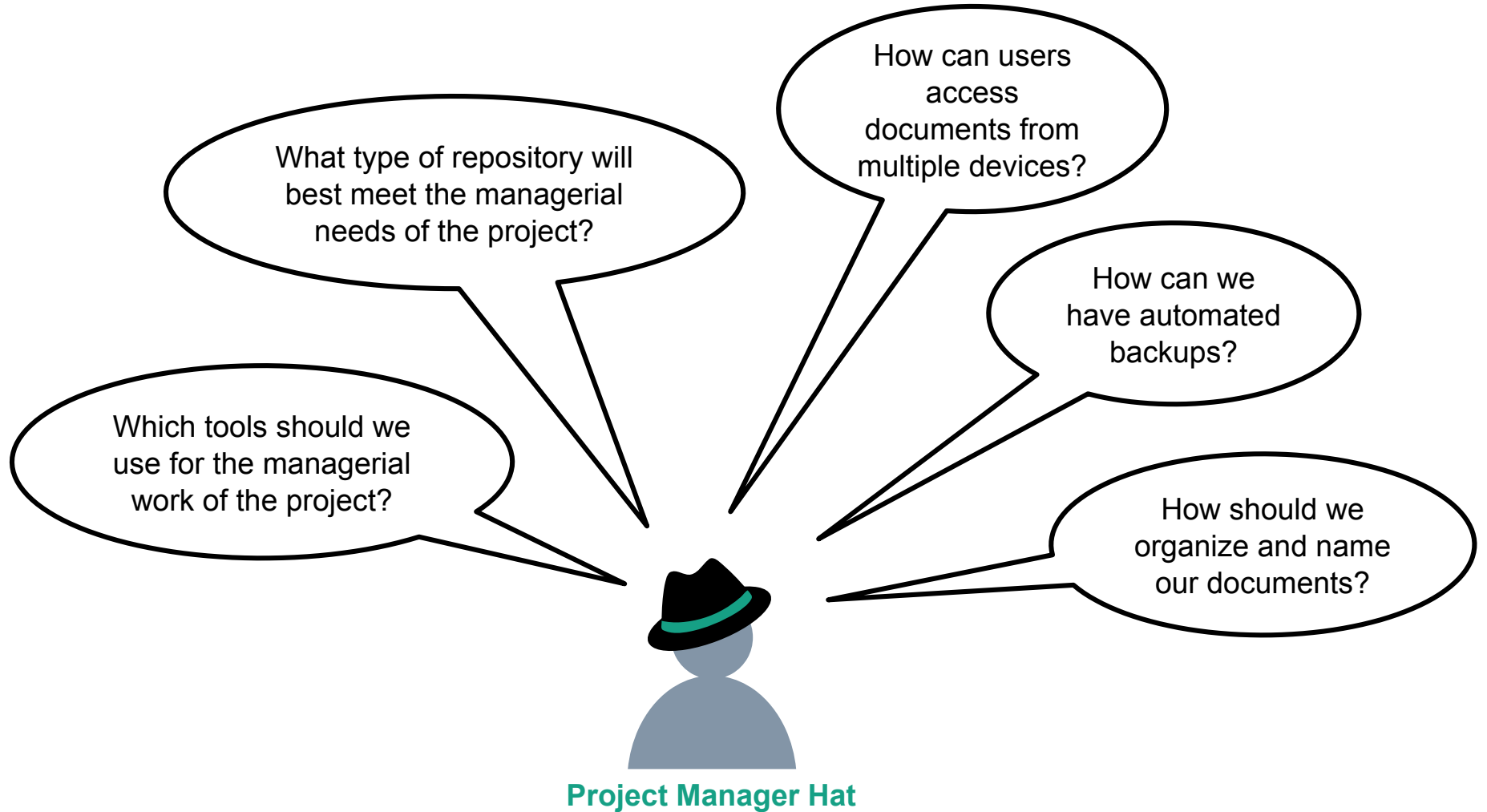
What concerns do you think each hat should have  
in this management activity?



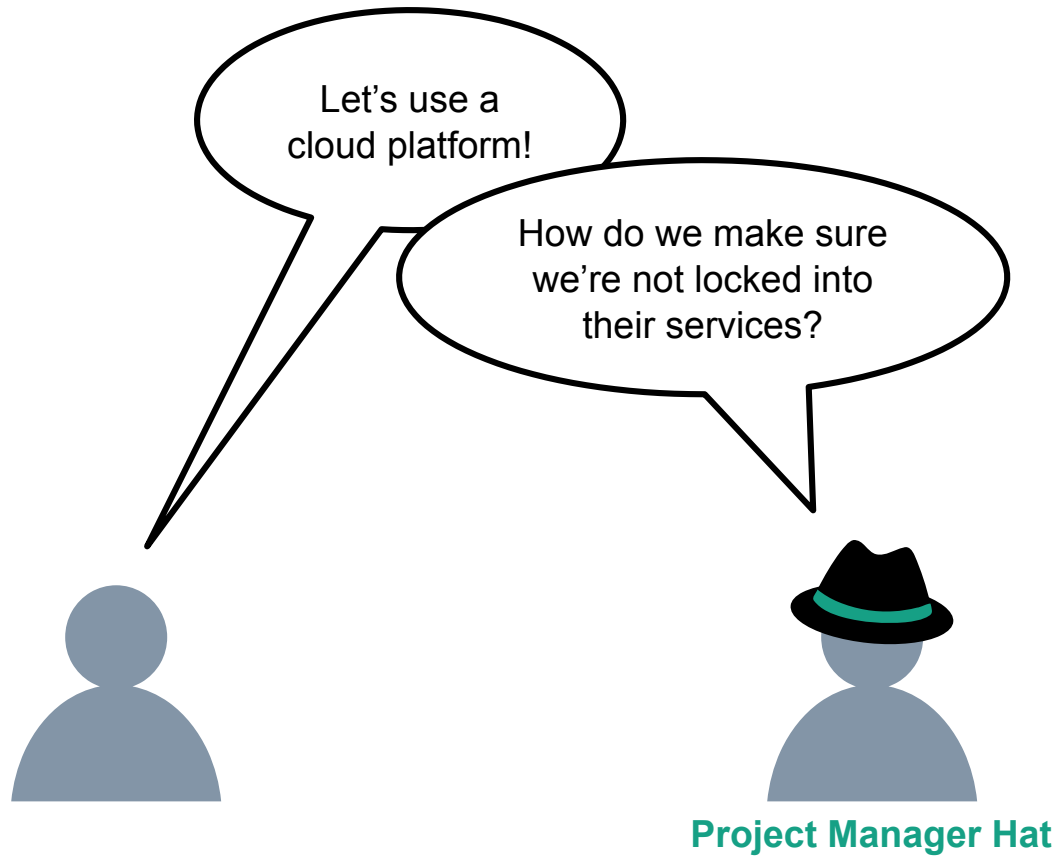
## A3 - Select tools and create a project repository



## A3 - Select tools and create a project repository



## A3 - Select tools and create a project repository



## A3 - Select tools and create a project repository



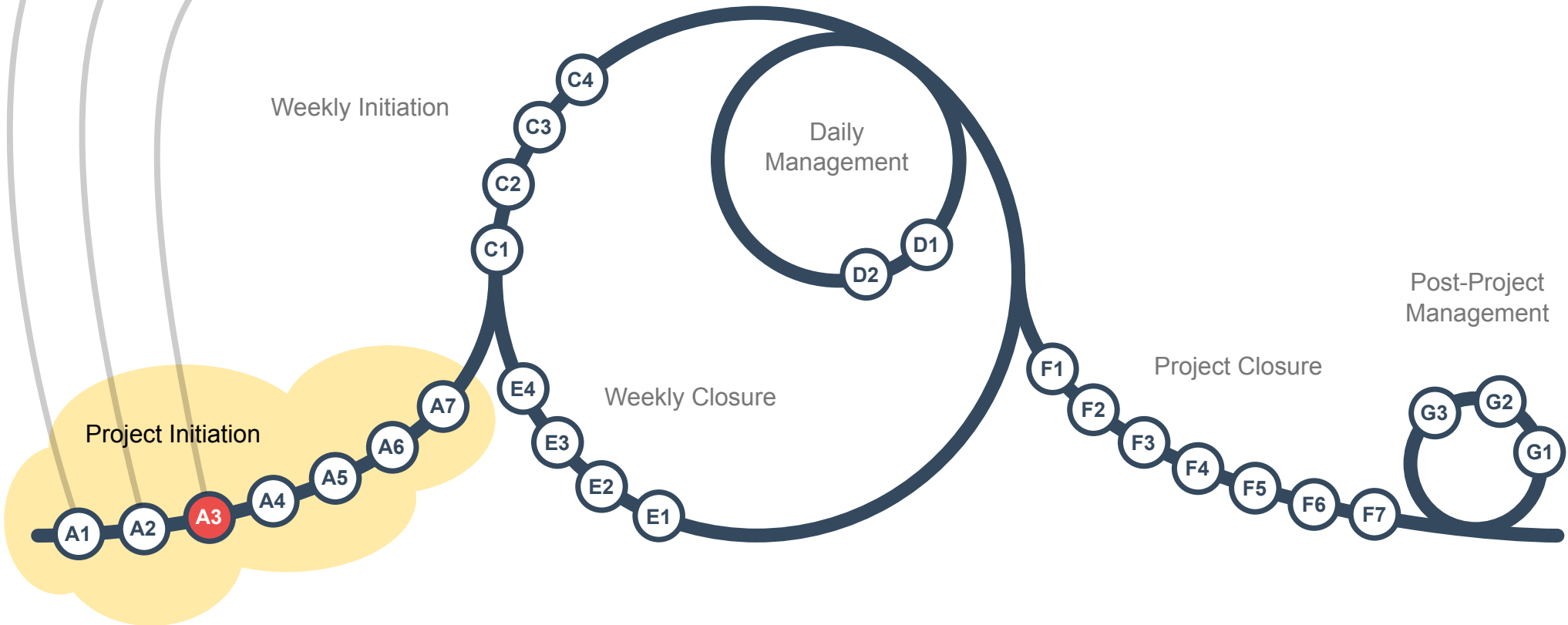
## A3 - Select tools and create a project repository



Identify the high-level decision maker(s)

Understand and distribute the hats

**Select tools and create a project repository**

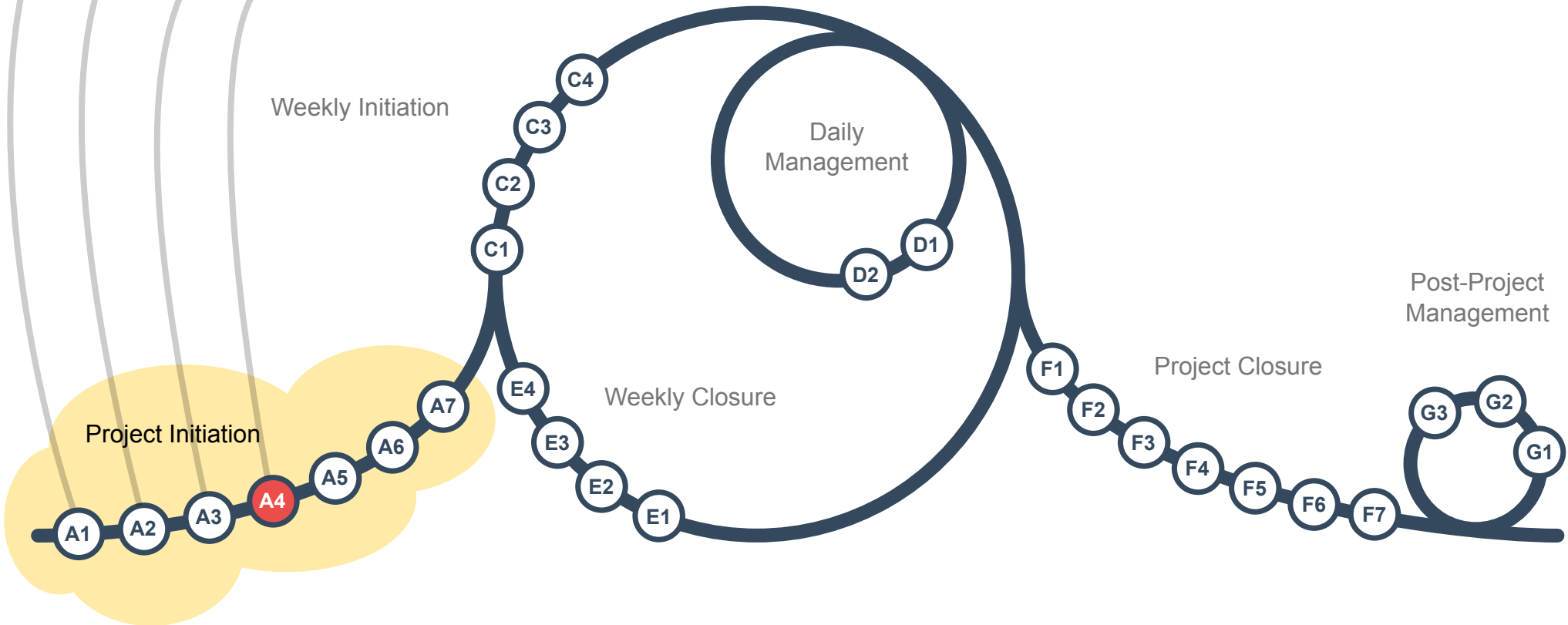


Identify the high-level decision maker(s)

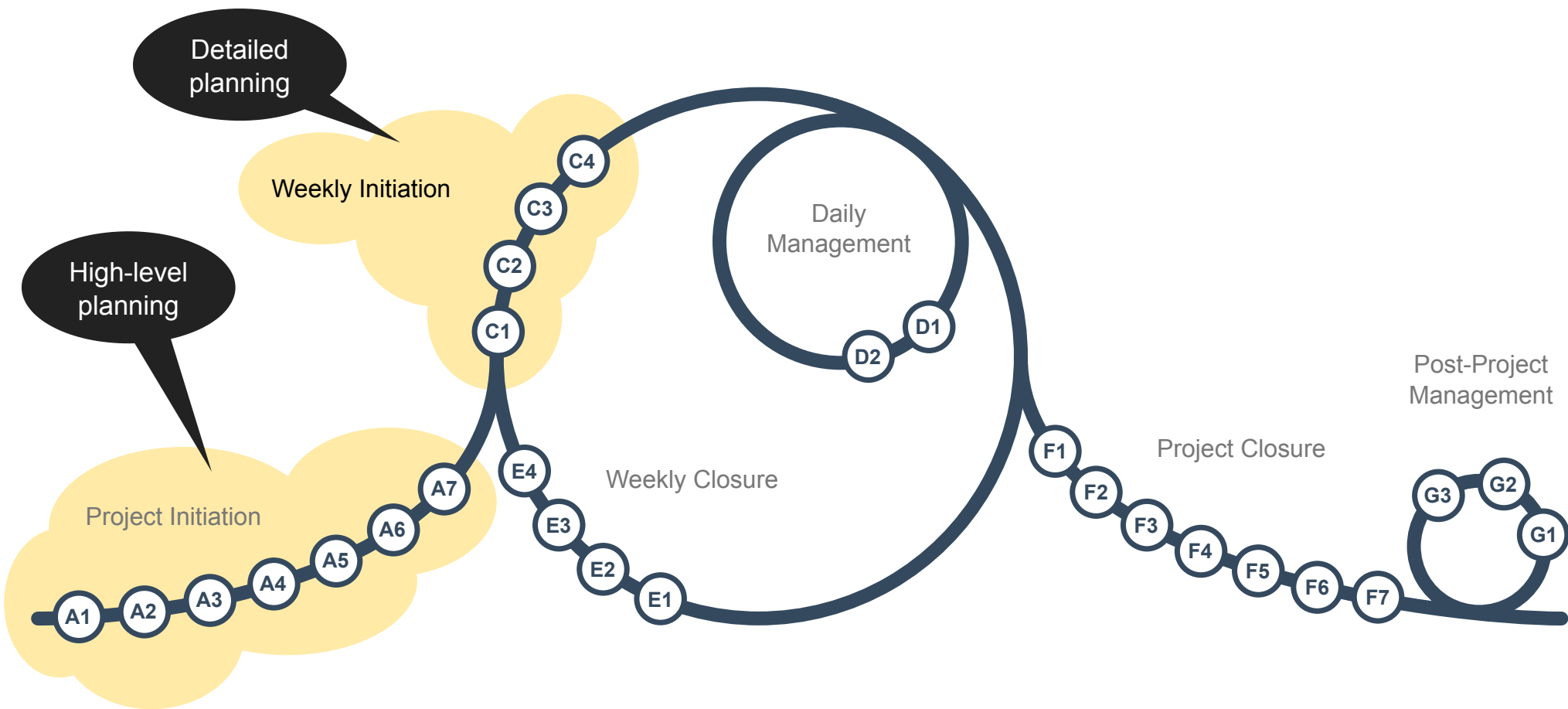
Understand and distribute the hats

Select tools and create a project repository

**Create a common understanding**

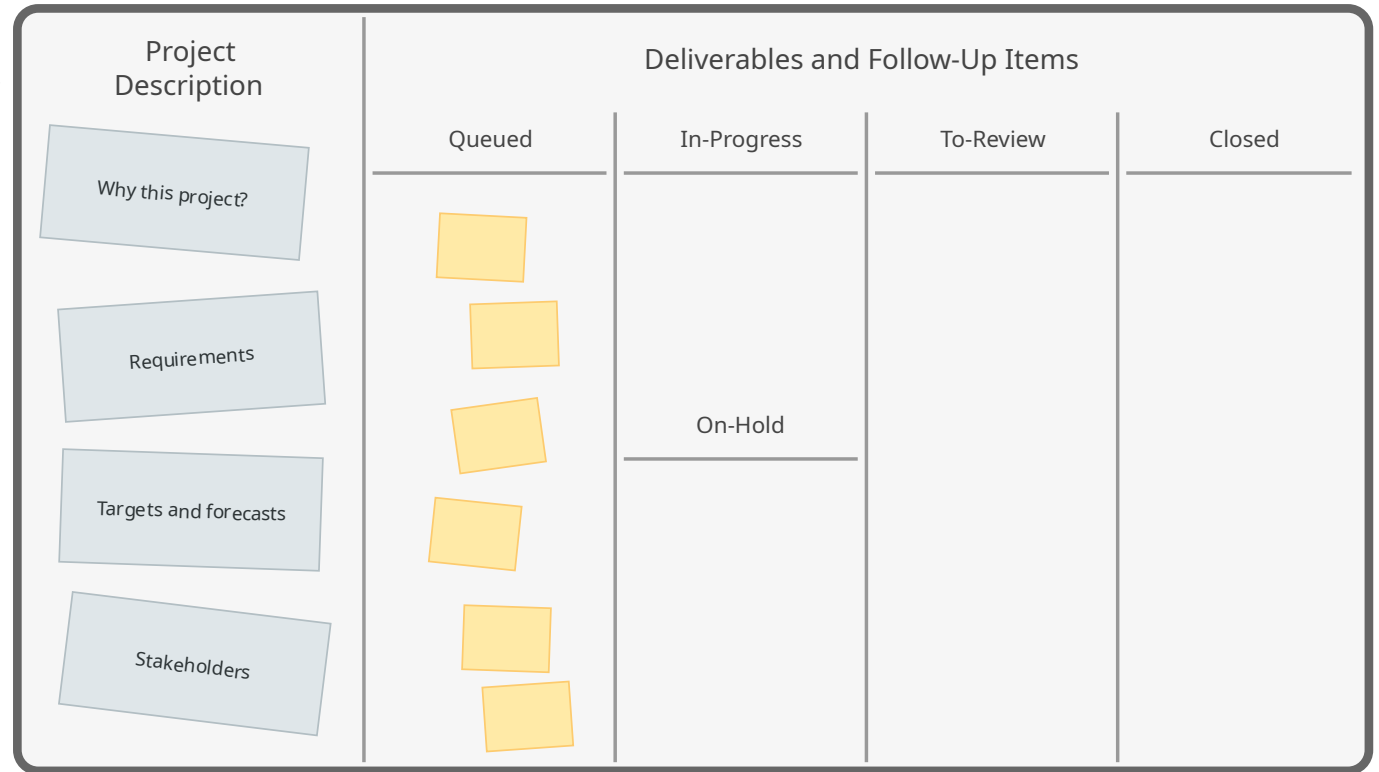


# A4 - Create a common understanding

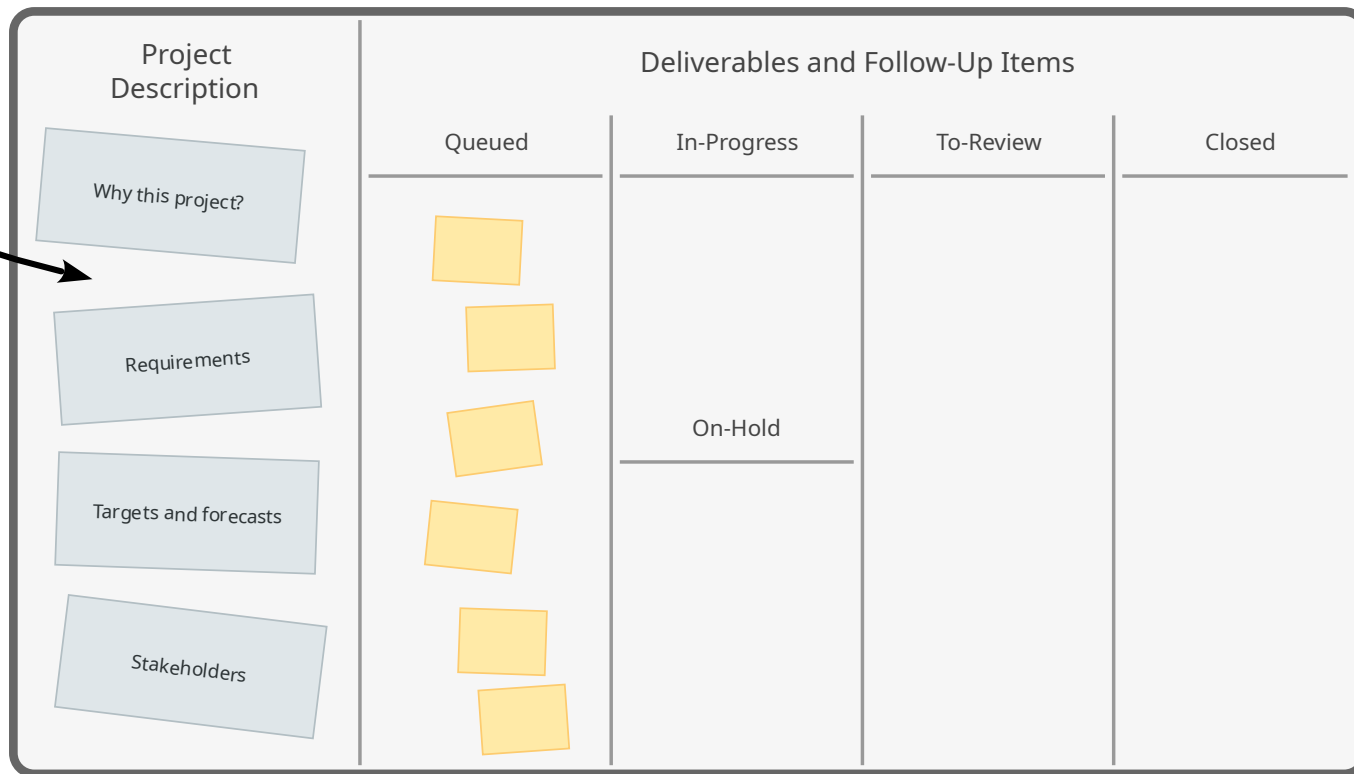


## Integrated Project Board

A digital or physical board



## Integrated Project Board



**Meta-cards**



Remain in the first column

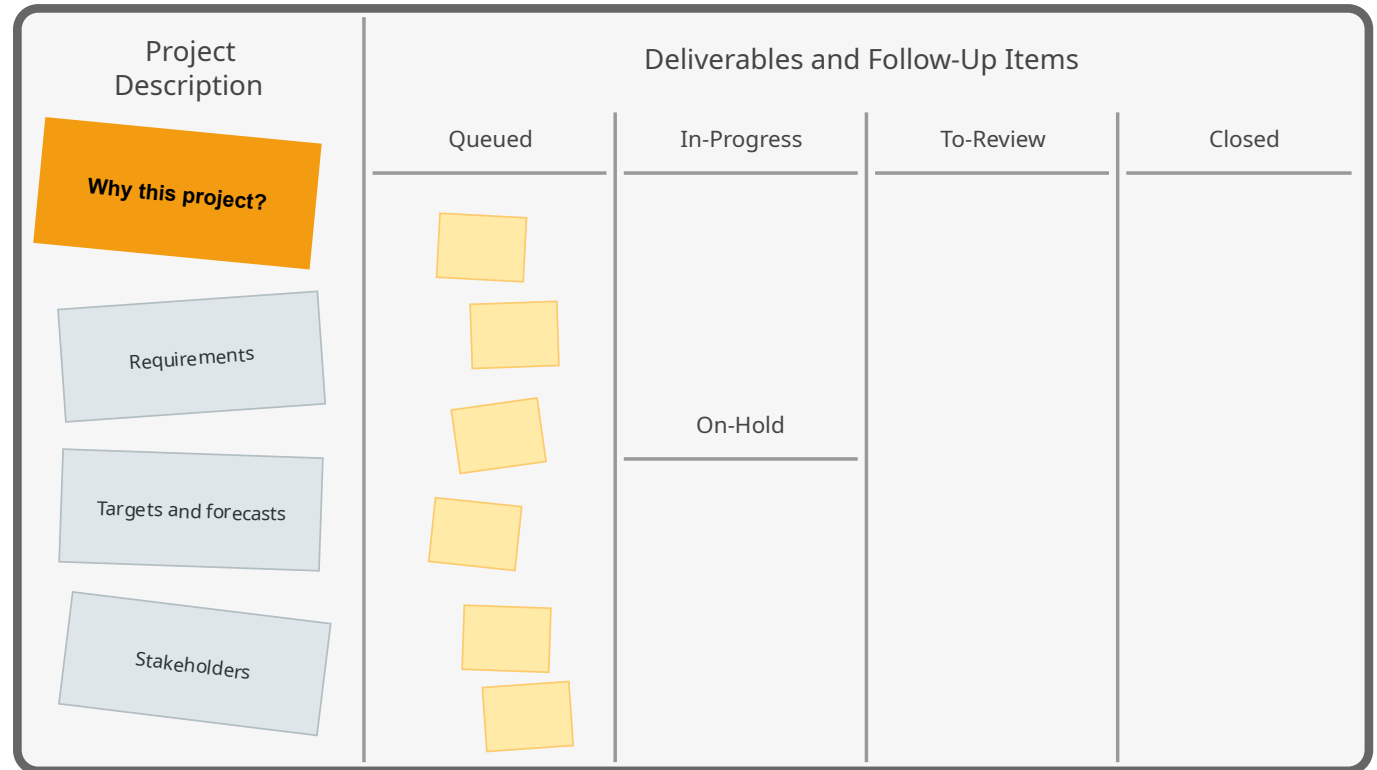
Updated during the project

## Integrated Project Board

### Why this project?

*Example:*

our website can gradually grown and has more elements than before, but still has the old structure that was suitable to a simple website, which makes it difficult for people to use it. By rebuilding the website and using a better structure, we can improve user interactions, and ultimately, sales.

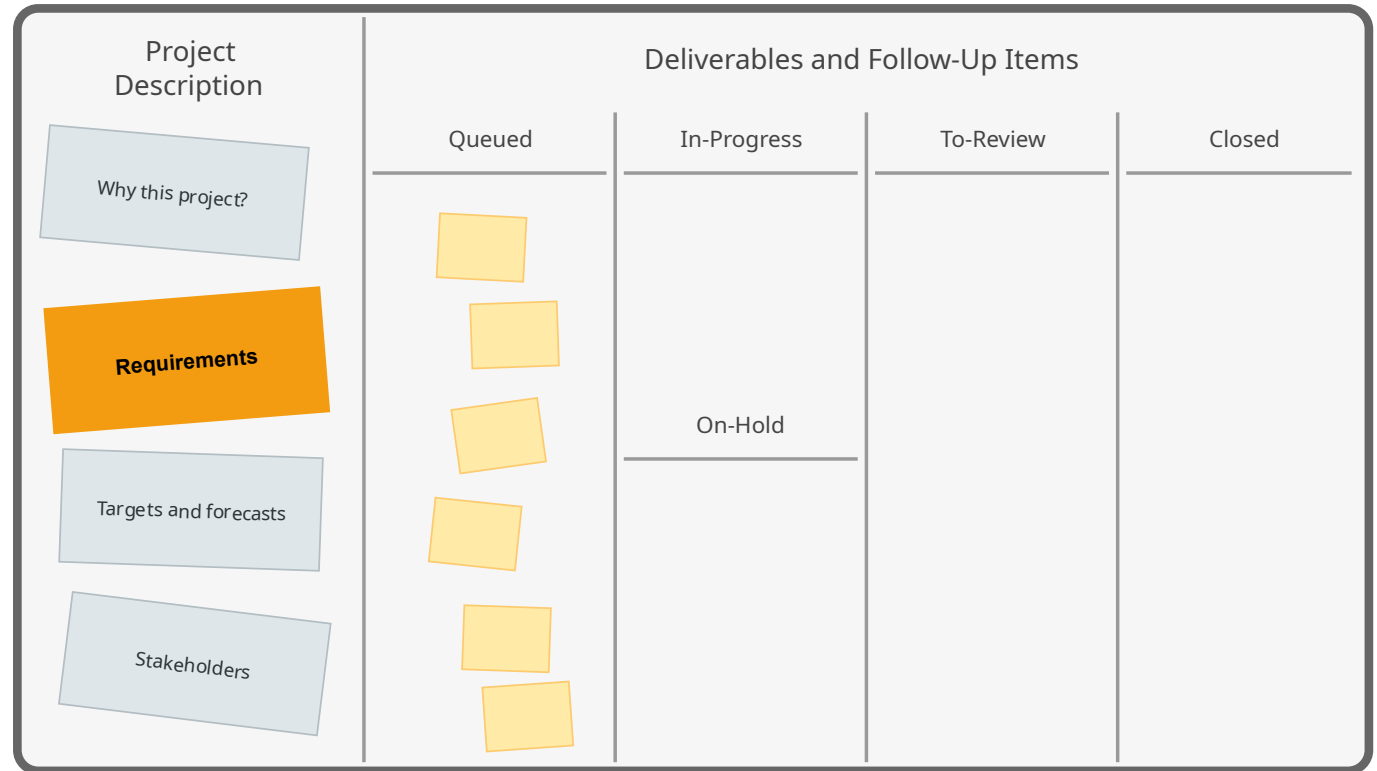


## Integrated Project Board

### Requirements

*Example:*

- It should be search engine optimized.
- It should be easy for all users to navigate.
- It should enable cross-sales.
- It should look premium.
- ...



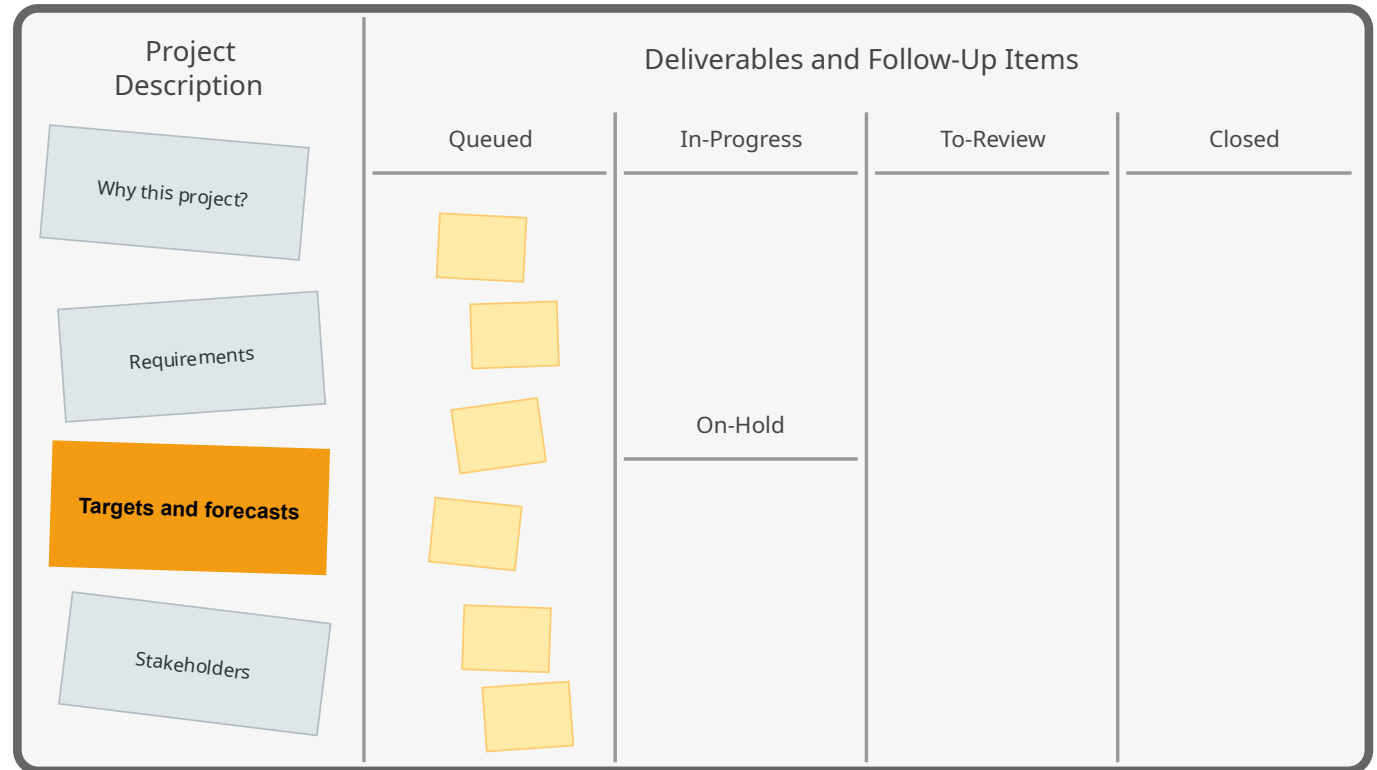
## Integrated Project Board

### Targets and forecasts

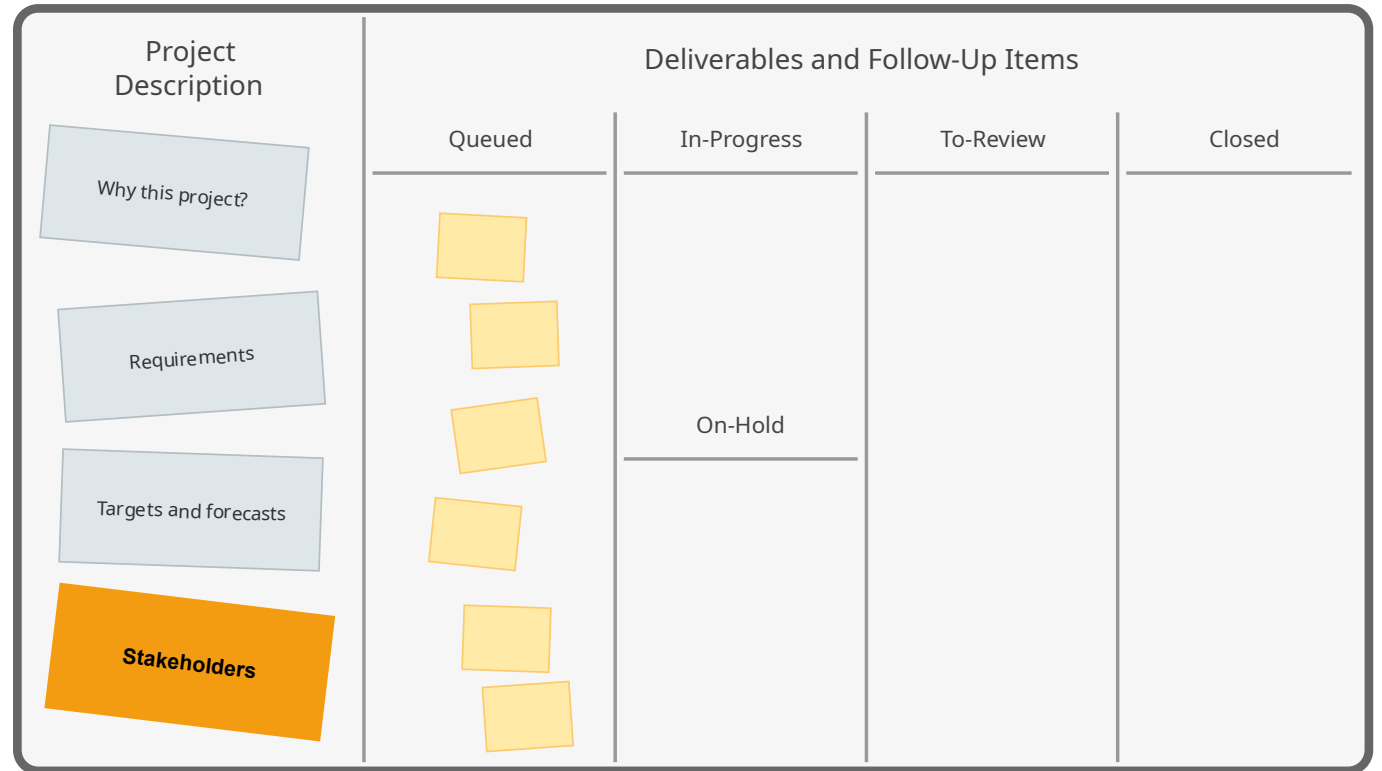
*Example:*

It should be finished before the New Year sales.

The work will be done by internal people, but we can spend up to €10k for graphic design and other outsourced aspects.



## Integrated Project Board



**Stakeholder:**

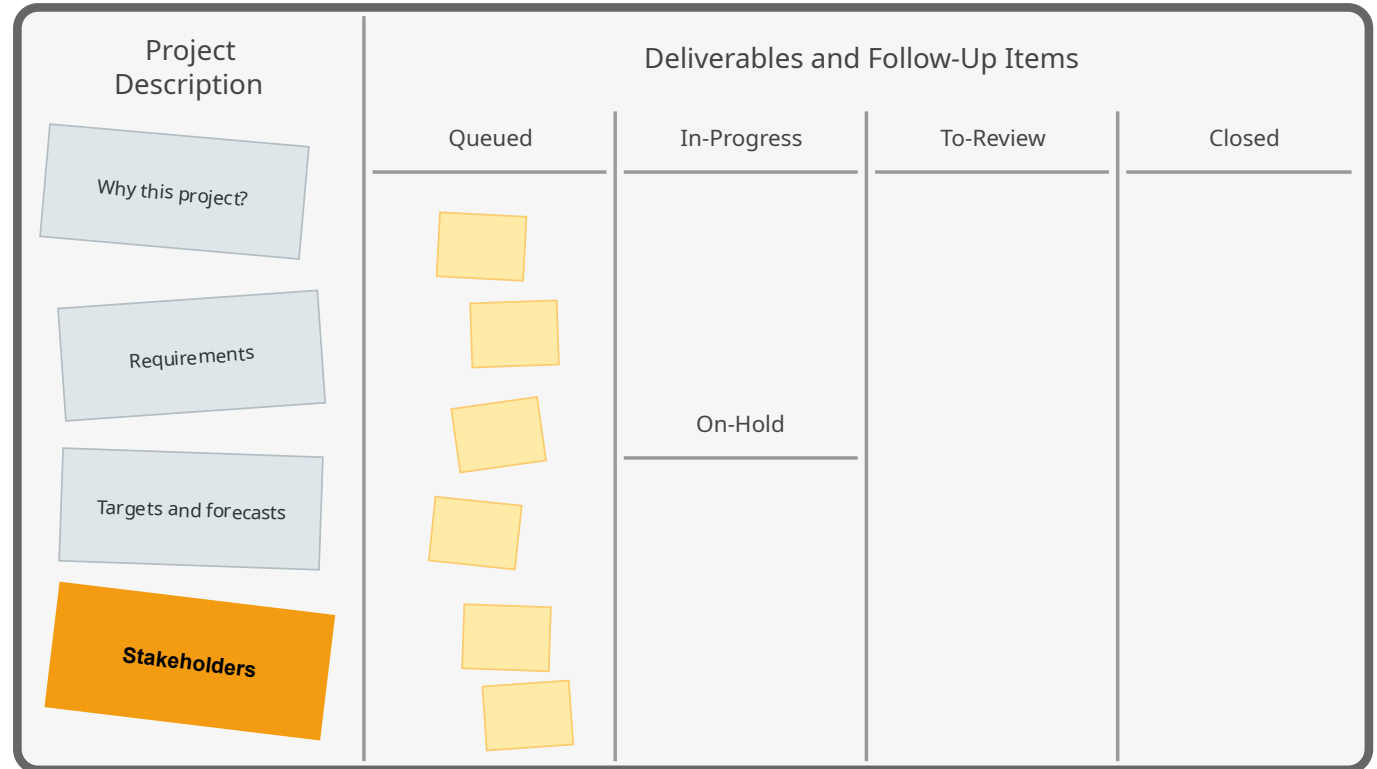
Anyone who has an interest in the project and can impact it.

## Integrated Project Board

### Stakeholders

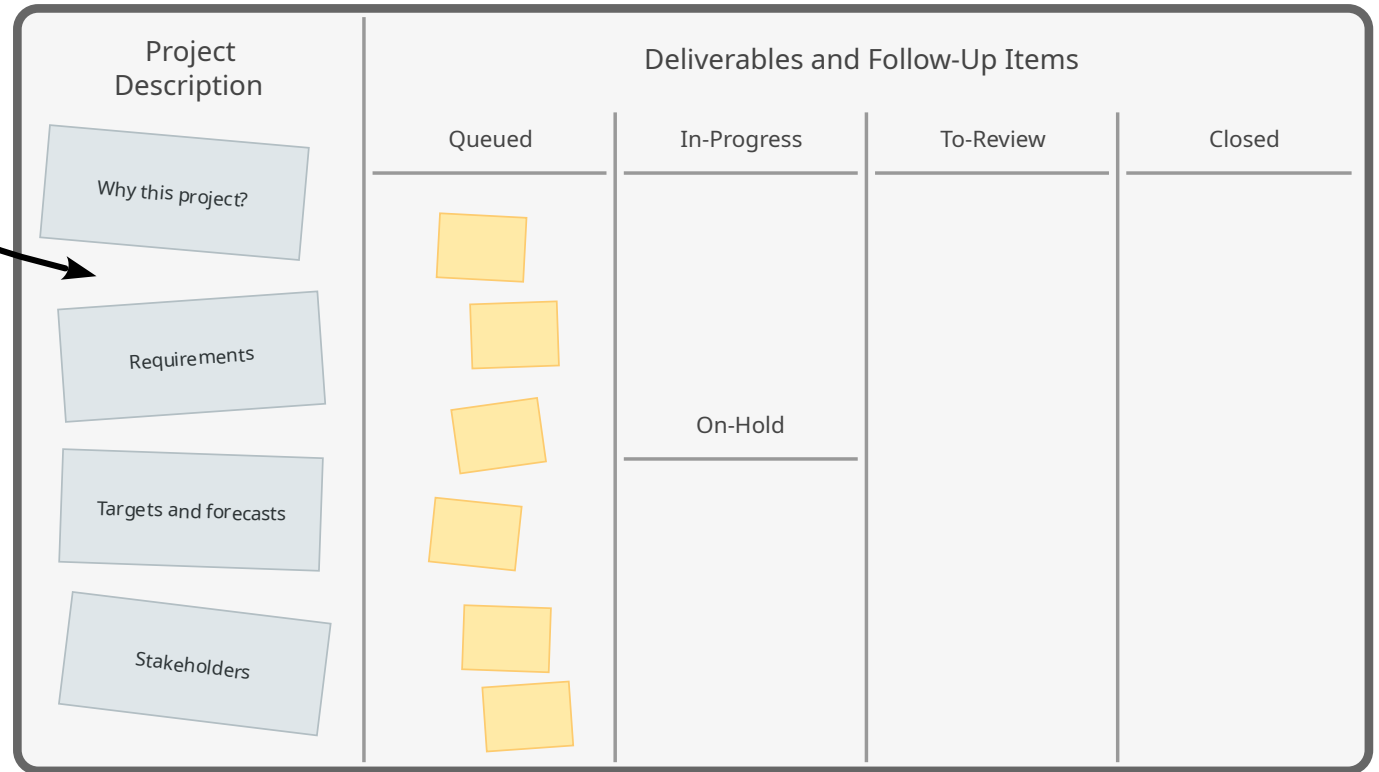
*Example:*

- Monet, the CEO
- Fede, the COO & sponsor
- Kyung, account manager
- Jehan, our biggest competitor
- Mirai, our main supplier
- GDPR authority
- Customer Protection Agency
- ...

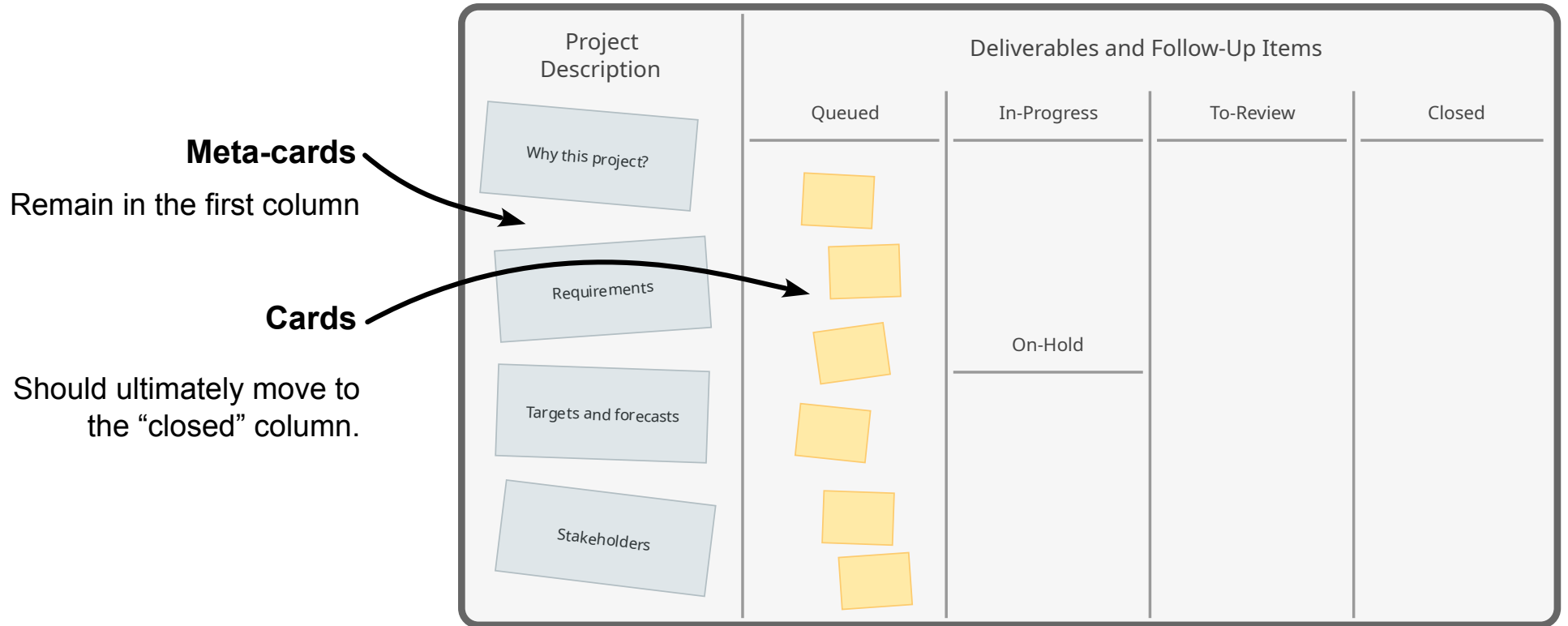


## Integrated Project Board

**Meta-cards**



## Integrated Project Board

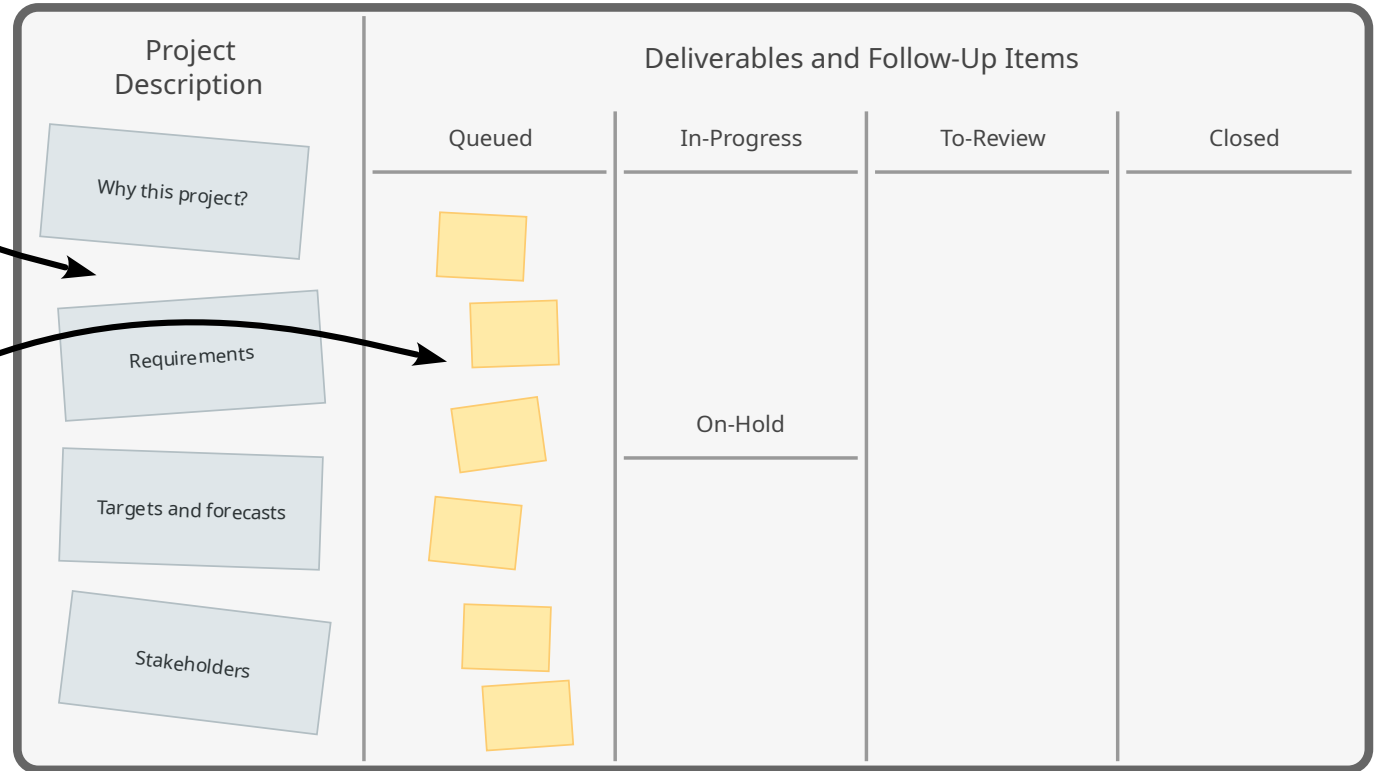


## Integrated Project Board

**Meta-cards**

**Cards**

(Deliverables & follow-up items)



## Integrated Project Board

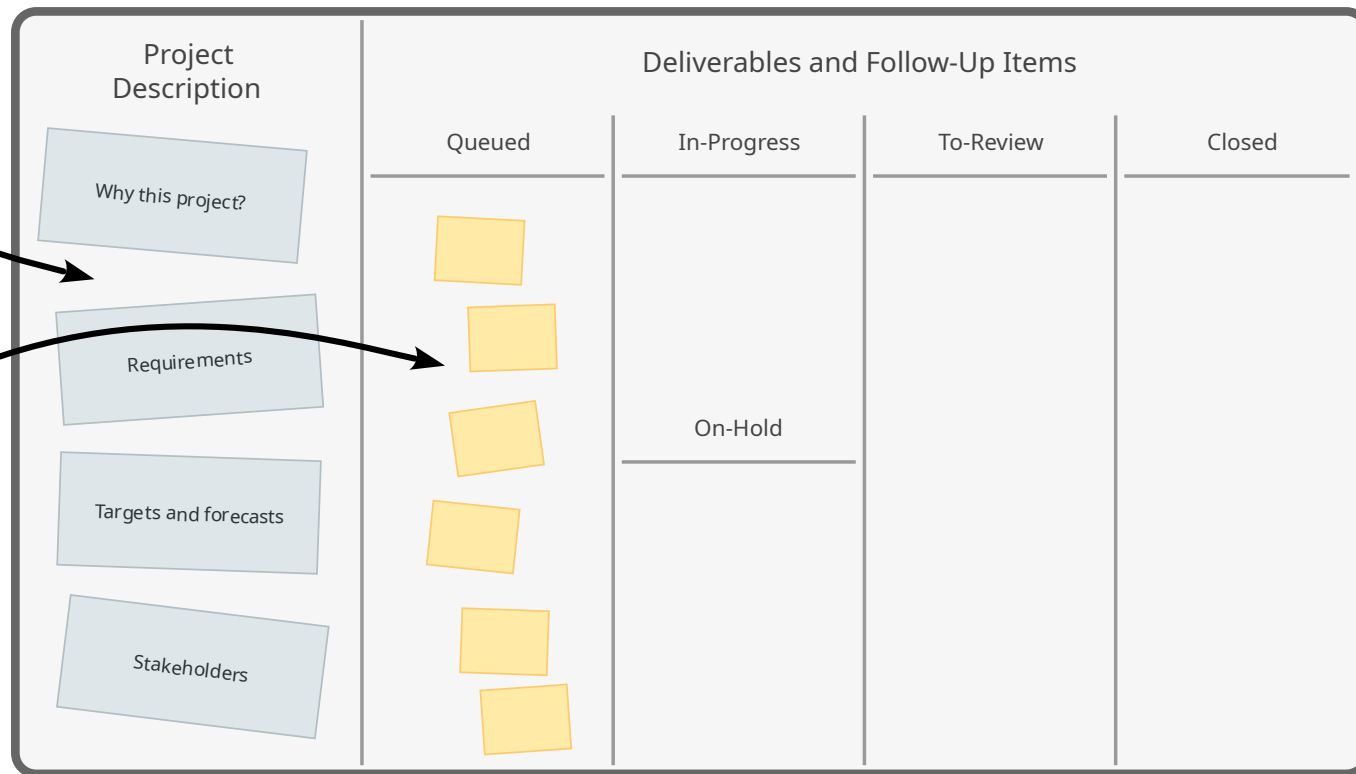
**Meta-cards**

**Cards**

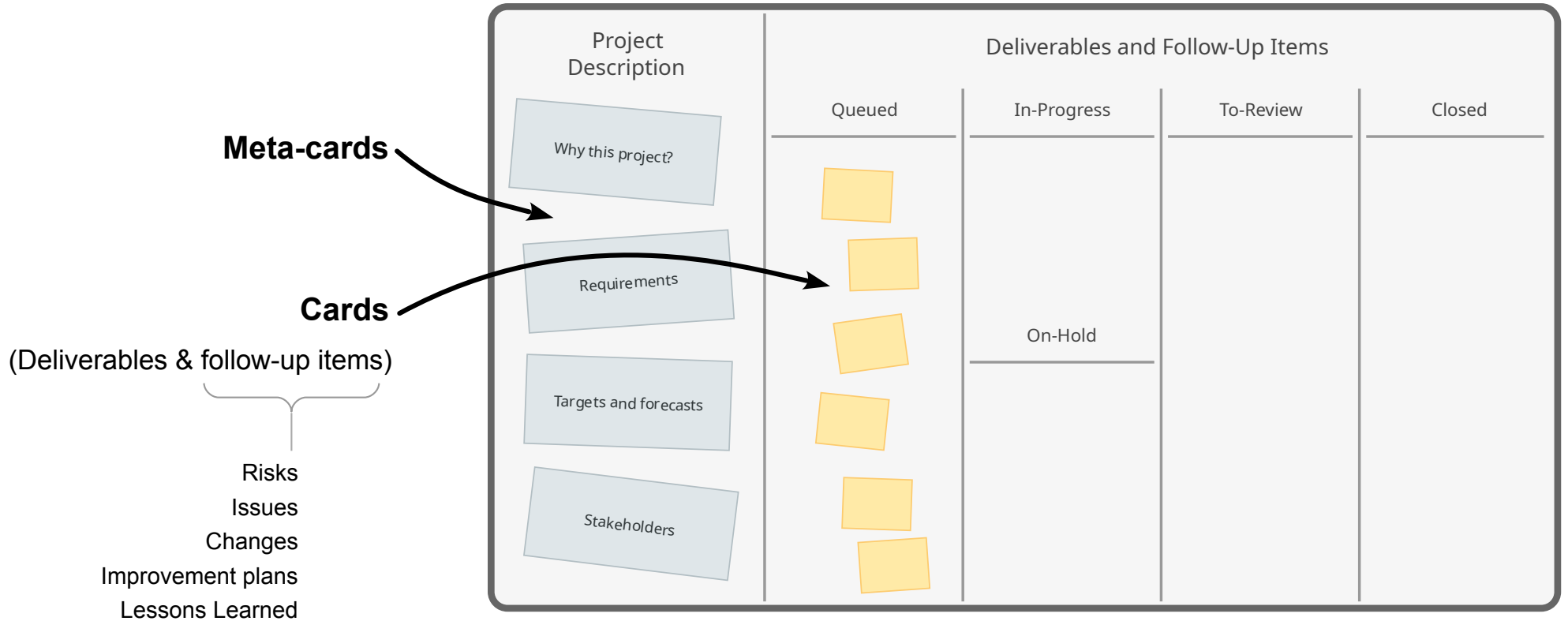
(Deliverables & follow-up items)

Deliverables examples:

- Payment gateways
- Discount coupons
- ...



## Integrated Project Board



## Integrated Project Board

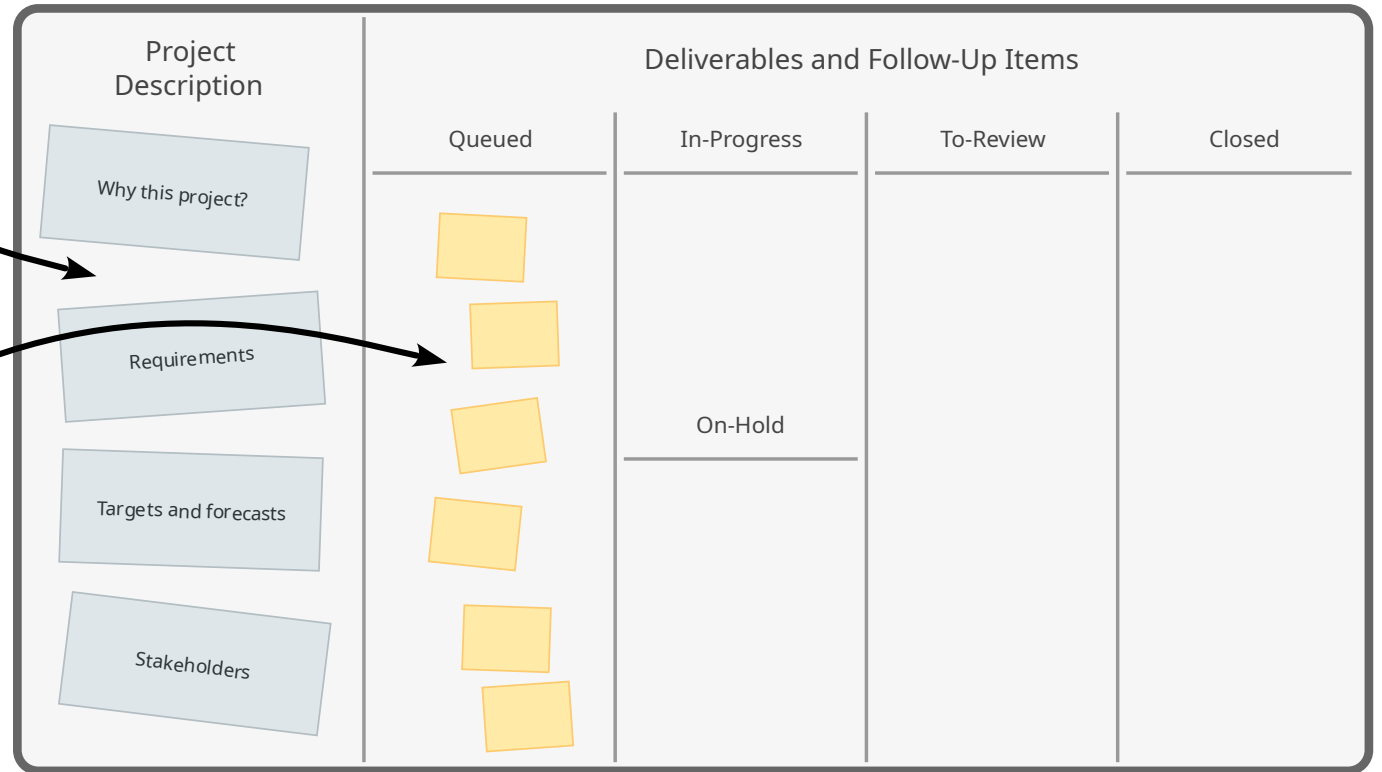
**Meta-cards**

**Cards**

(Deliverables & follow-up items)

Follow-up example:

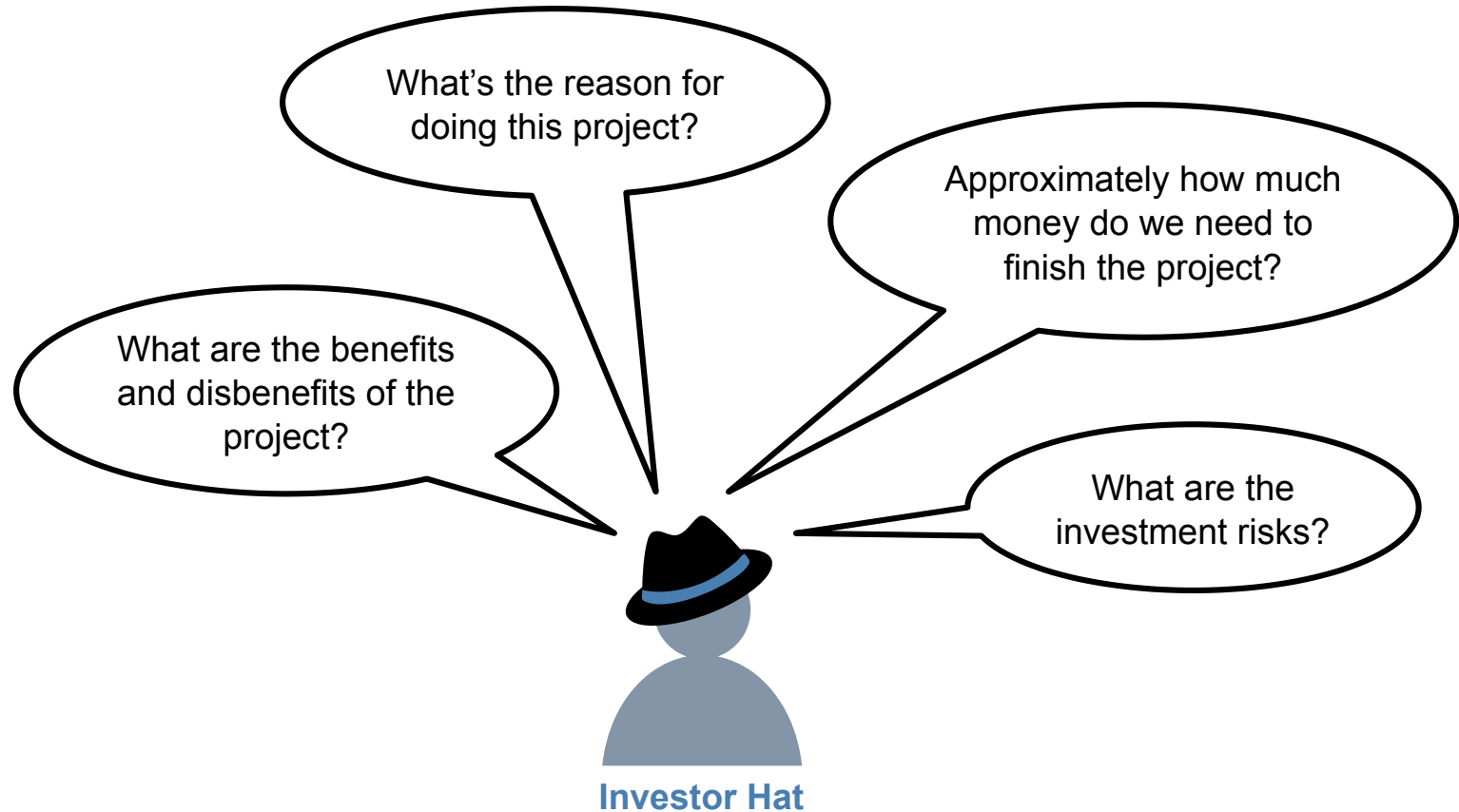
Some people may forget to enter their VAT number when placing their order and later ask for a correction.



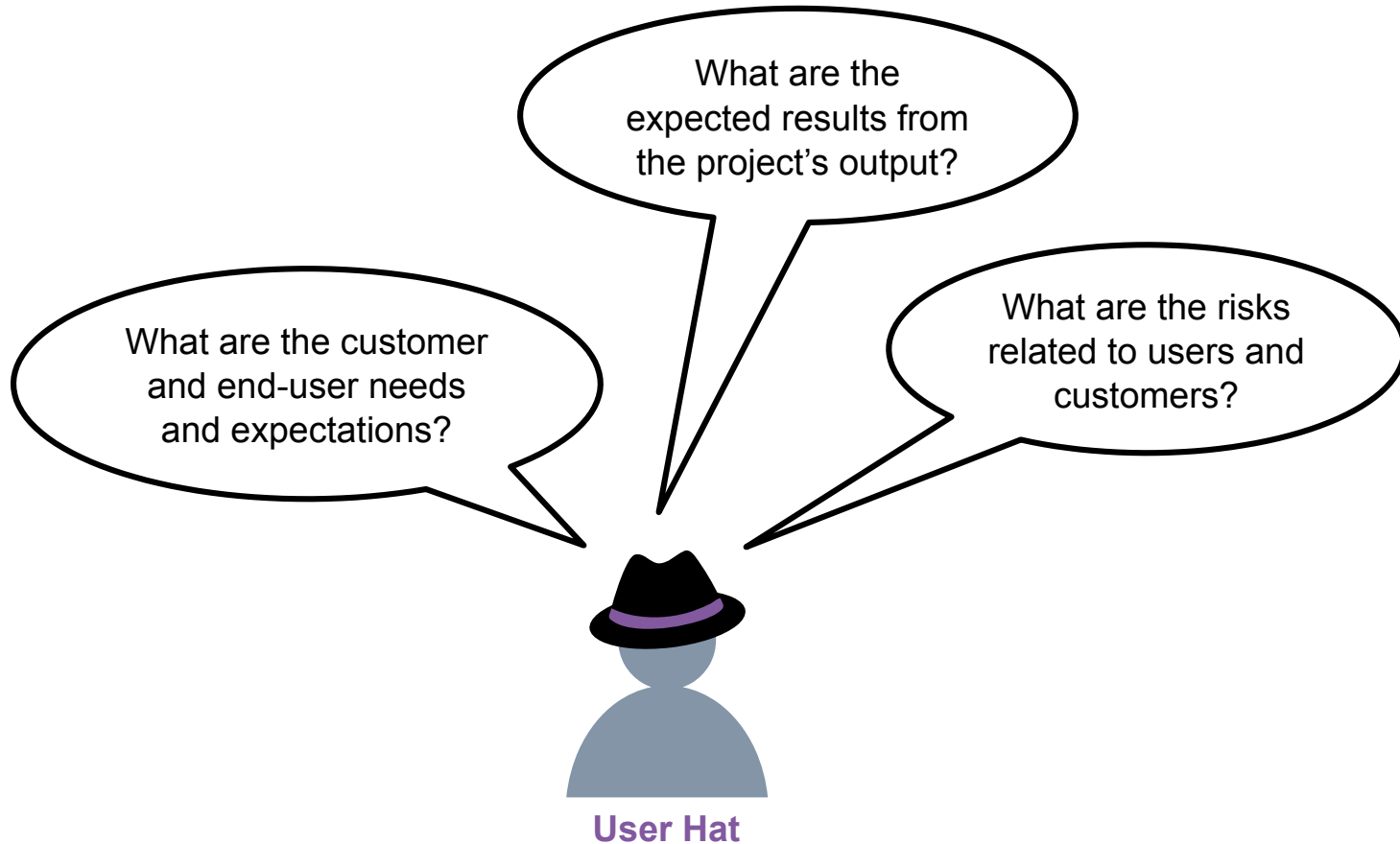
What concerns do you think each hat should have  
in this management activity?



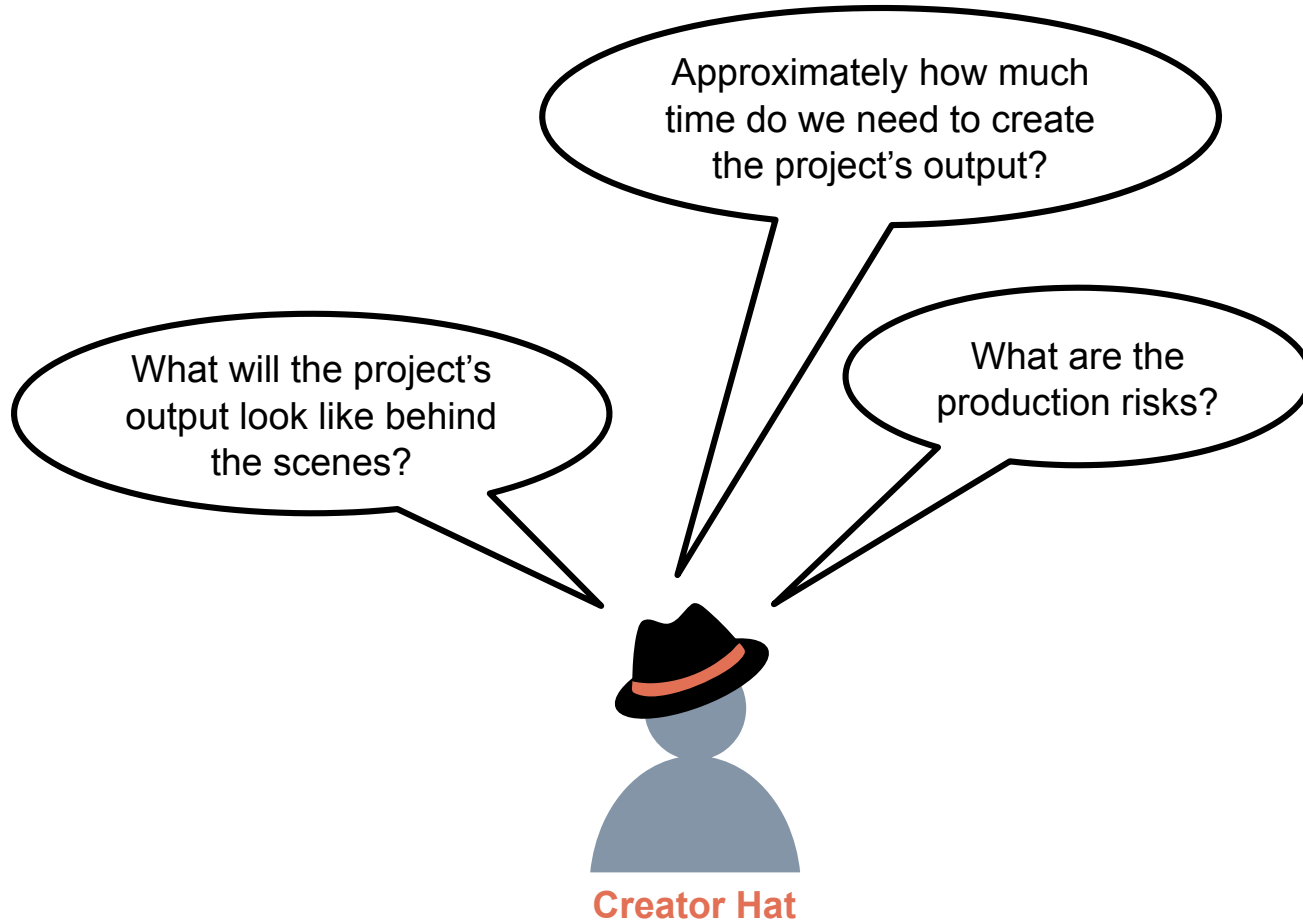
## A4 - Create a common understanding



## A4 - Create a common understanding



## A4 - Create a common understanding



## A4 - Create a common understanding



## A4 - Create a common understanding

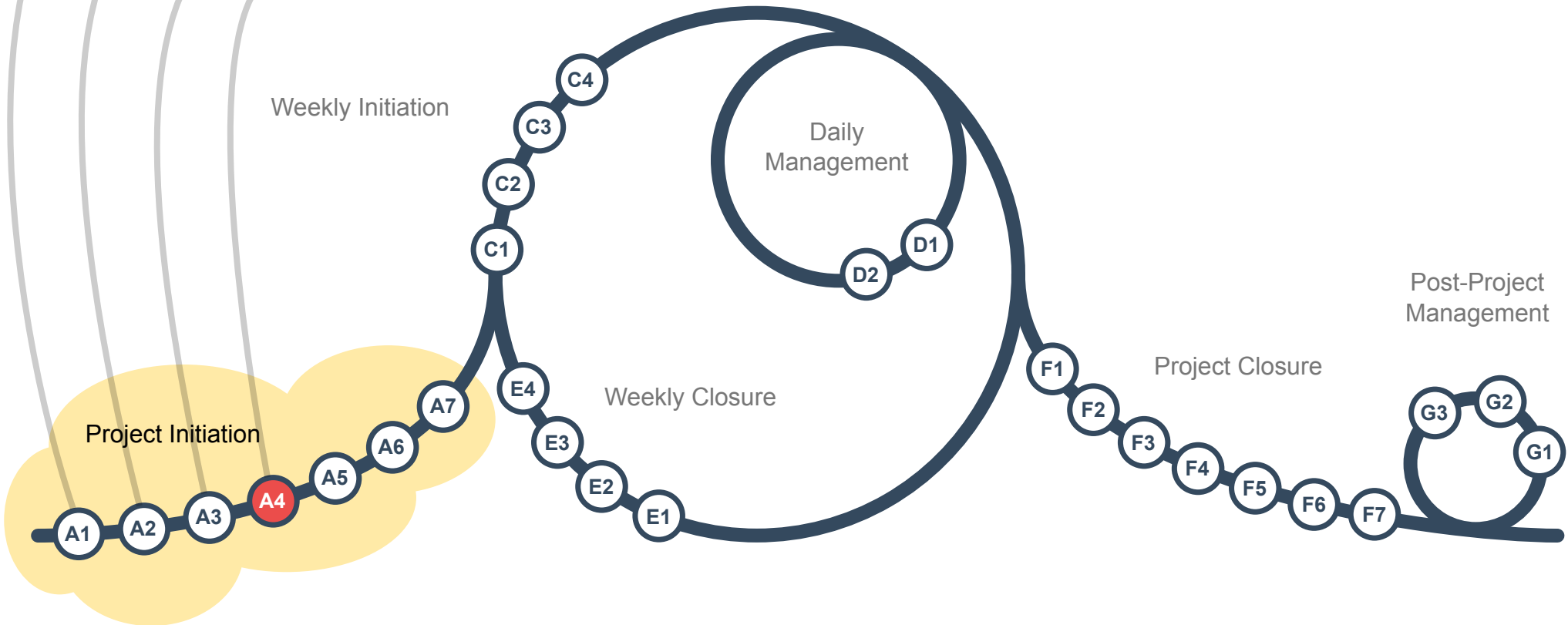


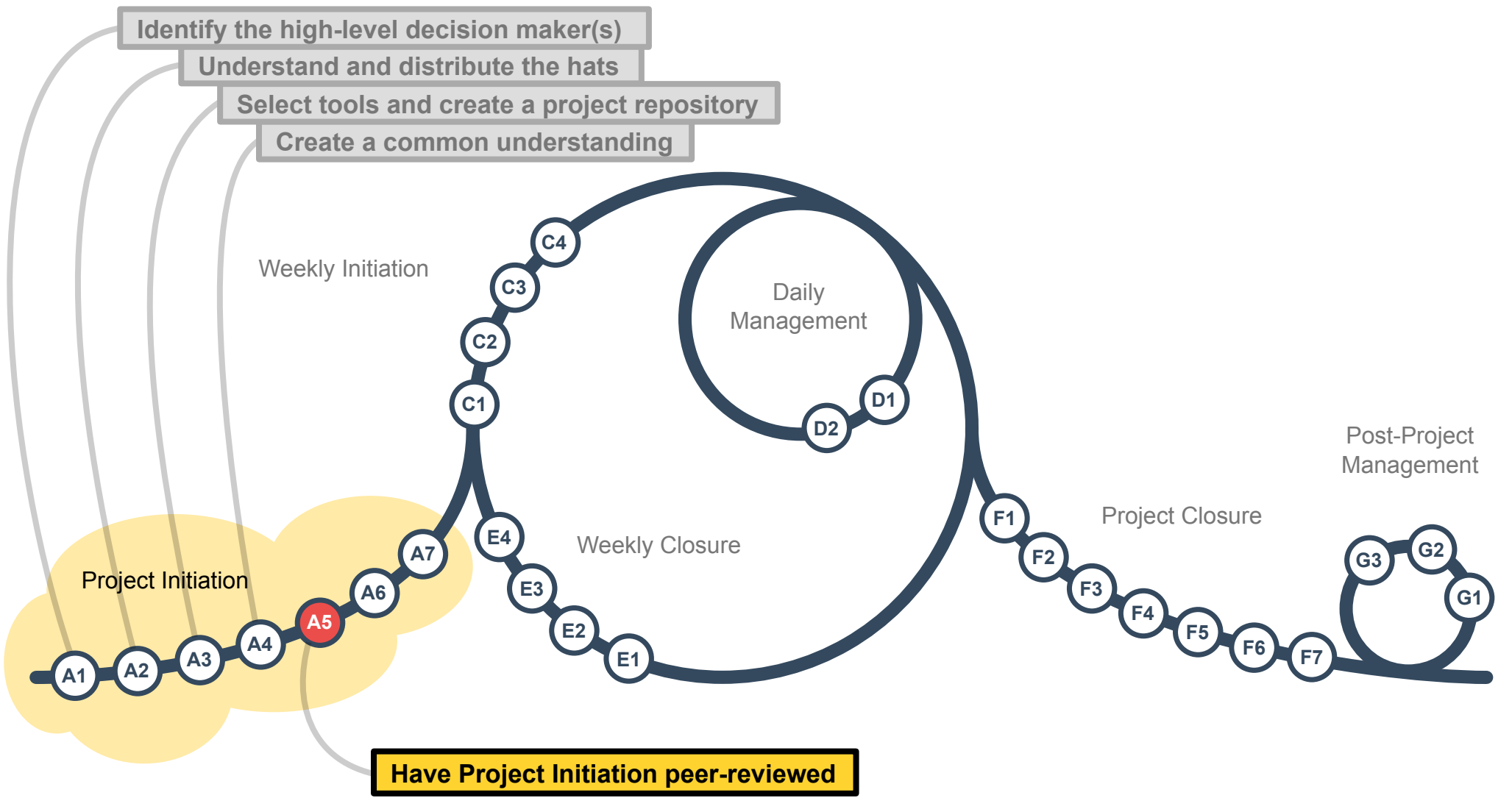
Identify the high-level decision maker(s)

Understand and distribute the hats

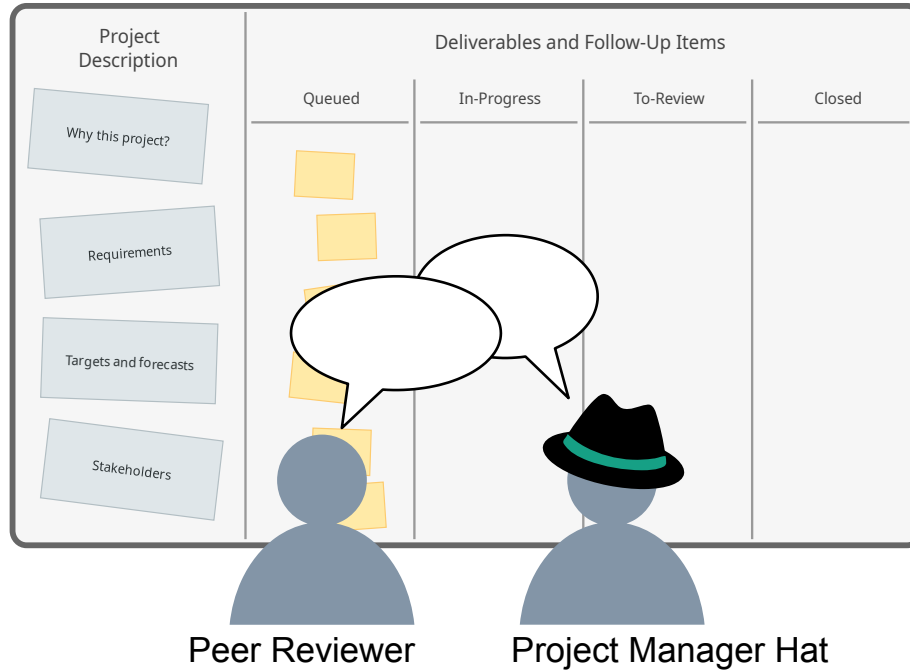
Select tools and create a project repository

**Create a common understanding**

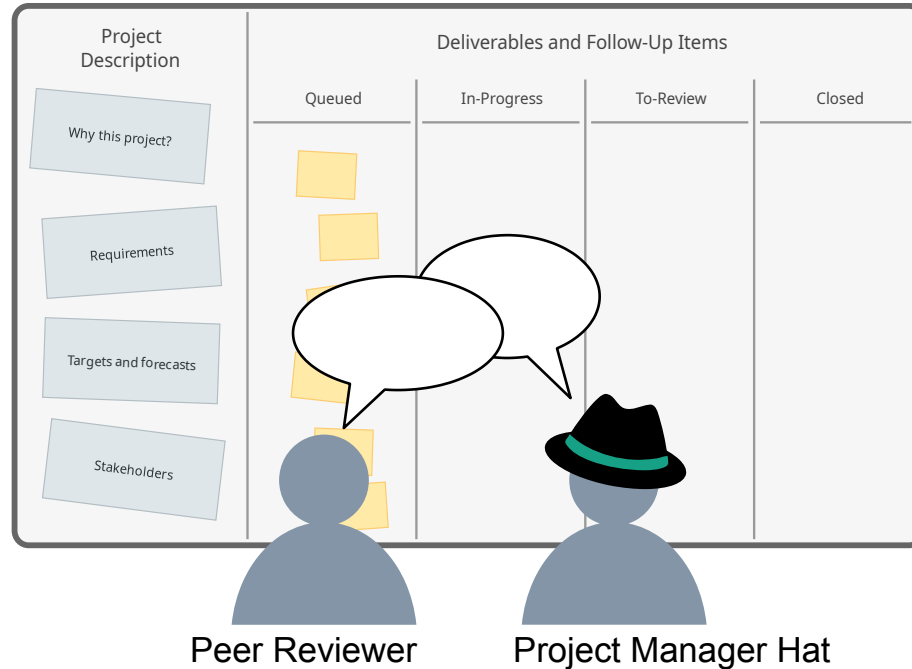




## A5 - Have project initiation peer-reviewed

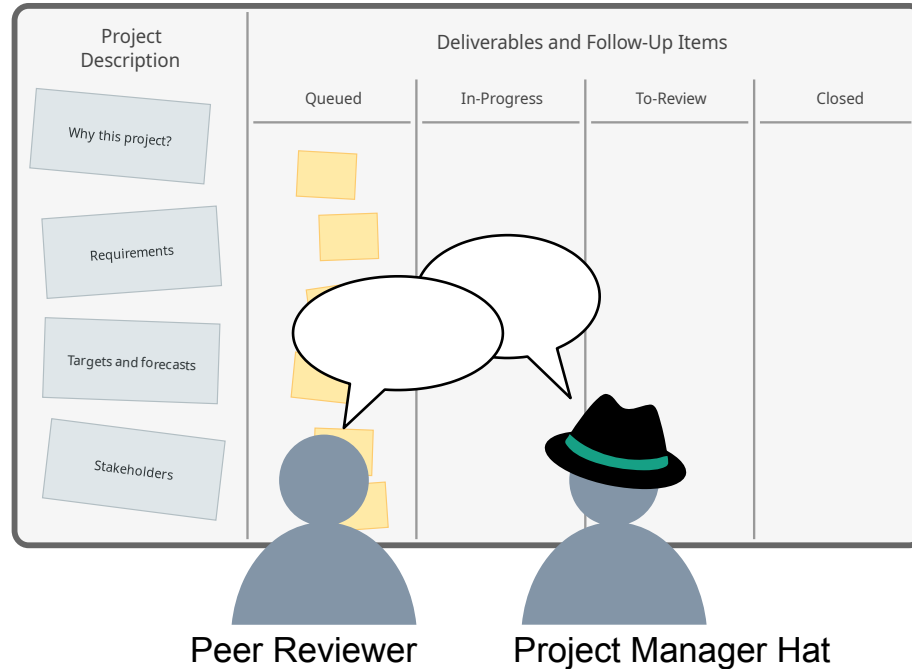


## A5 - Have project initiation peer-reviewed



External to the project  
Expert in project management  
(A different person each time)

## A5 - Have project initiation peer-reviewed

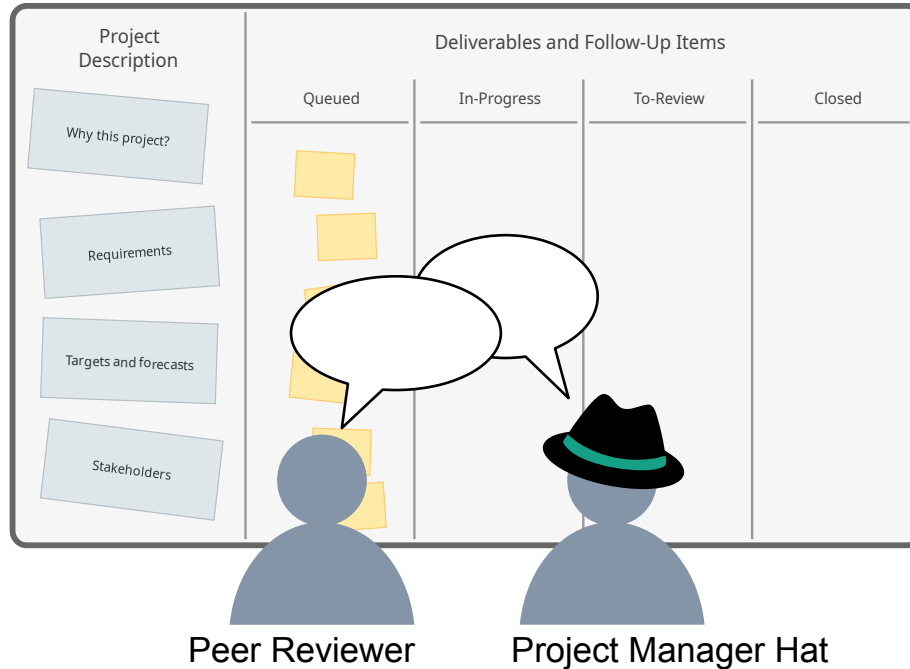


★ Helps find mistakes

★ Both learn from each other

External to the project  
Expert in project management  
(A different person each time)

## A5 - Have project initiation peer-reviewed

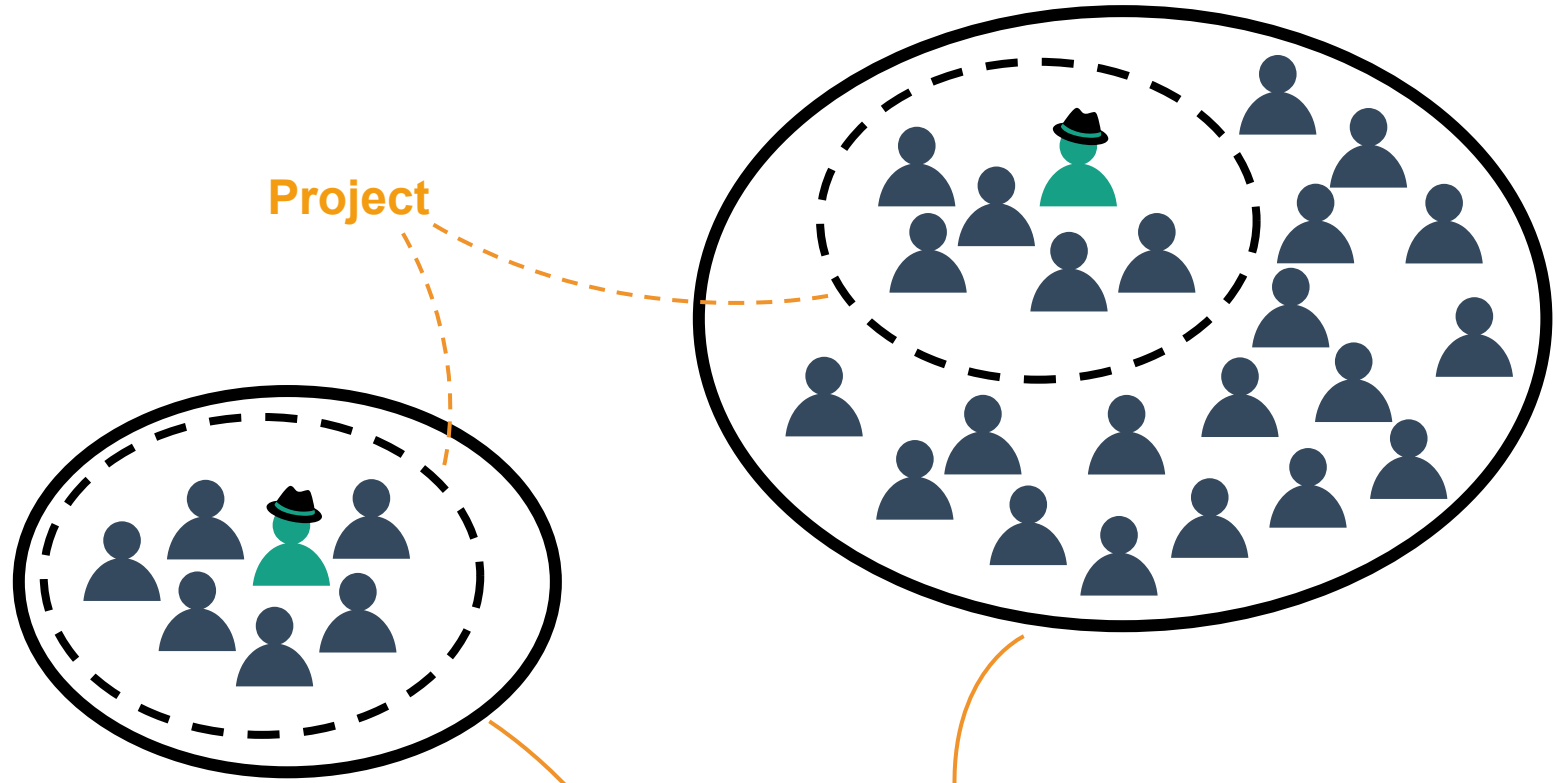


External to the project  
Expert in project management  
(A different person each time)

- ★ Helps find mistakes
- ★ Both learn from each other



# A5 - Have project initiation peer-reviewed



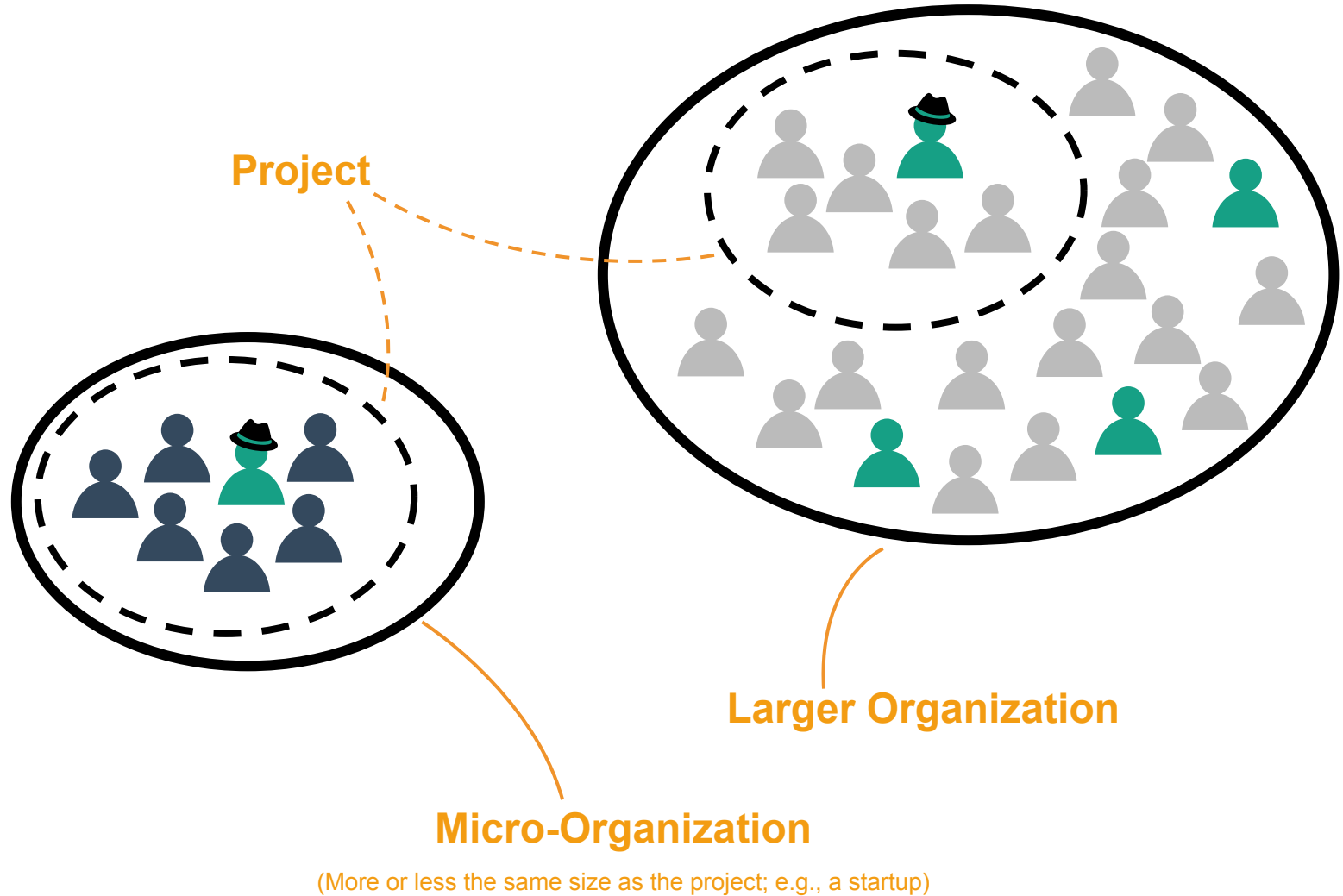
**Project**

**Larger Organization**

**Micro-Organization**

(More or less the same size as the project; e.g., a startup)

# A5 - Have project initiation peer-reviewed



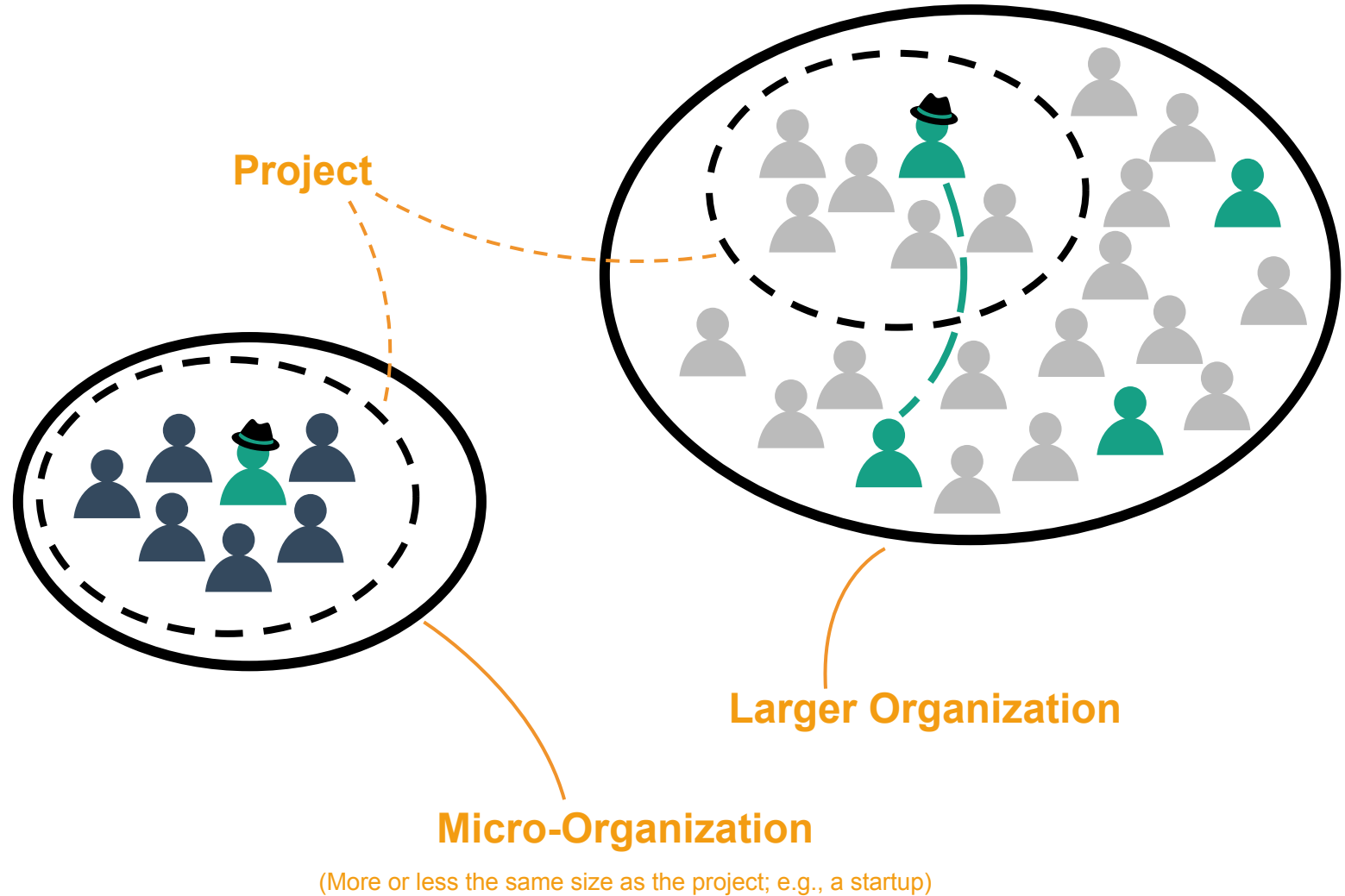
**Project**

**Larger Organization**

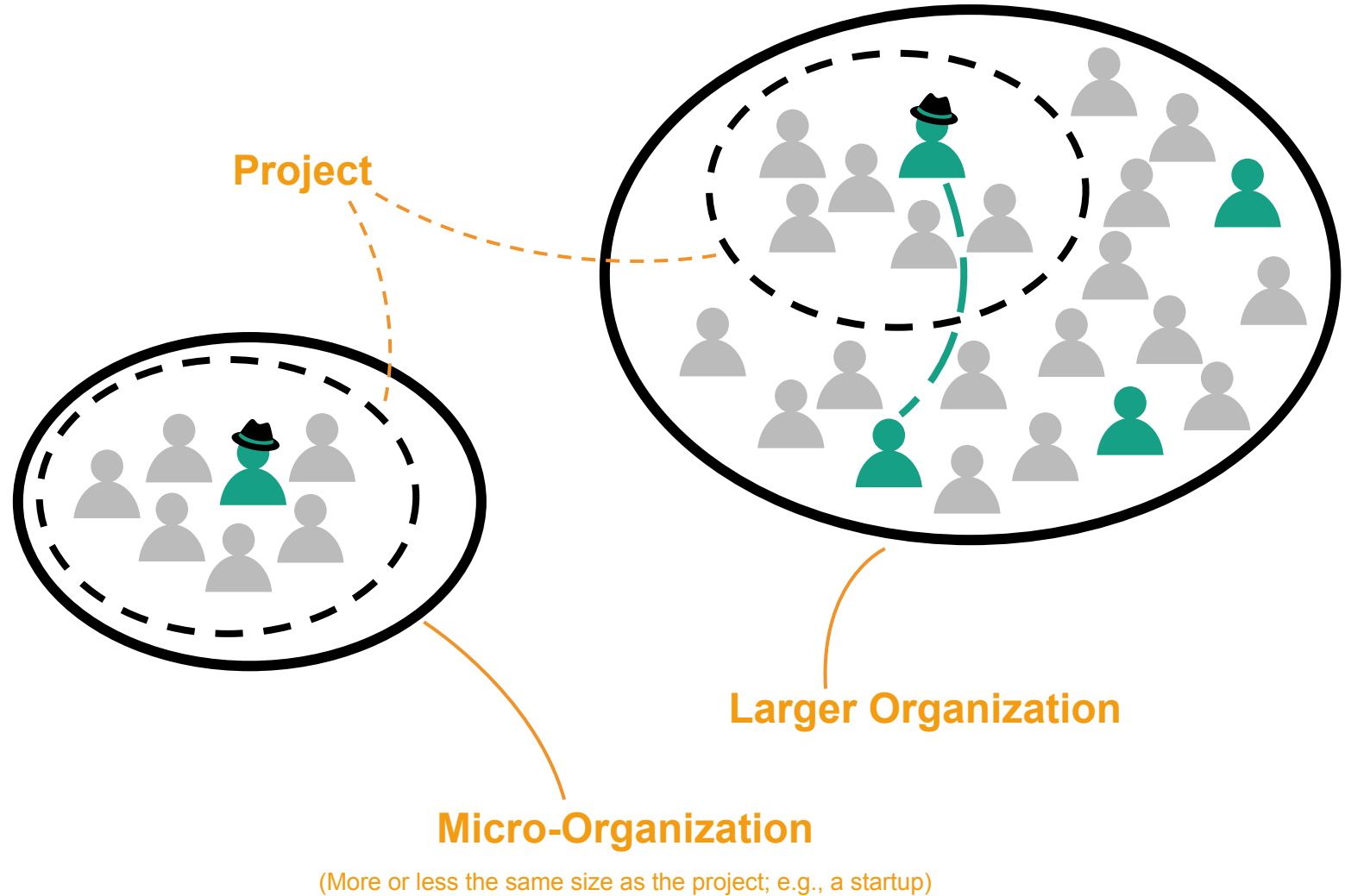
**Micro-Organization**

(More or less the same size as the project; e.g., a startup)

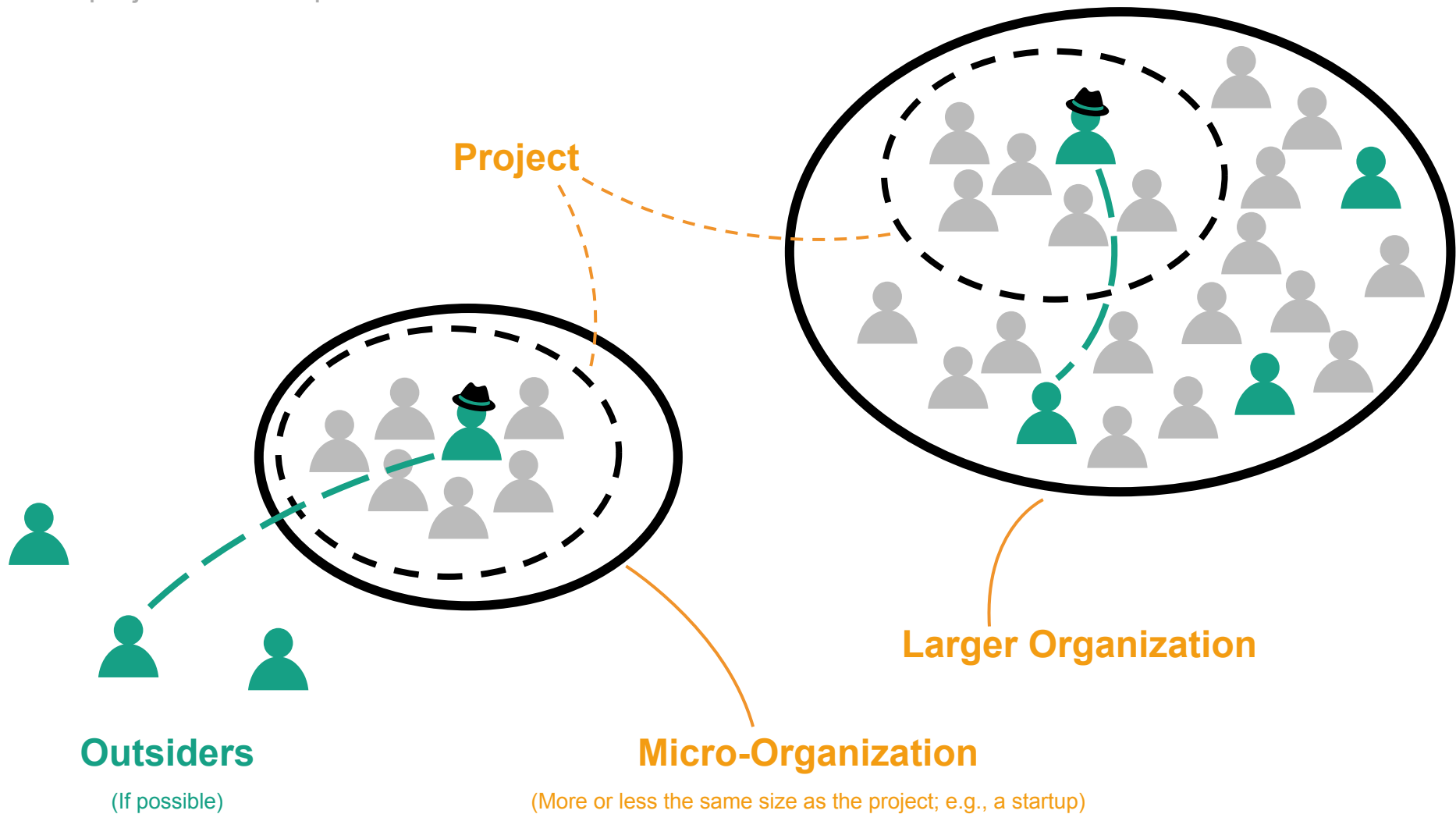
## A5 - Have project initiation peer-reviewed

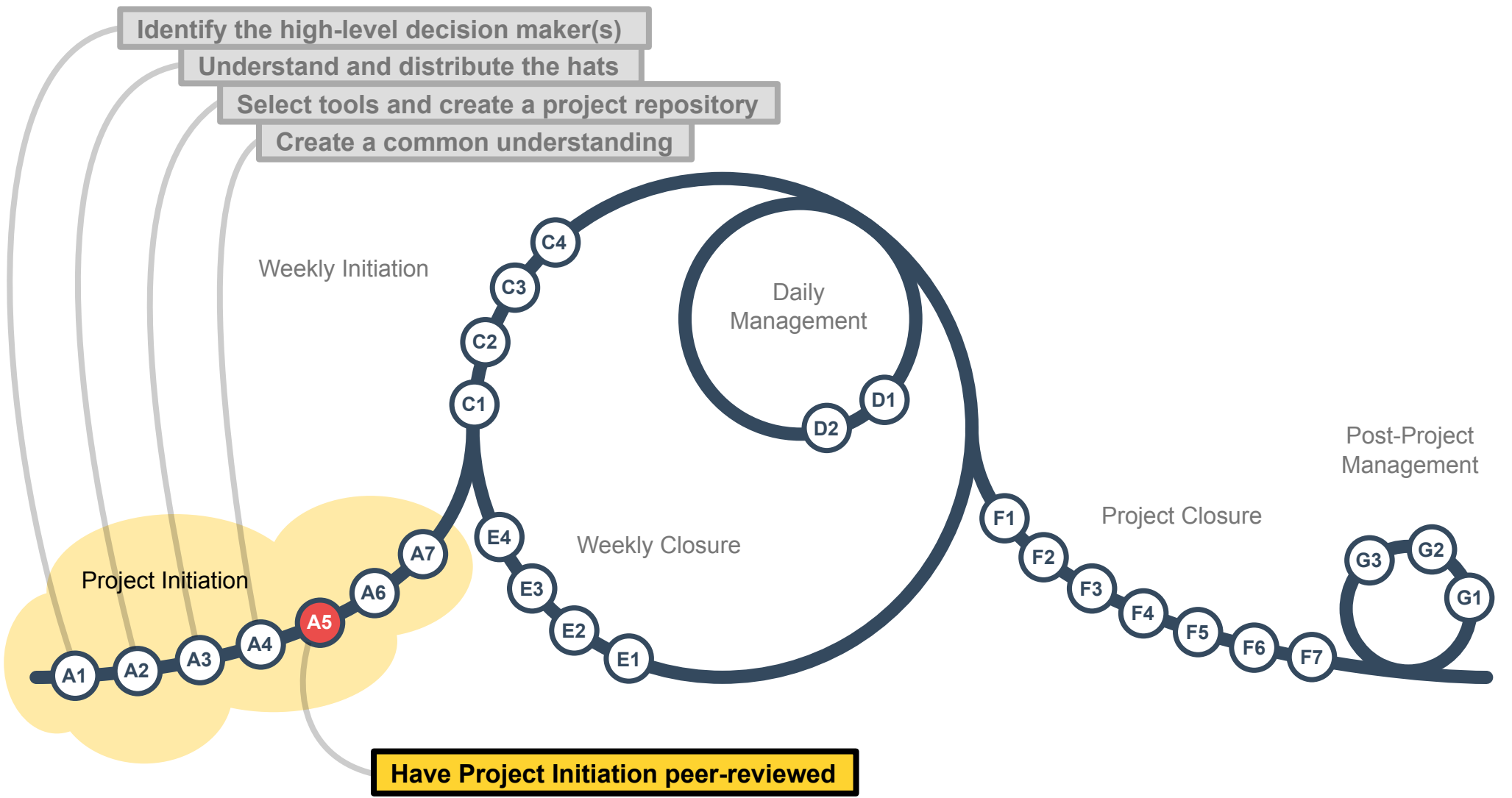


## A5 - Have project initiation peer-reviewed



# A5 - Have project initiation peer-reviewed





Identify the high-level decision maker(s)

Understand and distribute the hats

Select tools and create a project repository

Create a common understanding

Weekly Initiation

Daily Management

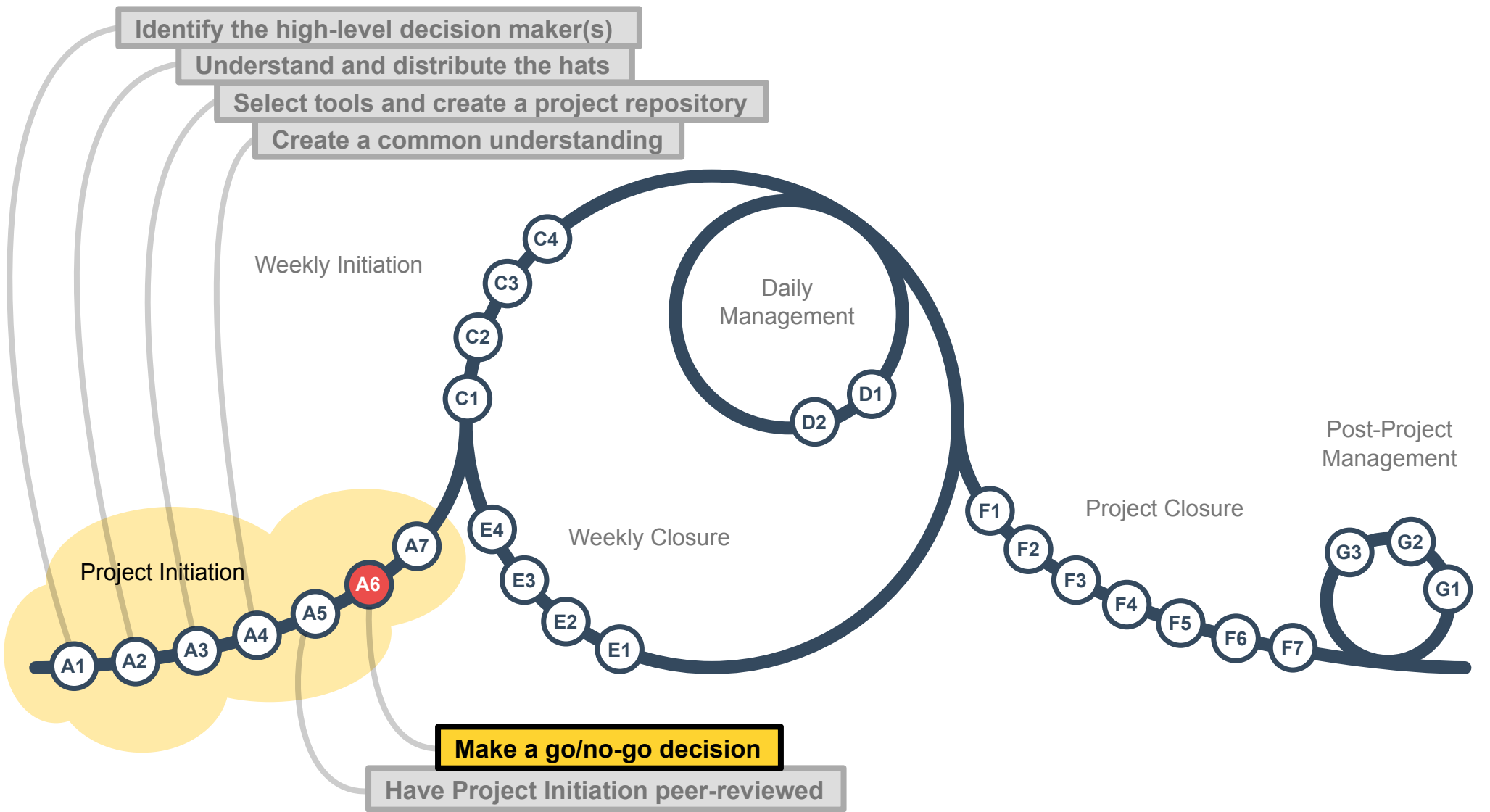
Post-Project Management

Project Closure

Project Initiation

Weekly Closure

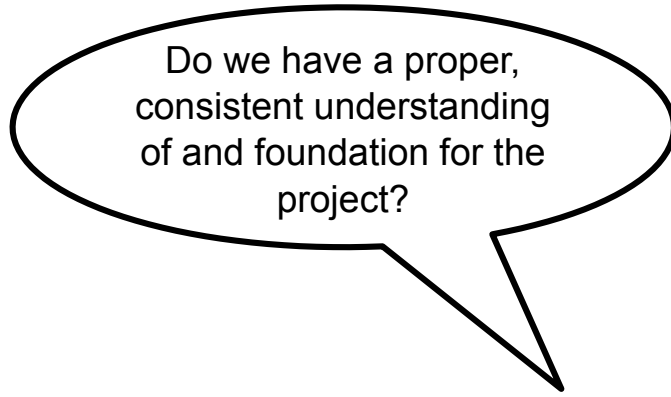
Have Project Initiation peer-reviewed



What concerns do you think each hat should have in this management activity?



## A6 - Make a go/no-go decision



**Project Manager Hat**

## A6 - Make a go/no-go decision



## A6 - Make a go/no-go decision

Is the existing definition  
of the project's output  
suitable for end users?

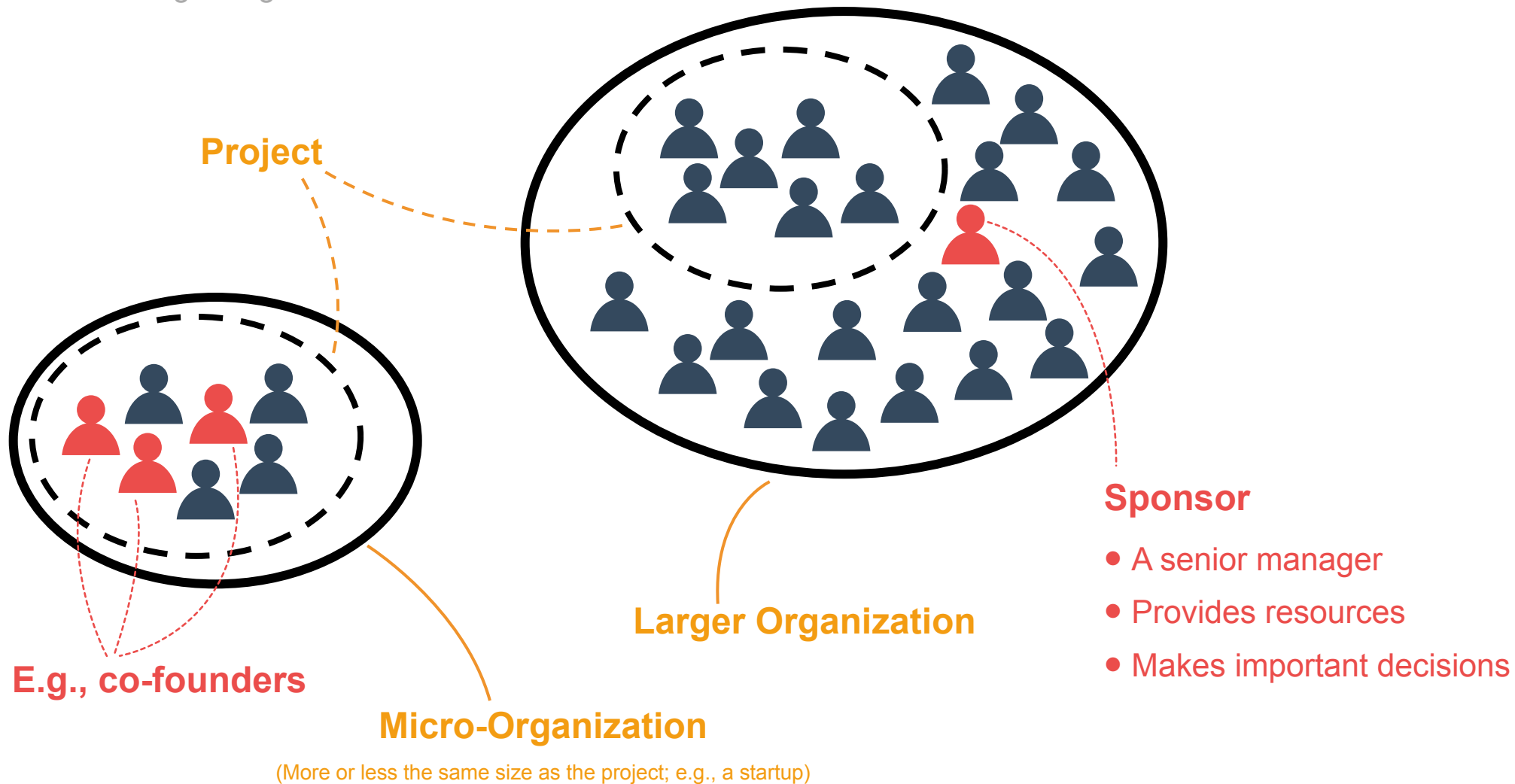


**User Hat**

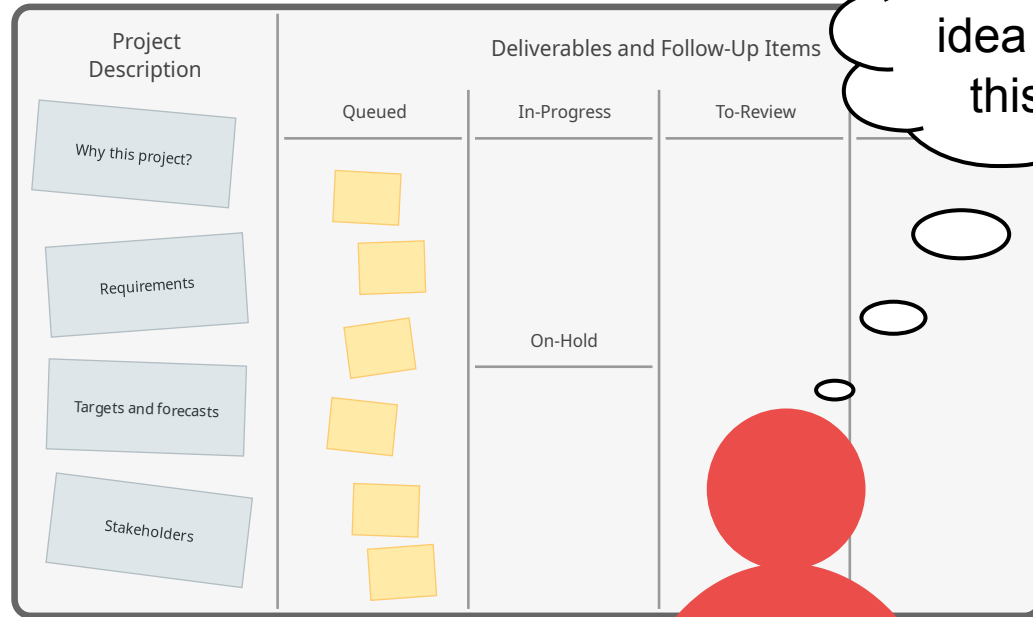
## A6 - Make a go/no-go decision



## A6 - Make a go/no-go decision



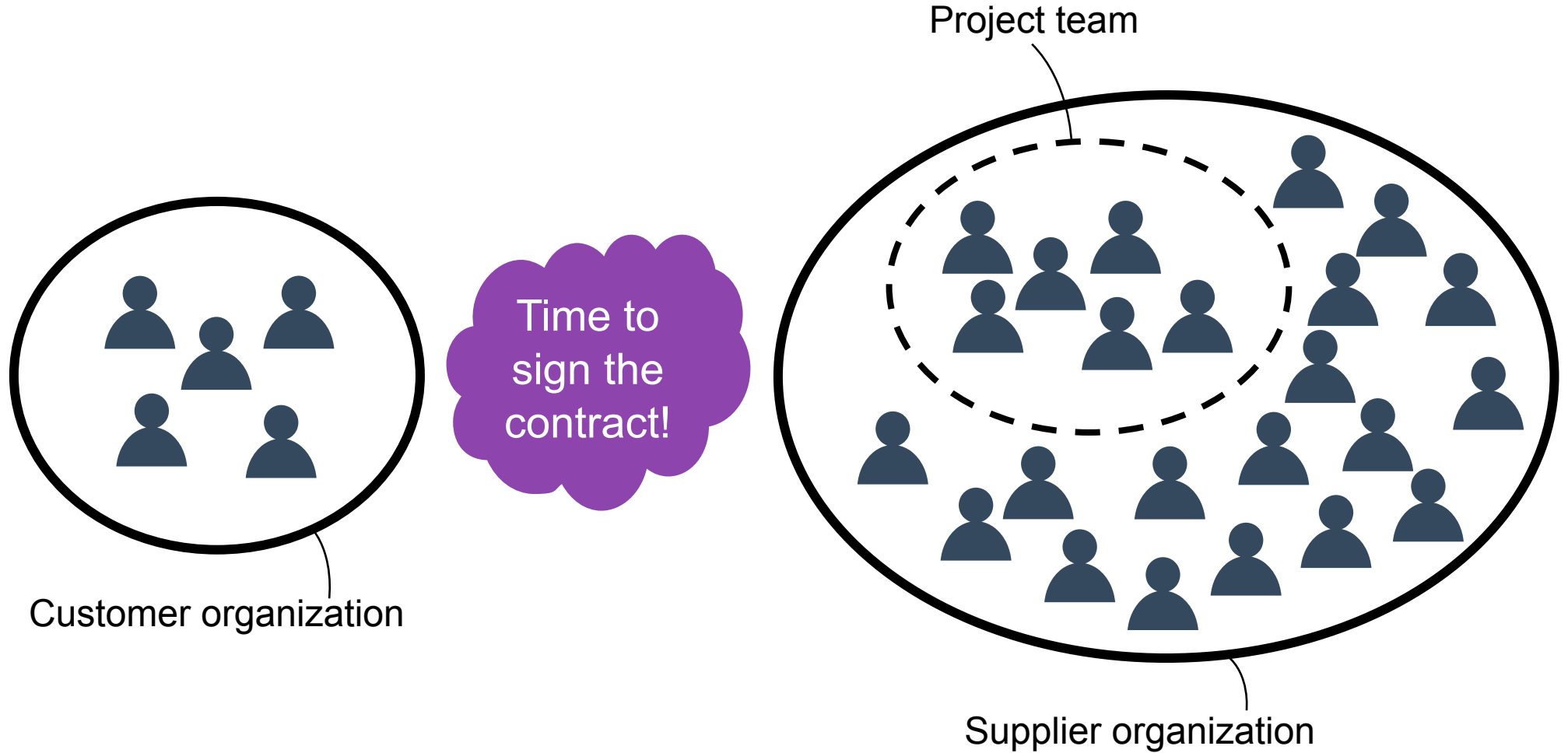
## Integrated Project Board

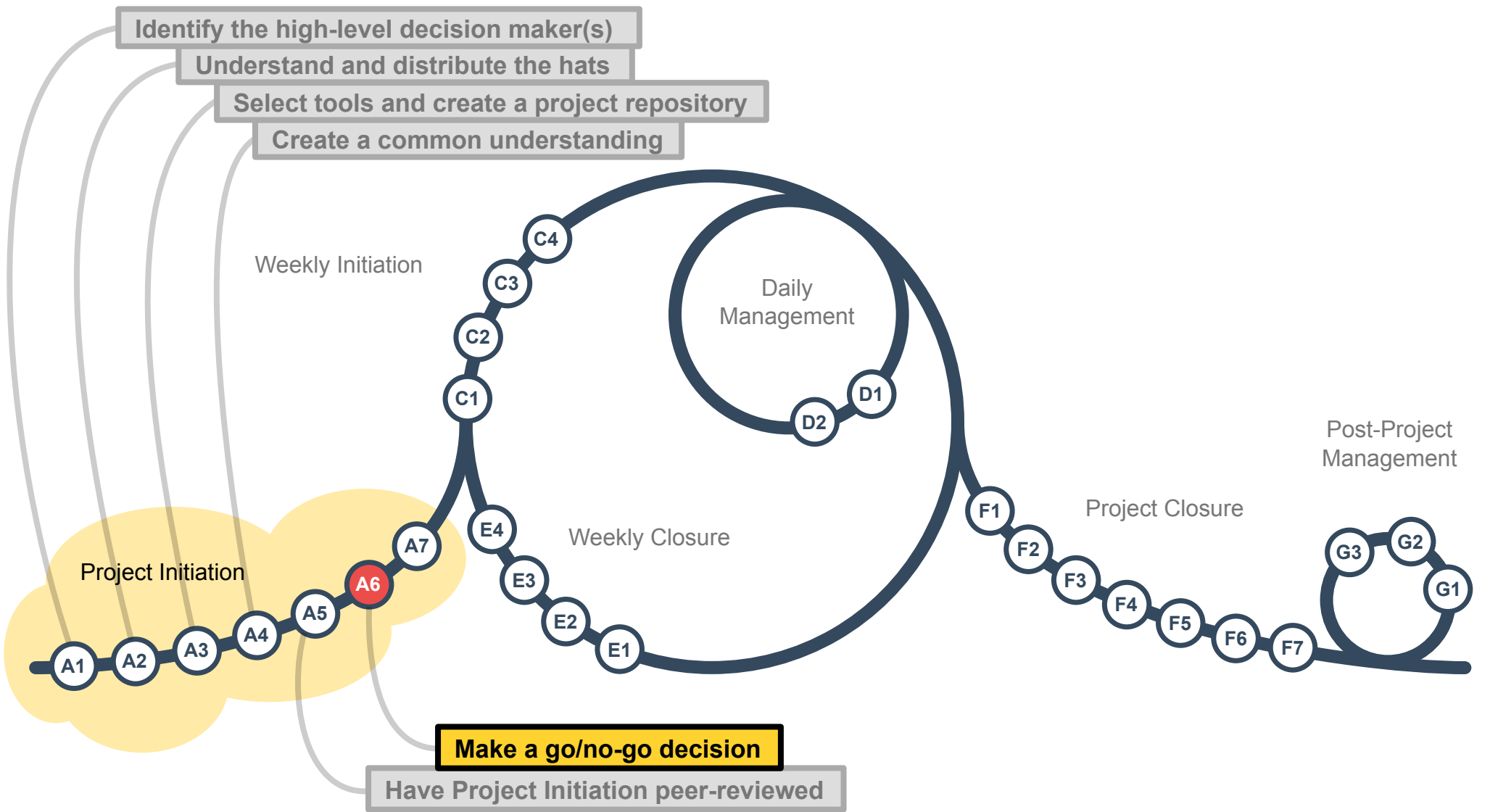


Is it a good idea to execute this project?

The high-level decision maker(s)  
(e.g., the Sponsor)

A6 - Make a go/no-go decision





Identify the high-level decision maker(s)

Understand and distribute the hats

Select tools and create a project repository

Create a common understanding

Weekly Initiation

Daily Management

Post-Project Management

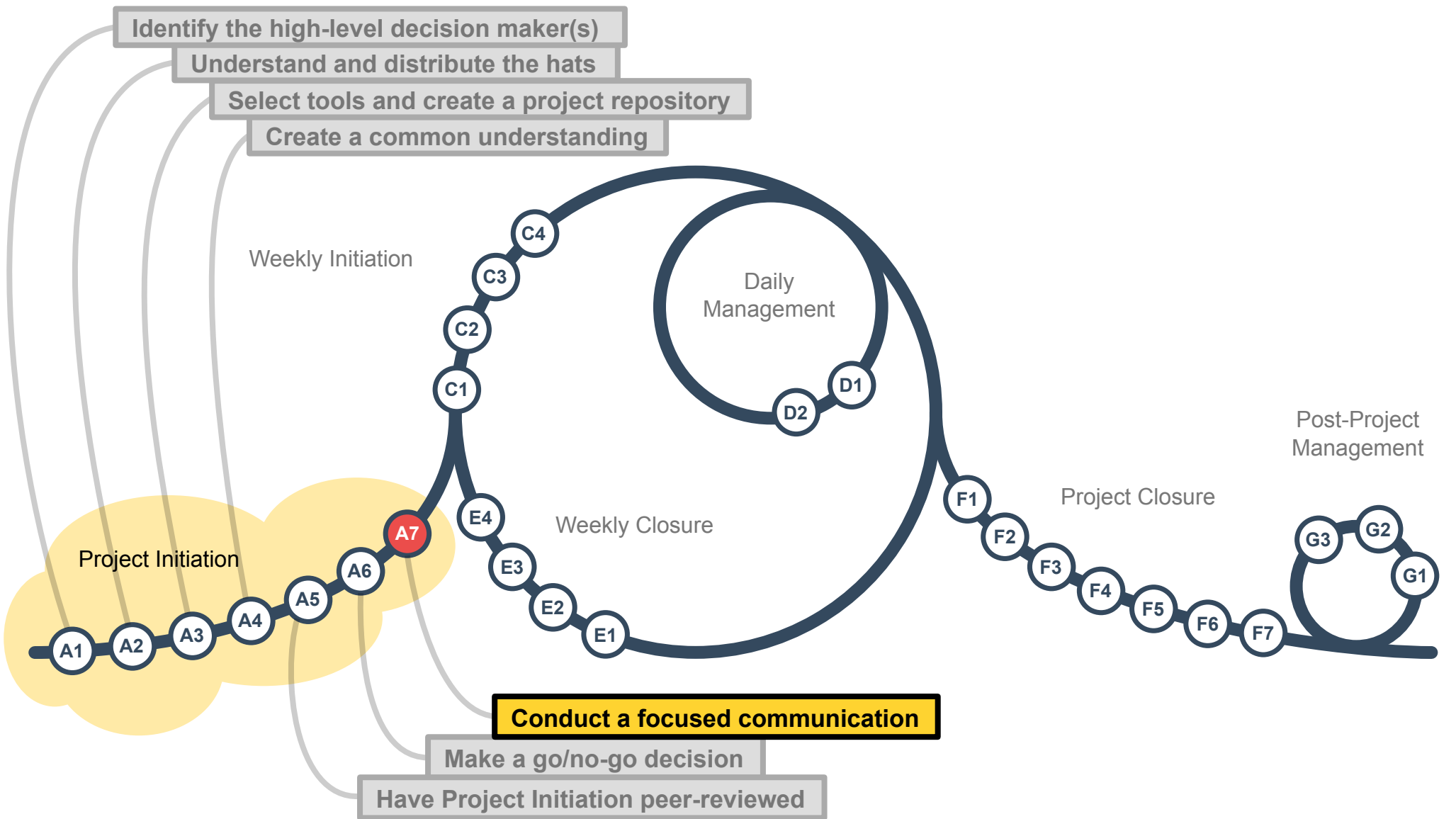
Project Closure

Project Initiation

Weekly Closure

Make a go/no-go decision

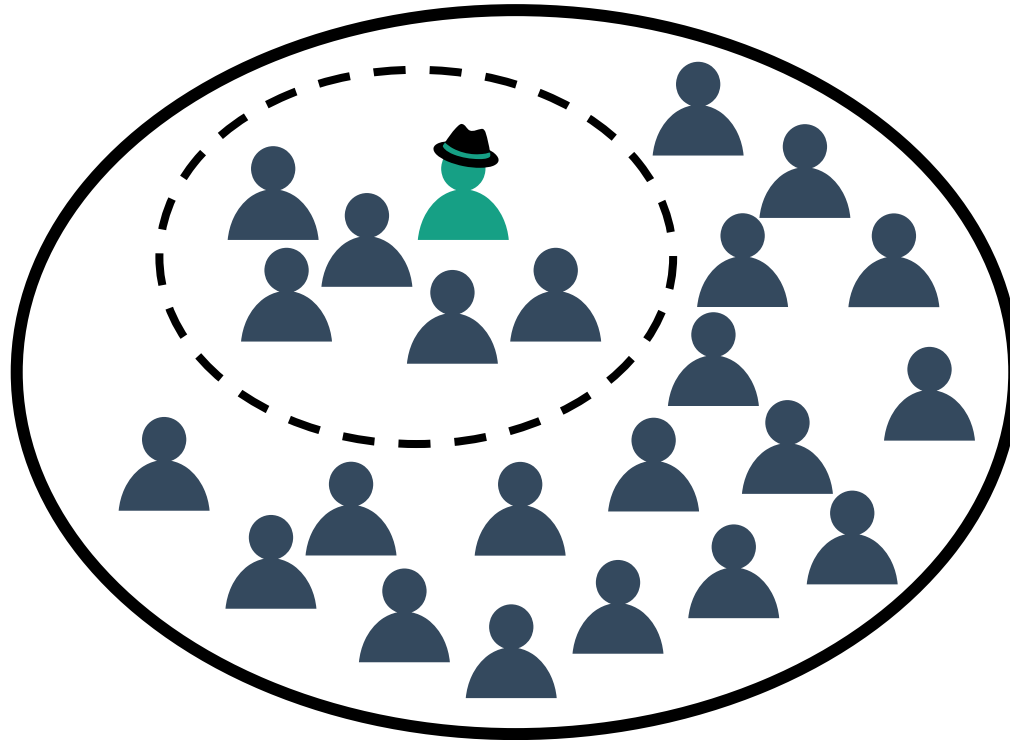
Have Project Initiation peer-reviewed



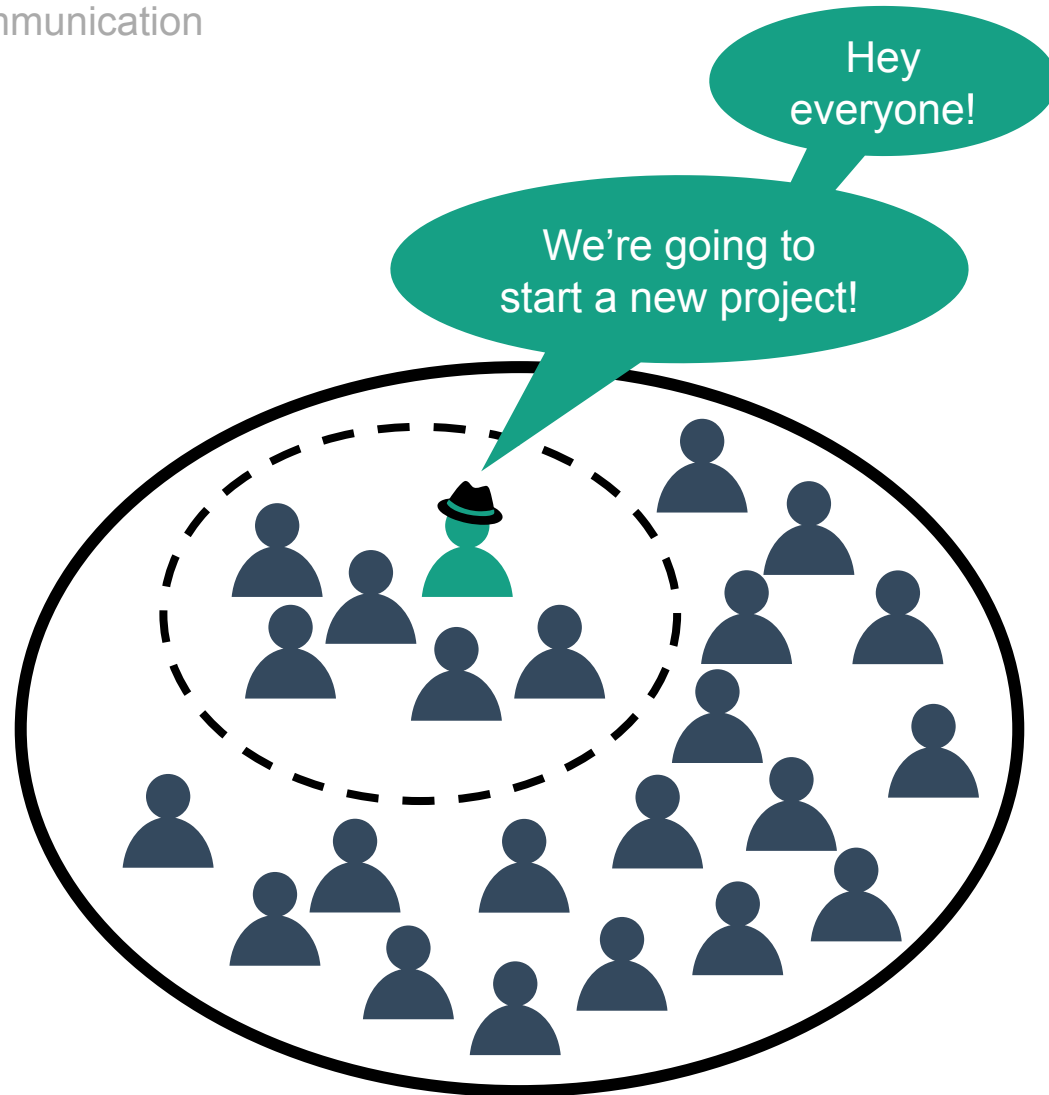
What are the advantages of informing everyone in the organization that we're going to start working on a new project?



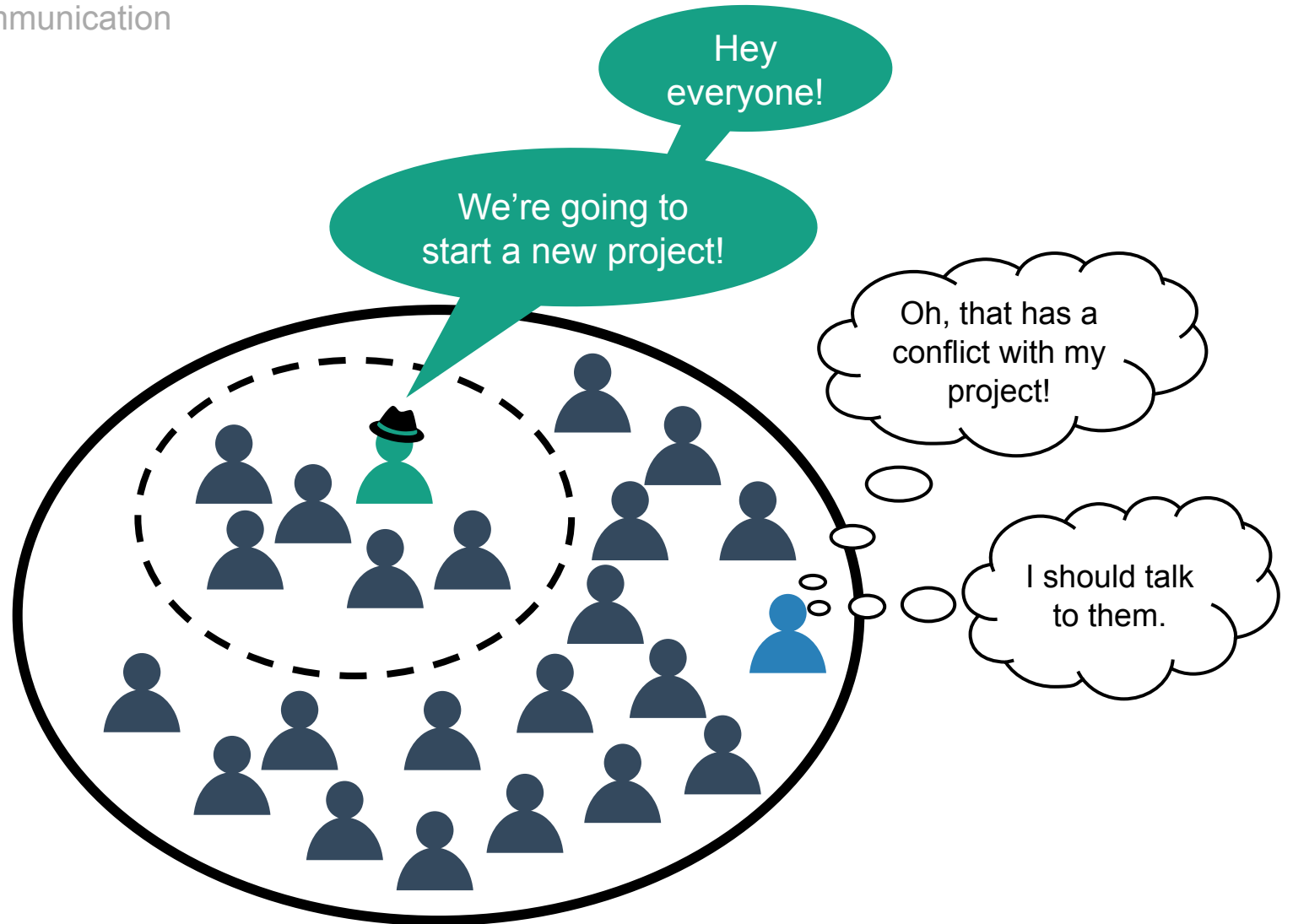
## A7 - Conduct a focused communication



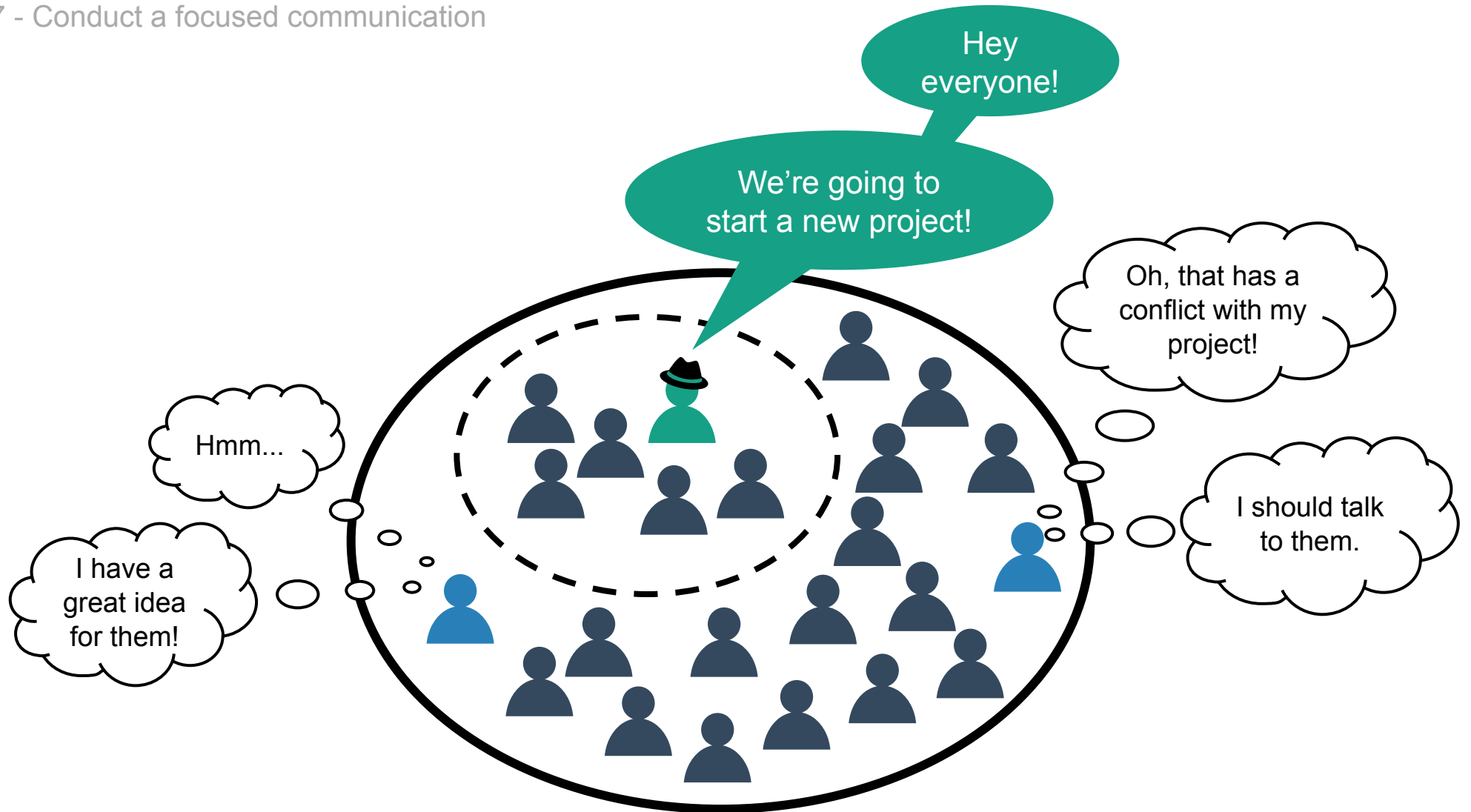
## A7 - Conduct a focused communication

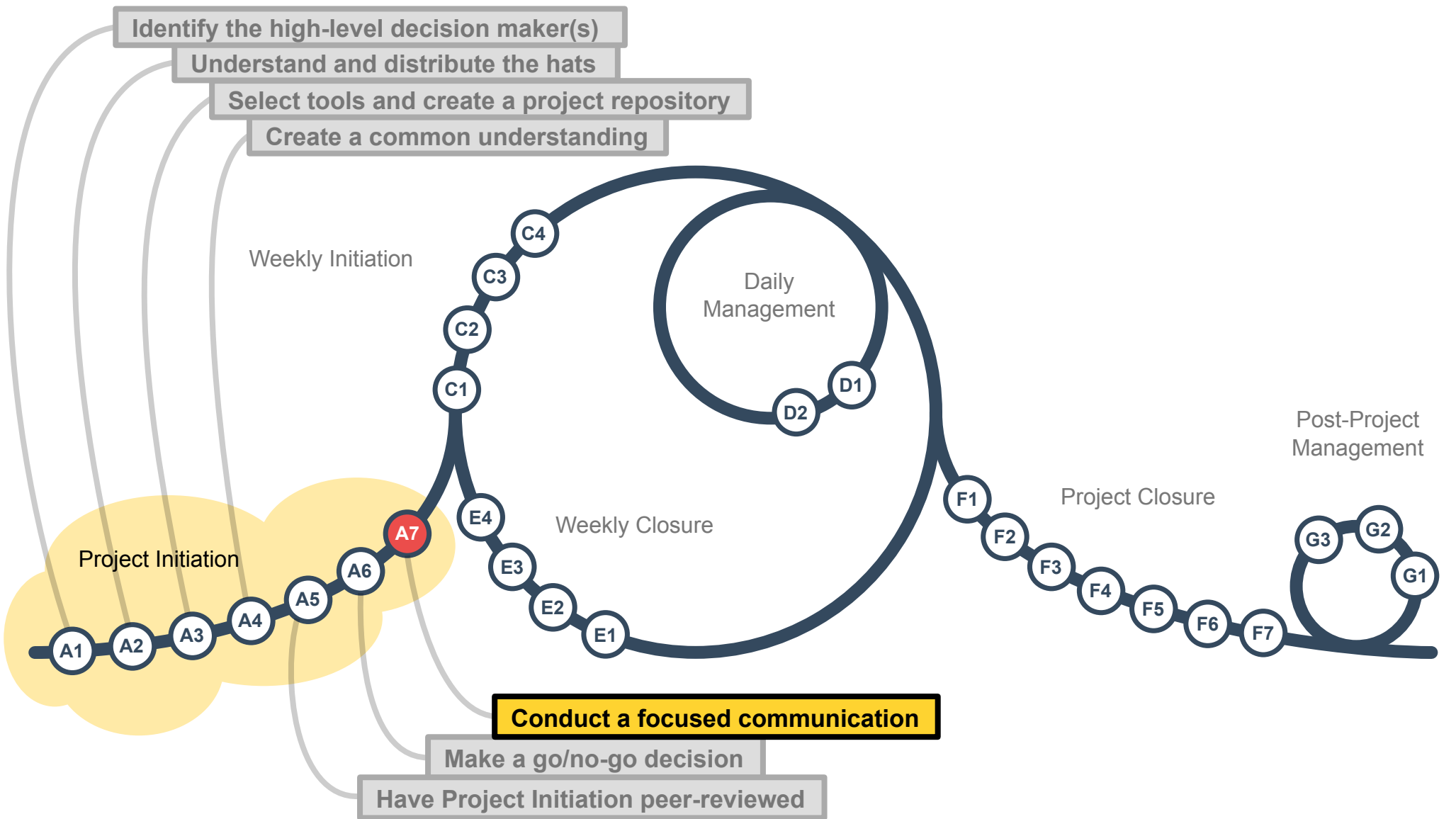


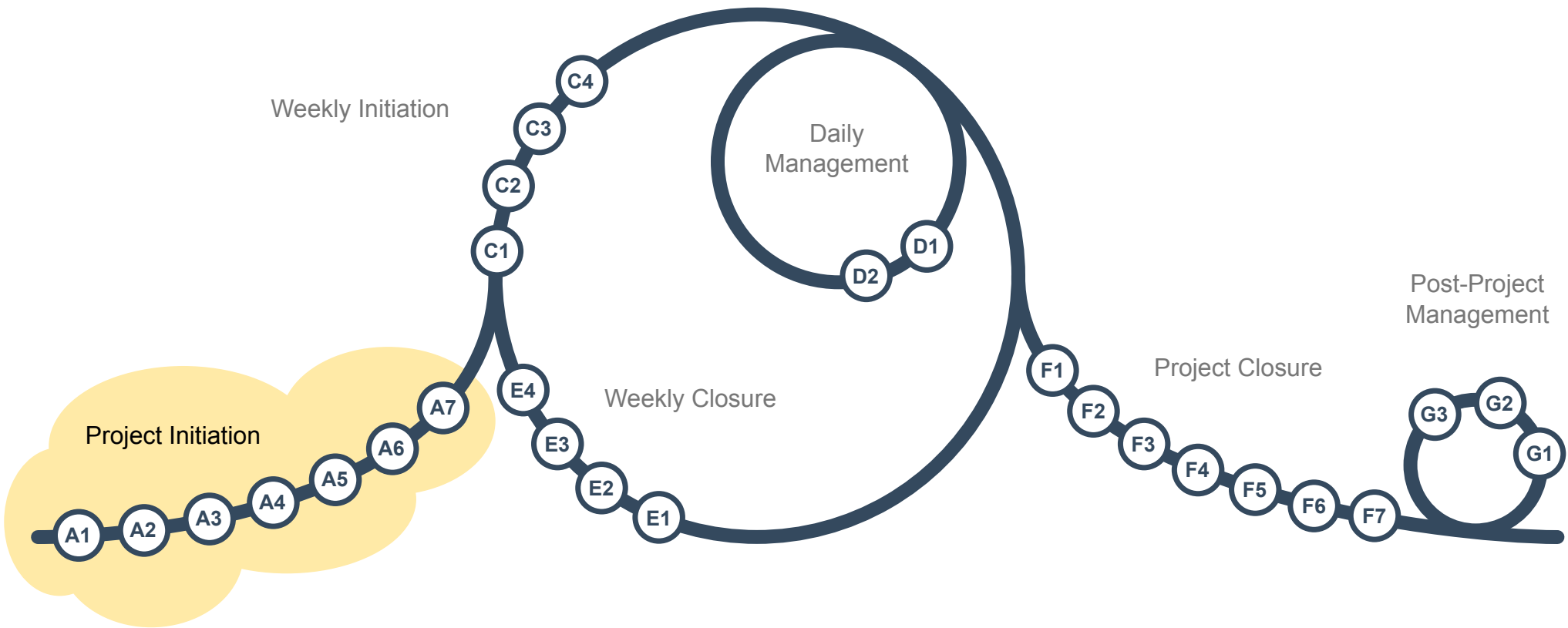
## A7 - Conduct a focused communication

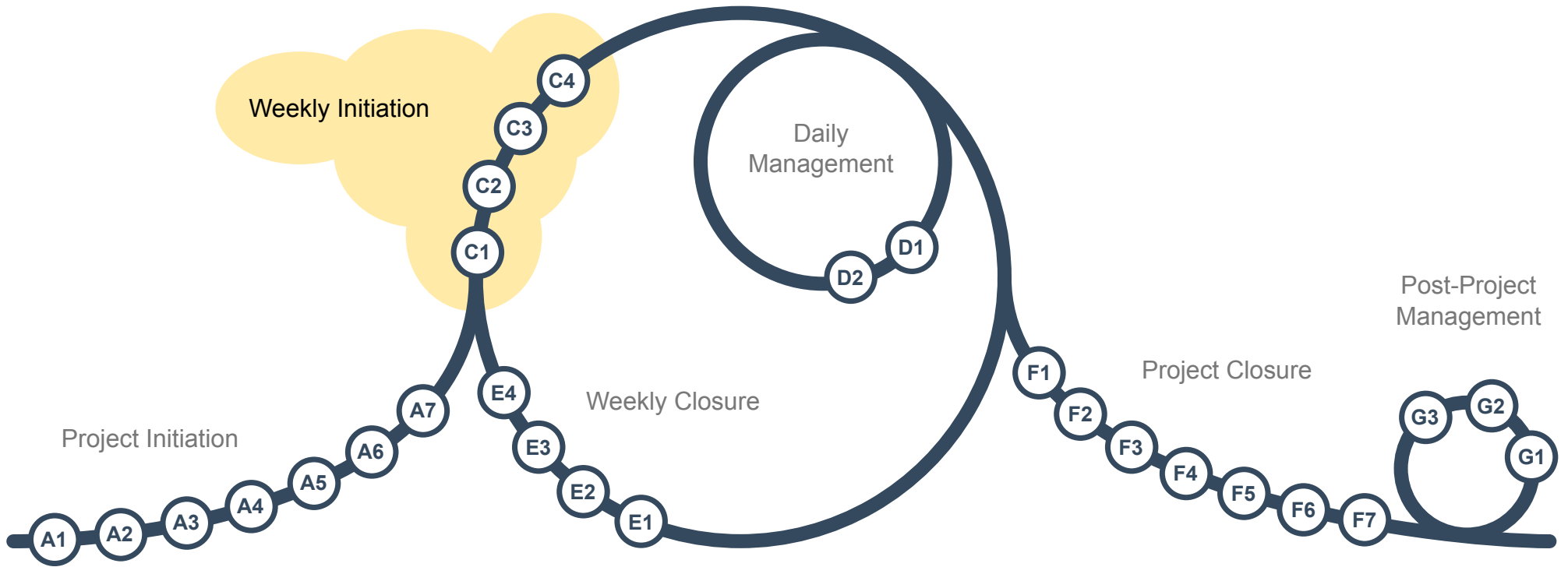


A7 - Conduct a focused communication









Weekly Initiation

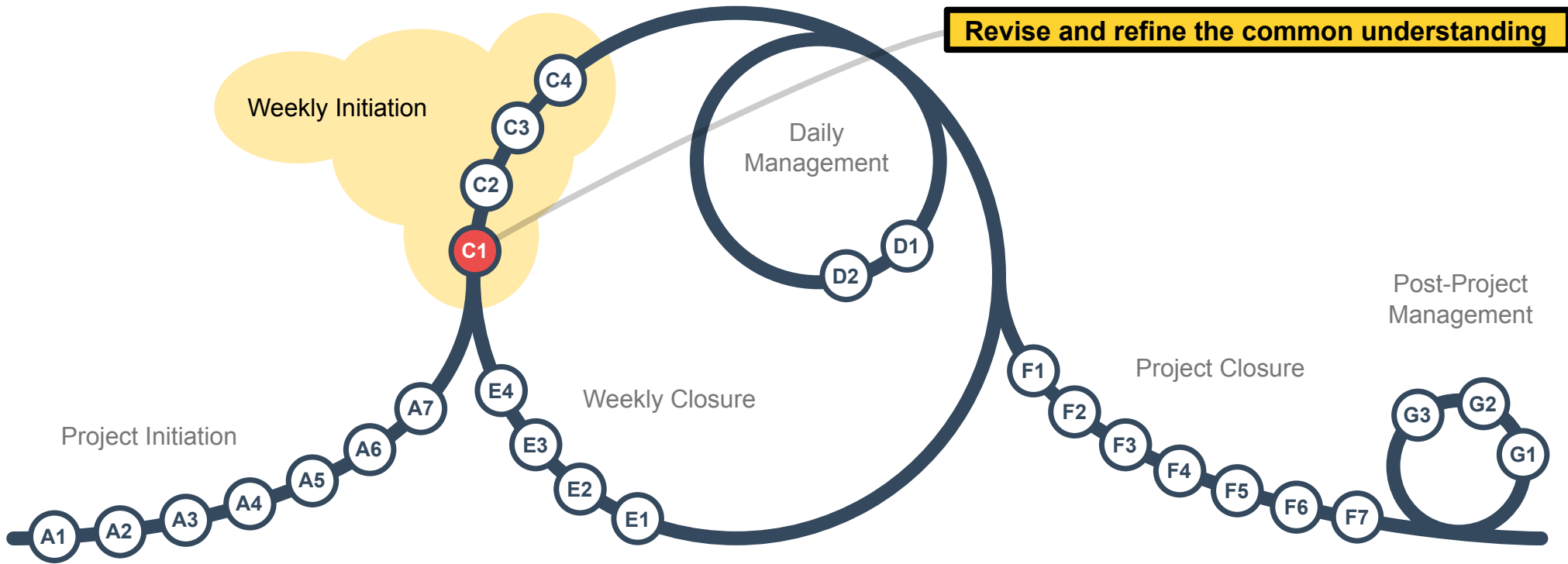
Daily Management

Post-Project Management

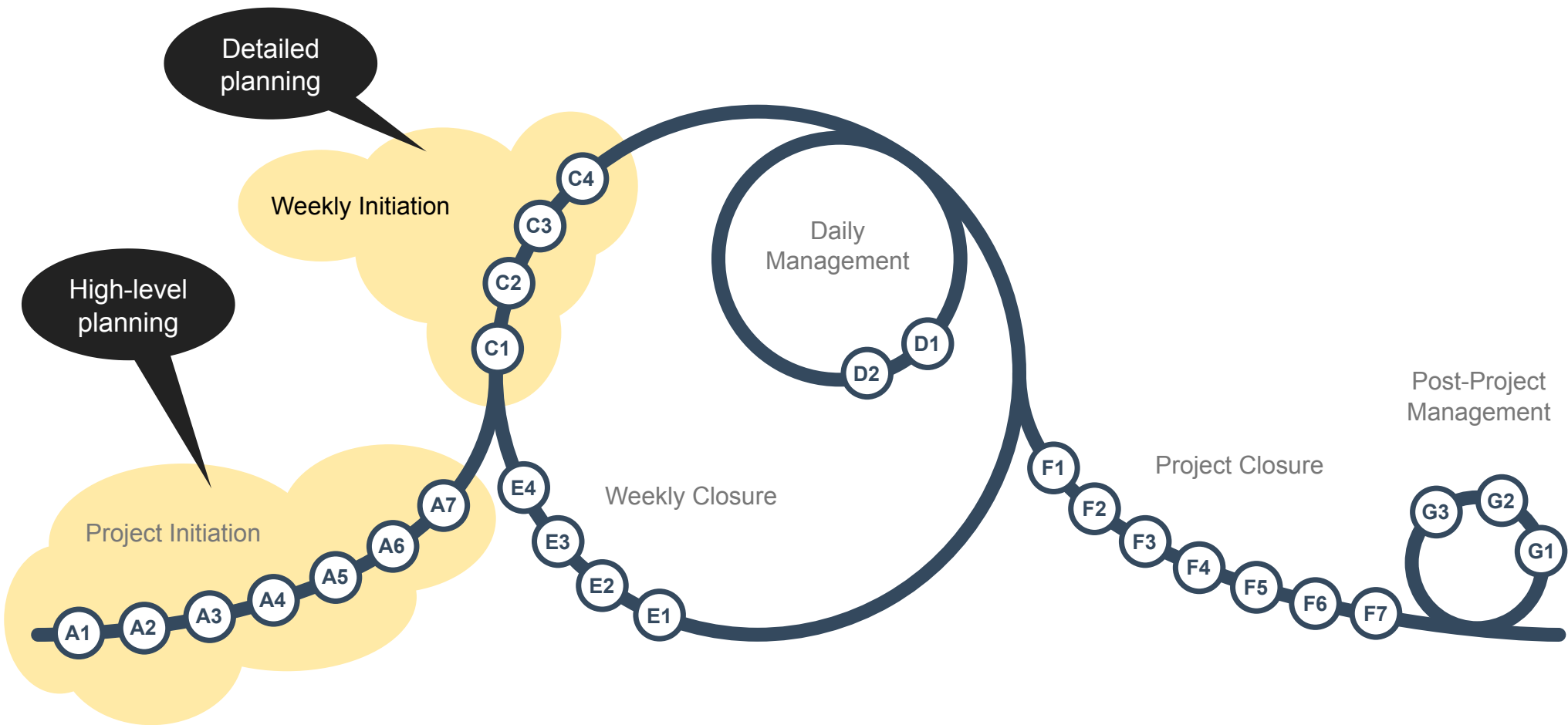
Project Initiation

Weekly Closure

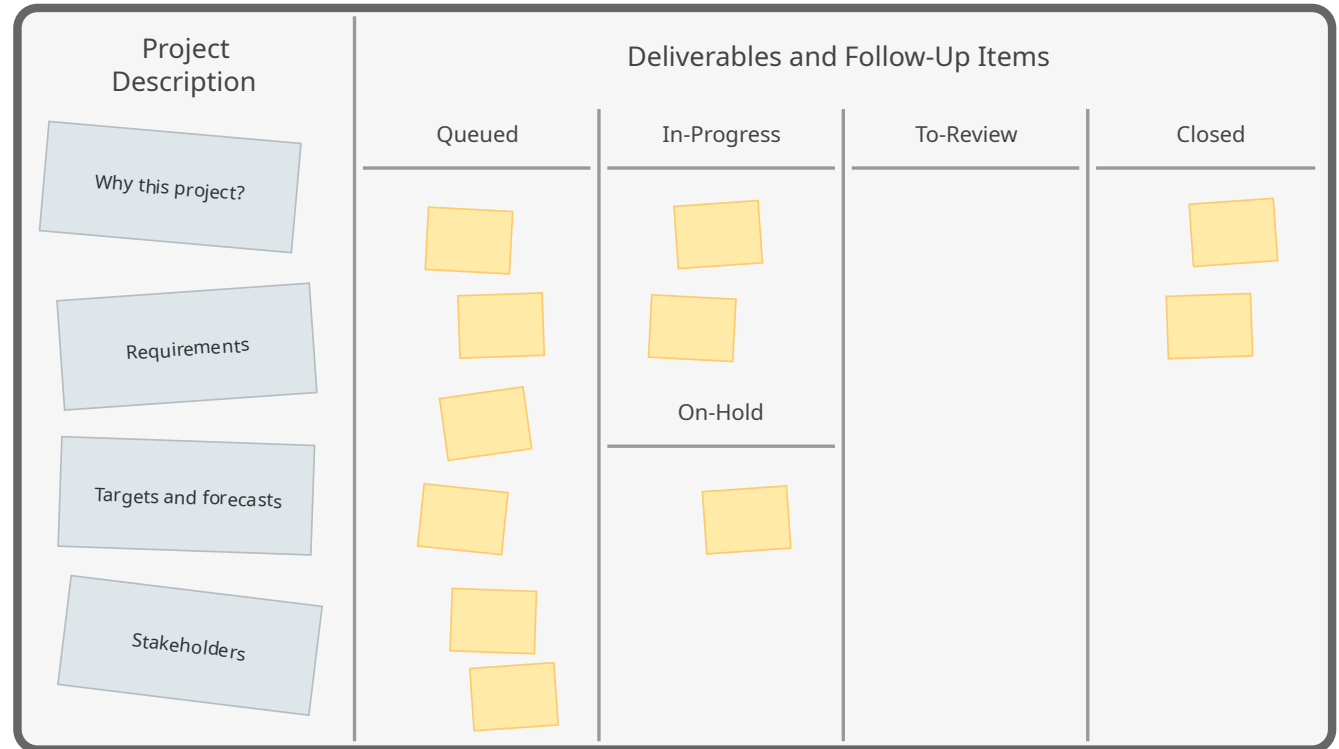
Project Closure



# C1 - Revise and refine the common understanding

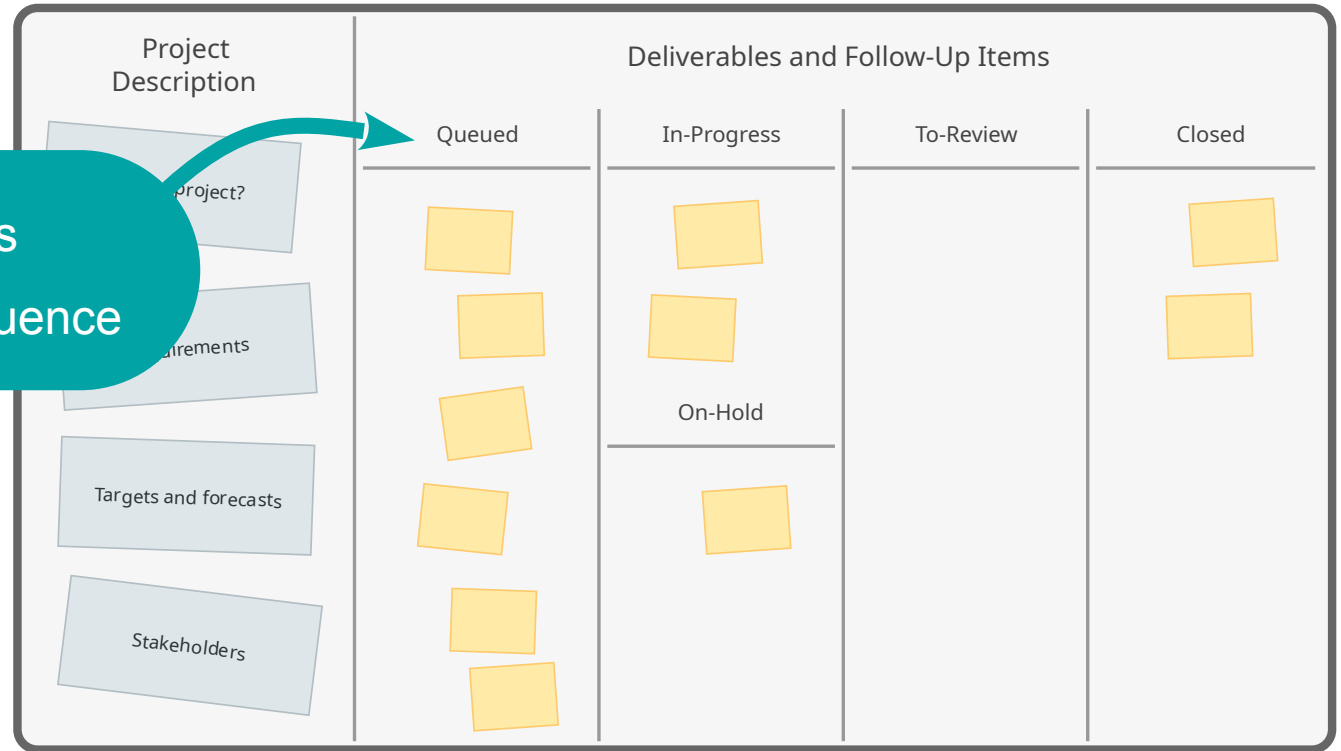


## Integrated Project Board

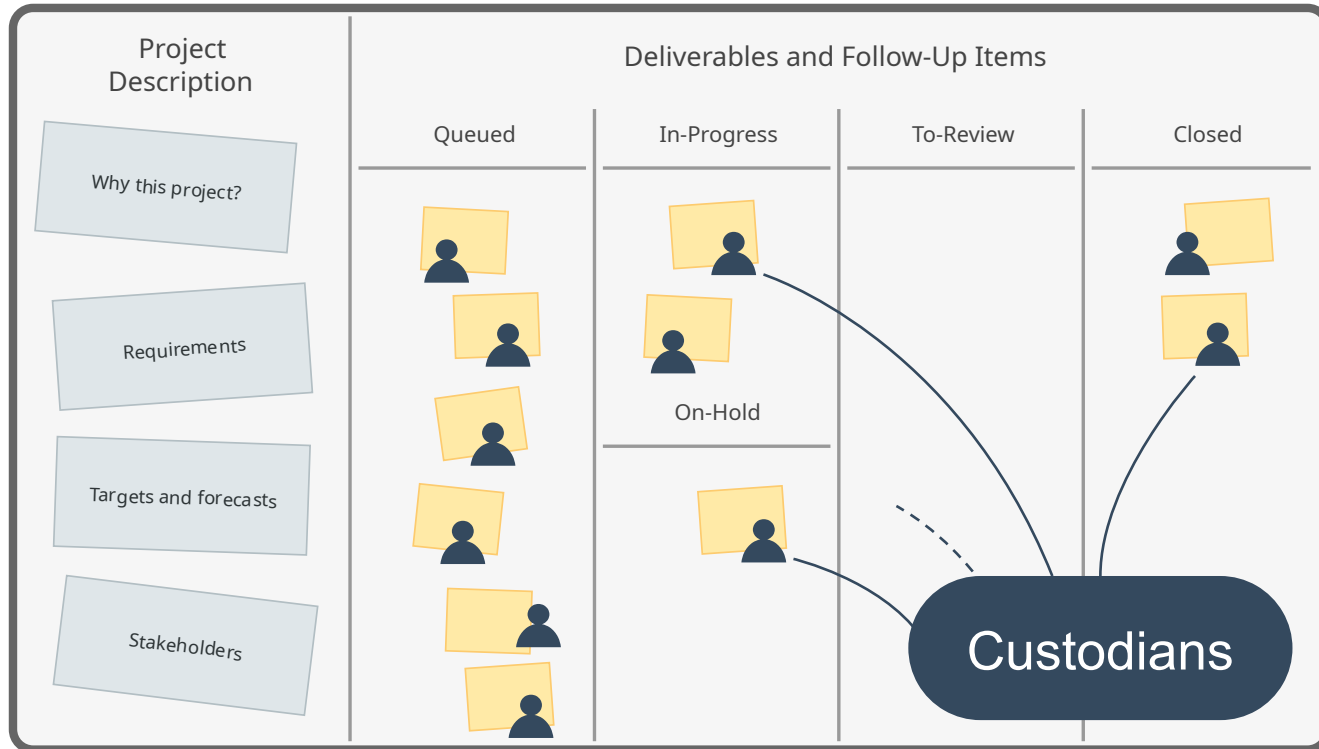


## Integrated Project Board

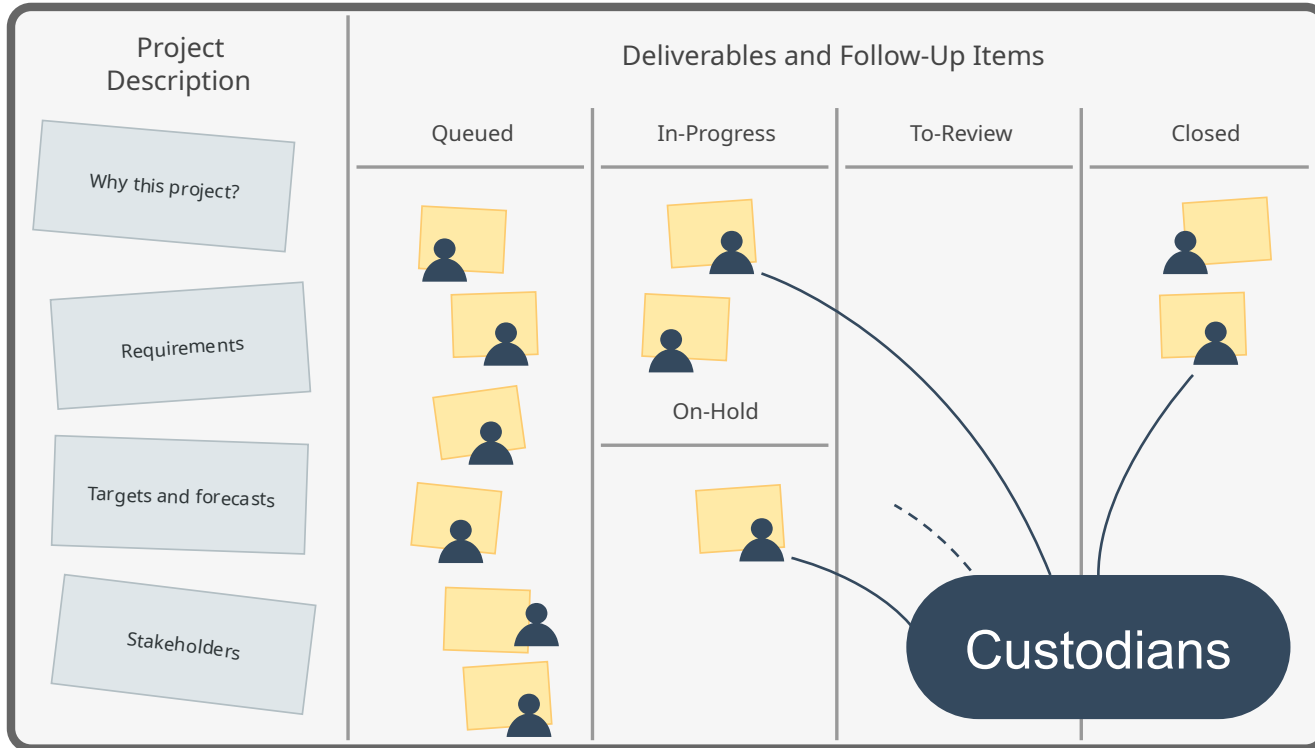
- 1 Adding new cards
- 2 Revising the sequence



## Integrated Project Board



## Integrated Project Board

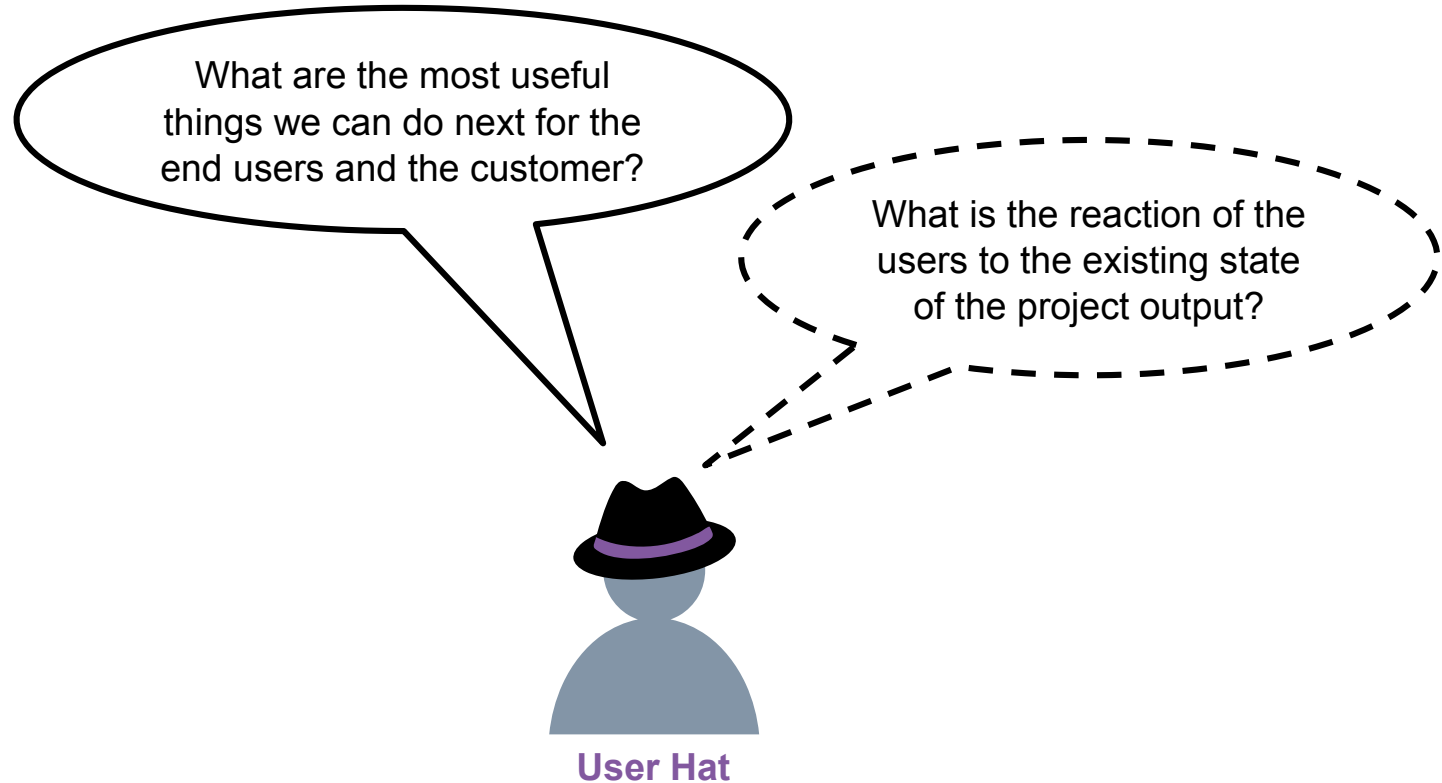


- Adding comments
- Updating status
- Following up

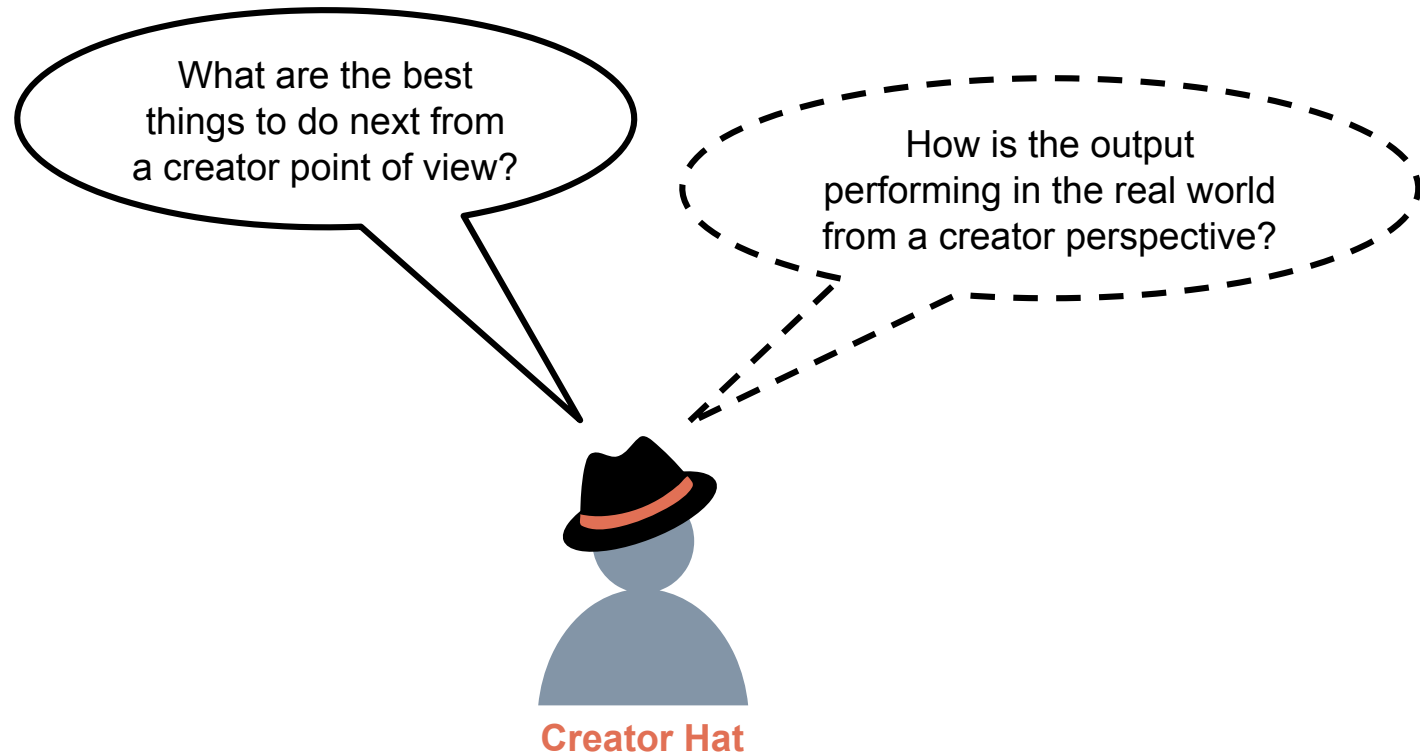
What concerns do you think each hat should have  
in this management activity?



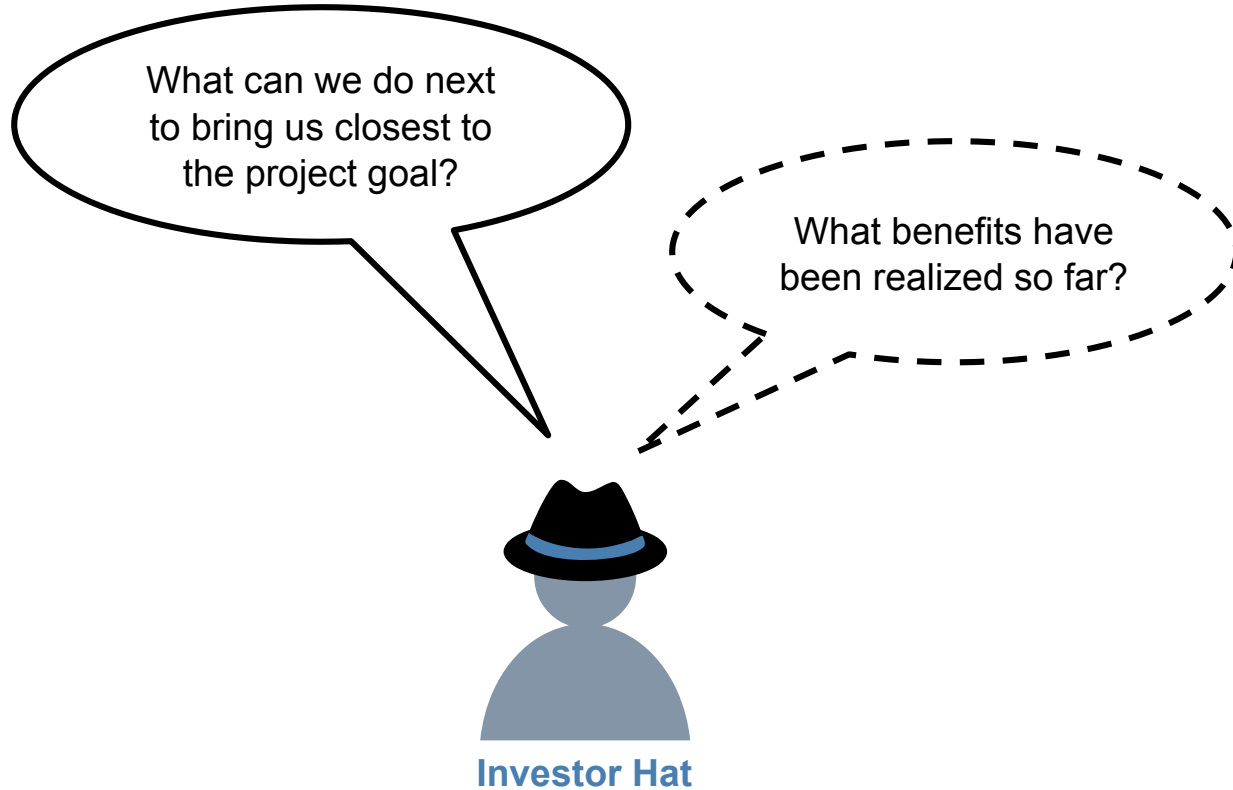
## C1 - Revise and refine the common understanding



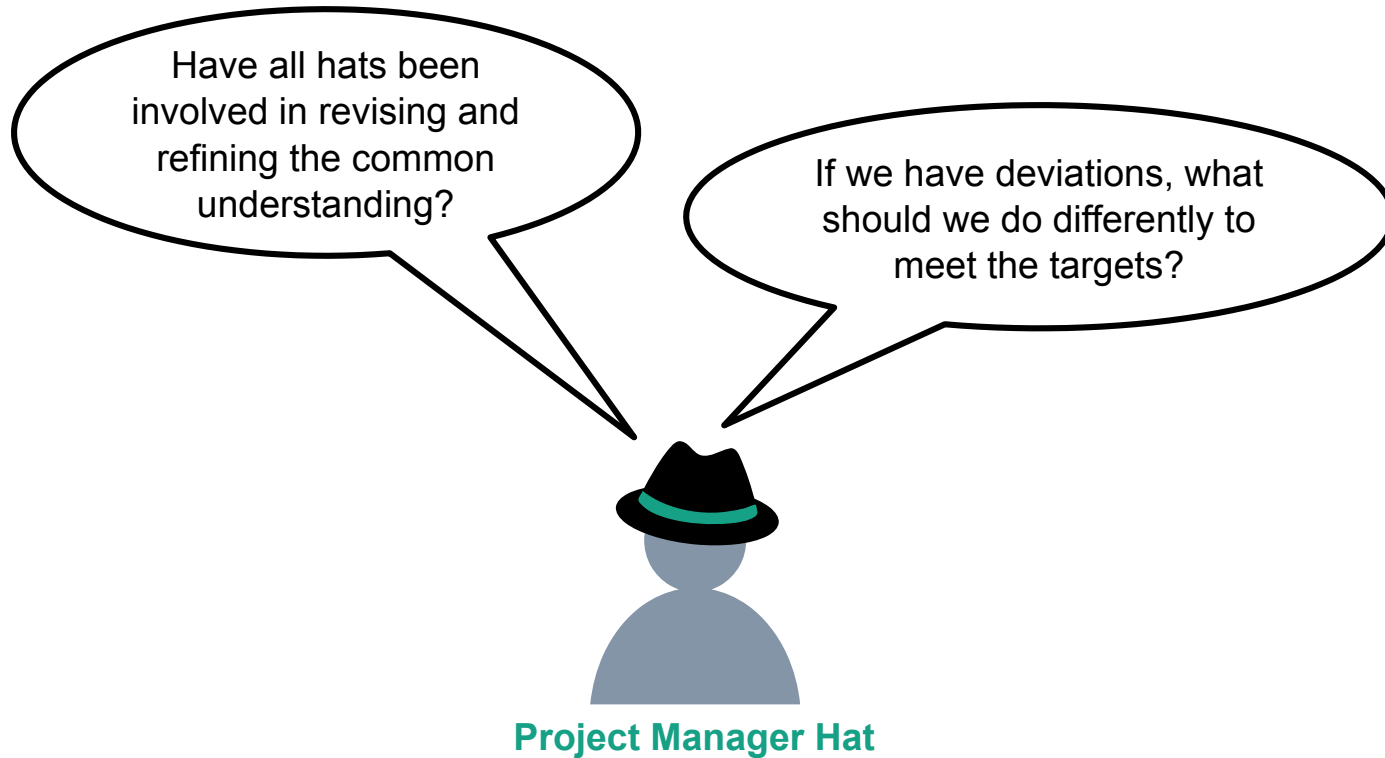
## C1 - Revise and refine the common understanding



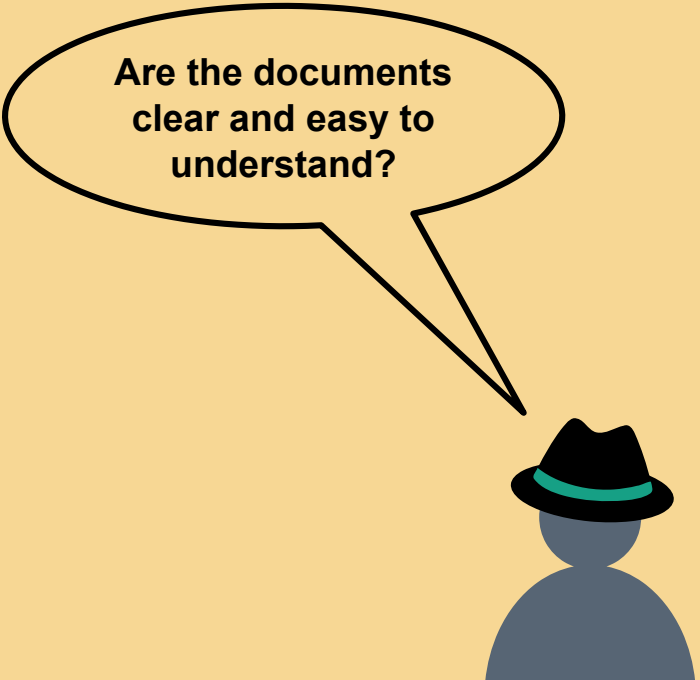
## C1 - Revise and refine the common understanding



## C1 - Revise and refine the common understanding

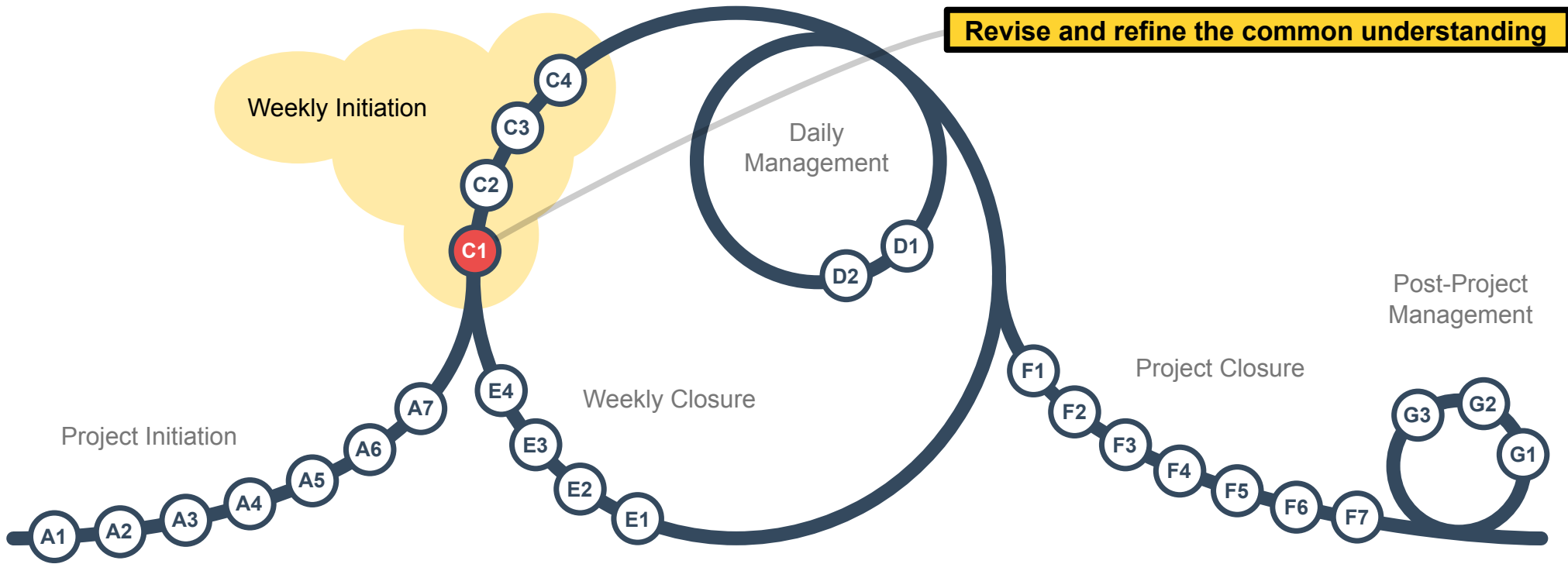


## C1 - Revise and refine the common understanding



**Are the documents  
clear and easy to  
understand?**

**Project Manager Hat**



Weekly Initiation

**Revise and refine the common understanding**

Daily Management

Post-Project Management

Project Closure

Weekly Closure

Project Initiation

A1 A2 A3 A4 A5 A6 A7

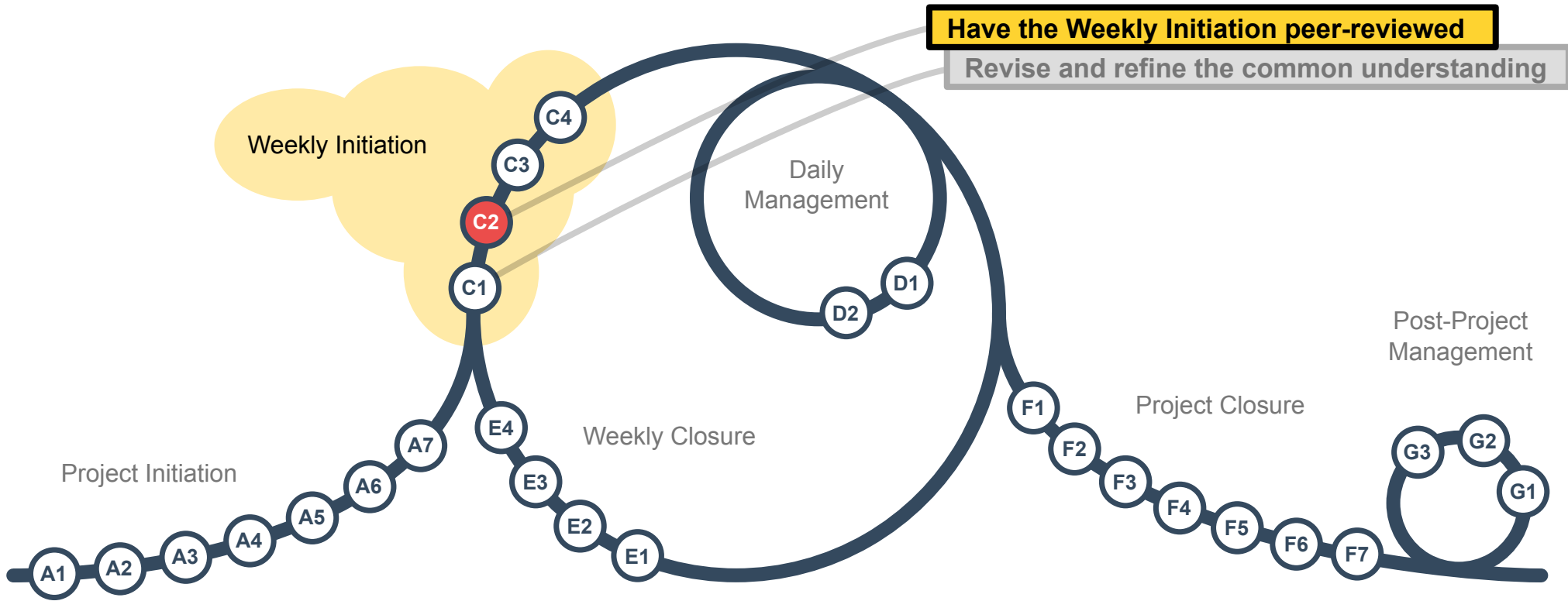
C1 C2 C3 C4

D1 D2

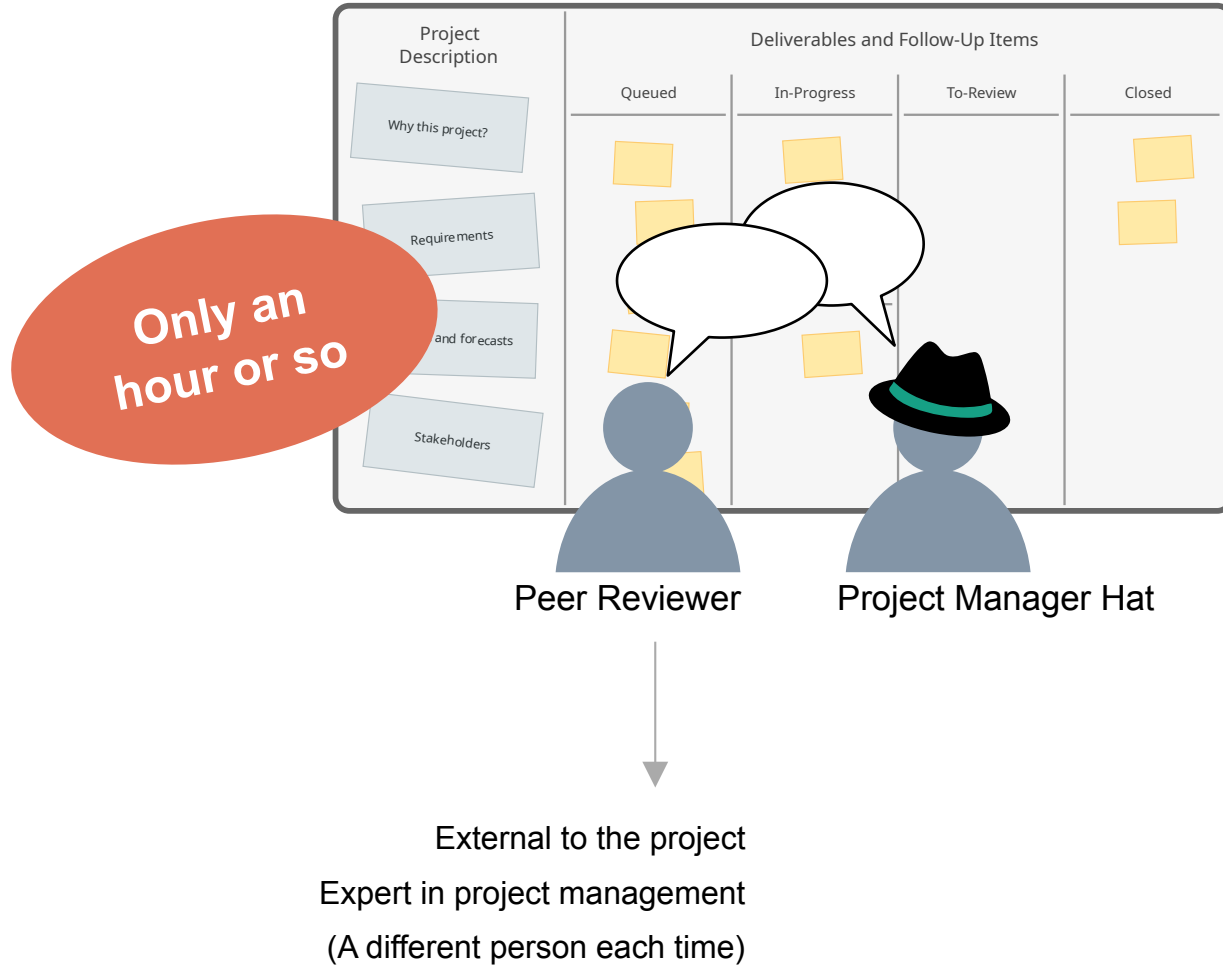
E1 E2 E3 E4

F1 F2 F3 F4 F5 F6 F7

G1 G2 G3



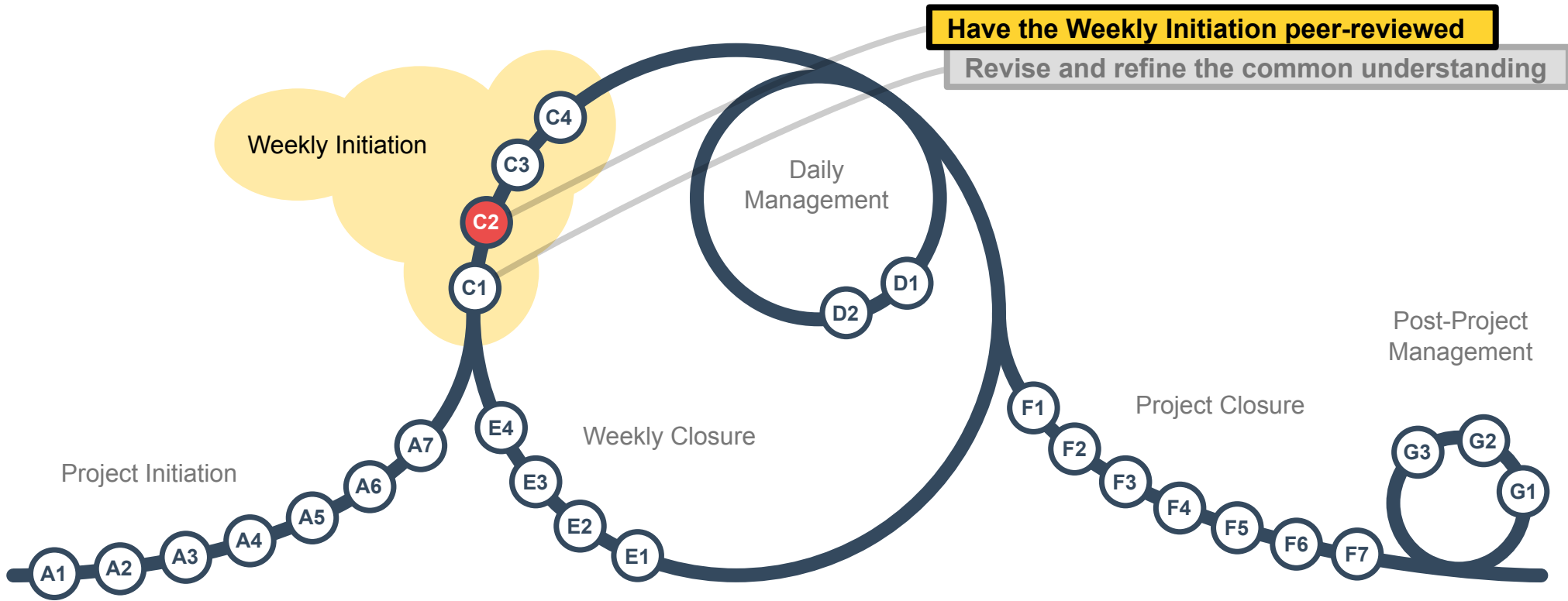
## C2 - Have the Weekly Initiation peer-reviewed

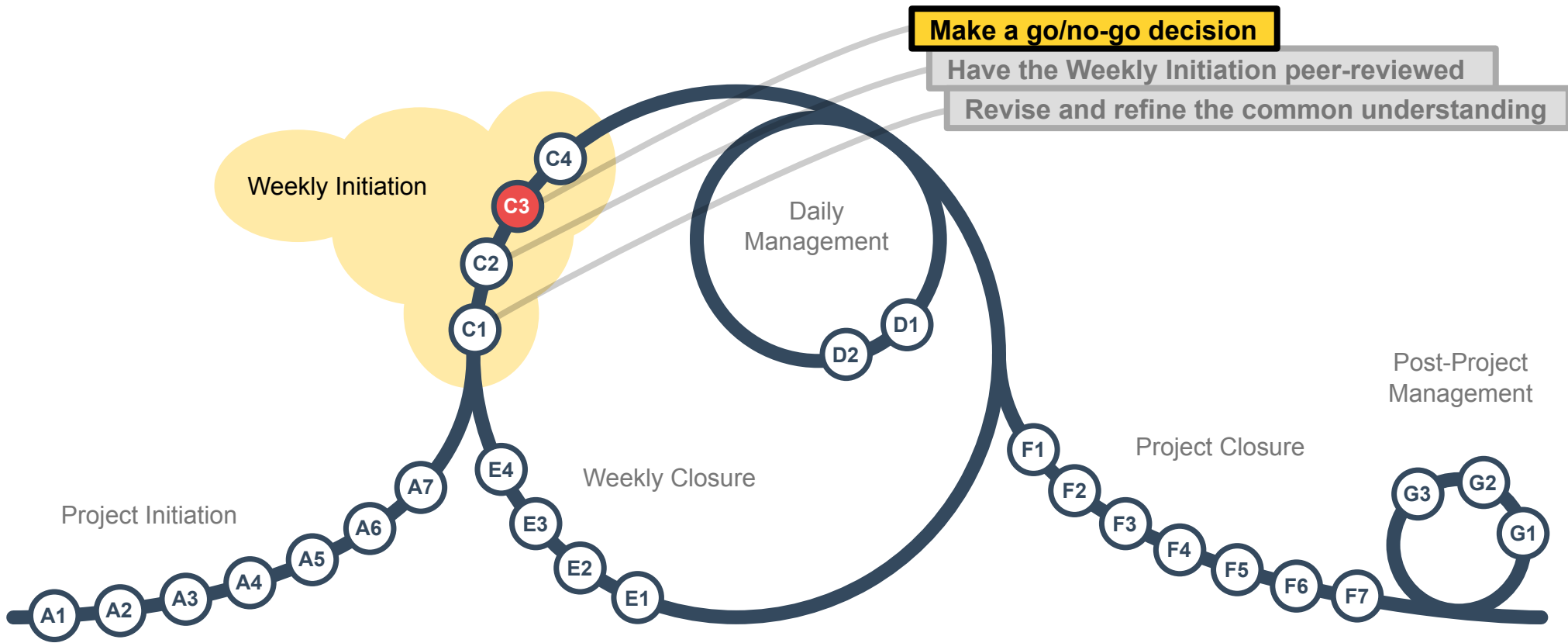


- ★ Helps find mistakes
- ★ Both learn from each other



Do other hats need peer-reviews as well?





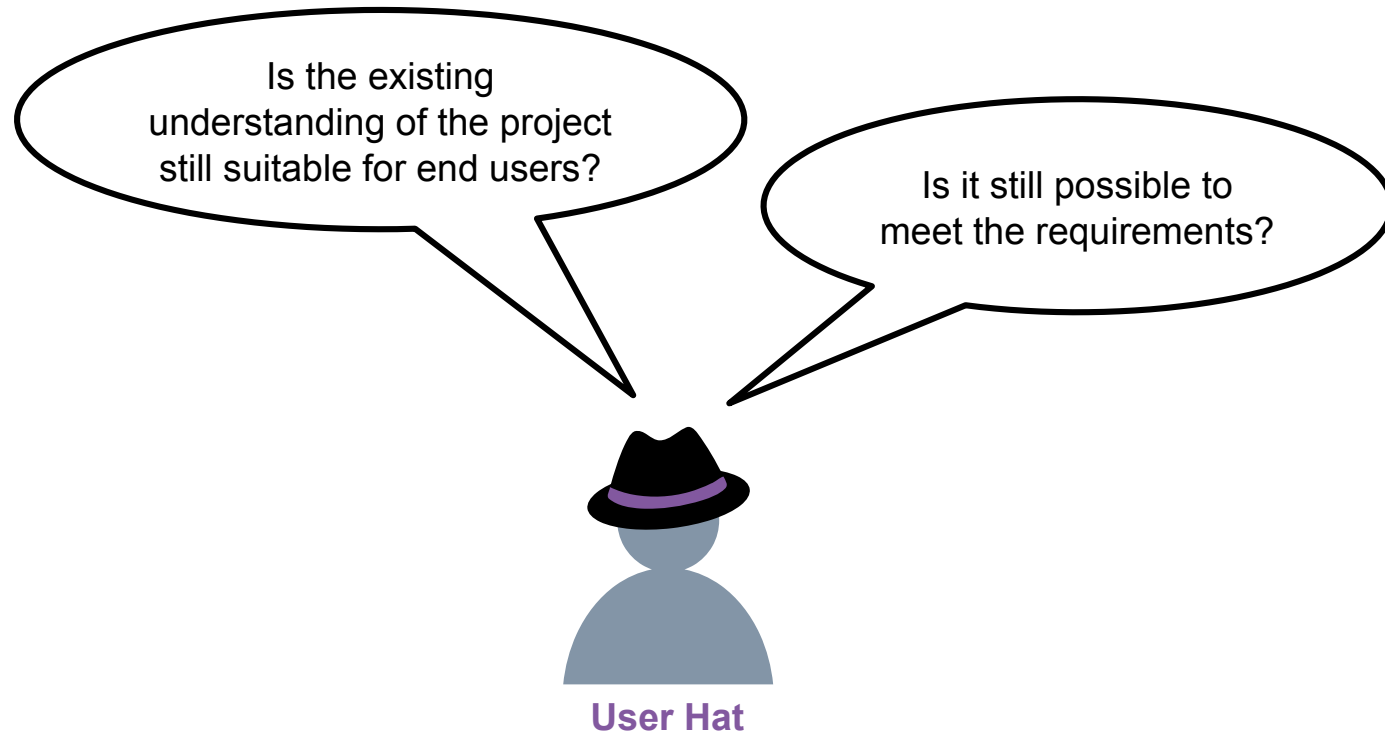
What concerns do you think each hat should have  
in this management activity?



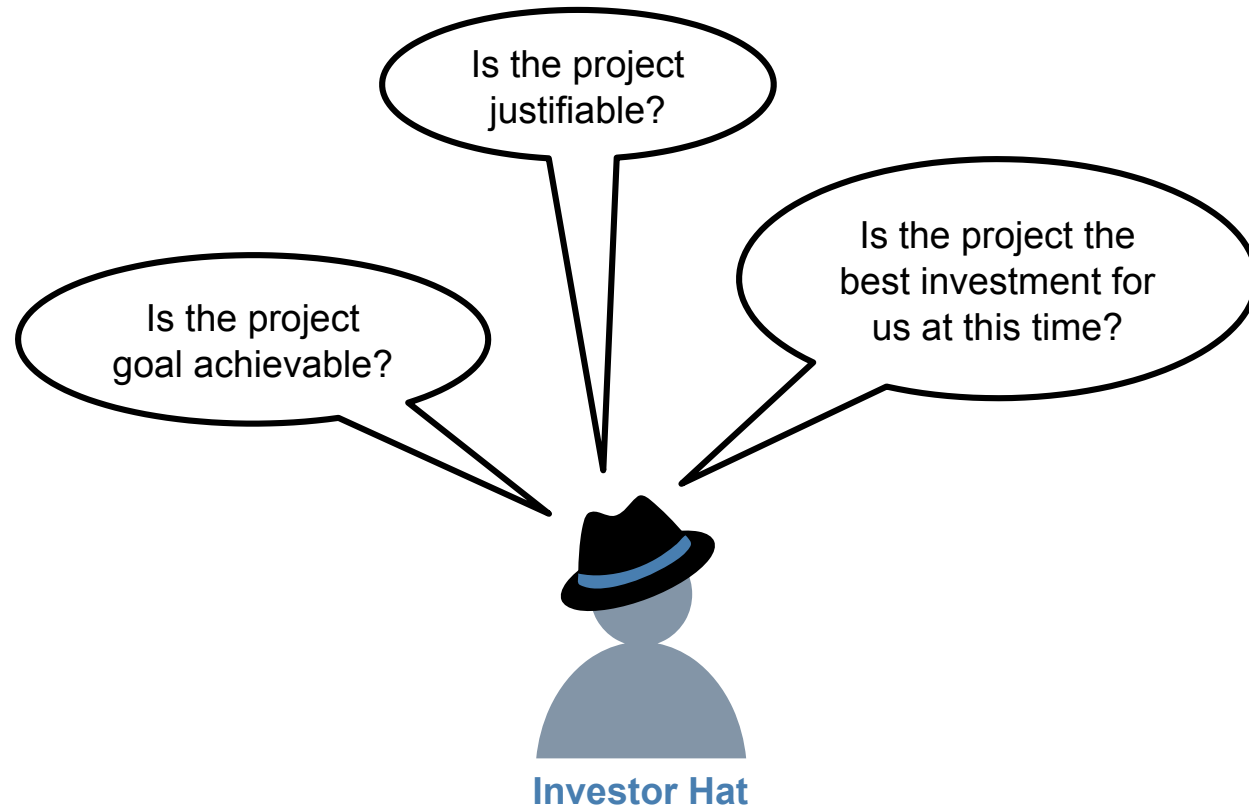
## C3 - Make a go/no-go decision



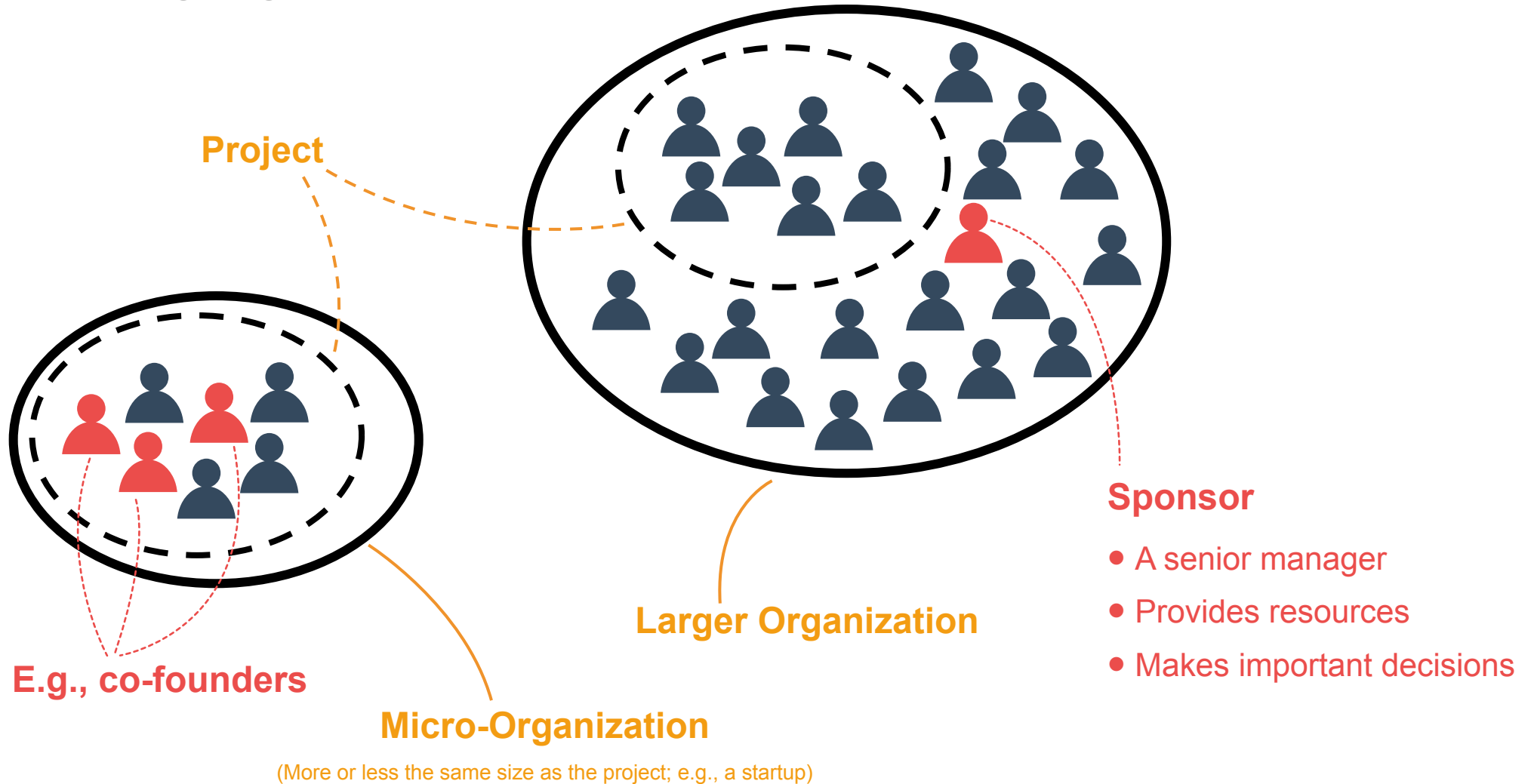
## C3 - Make a go/no-go decision



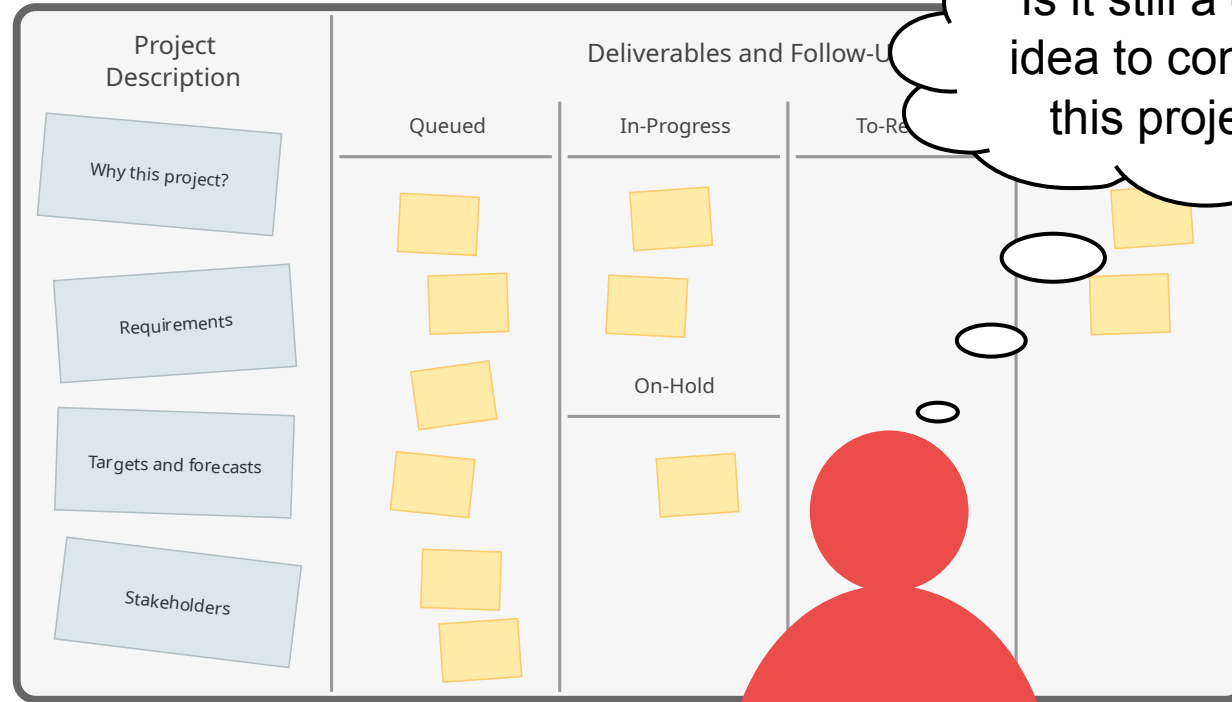
## C3 - Make a go/no-go decision



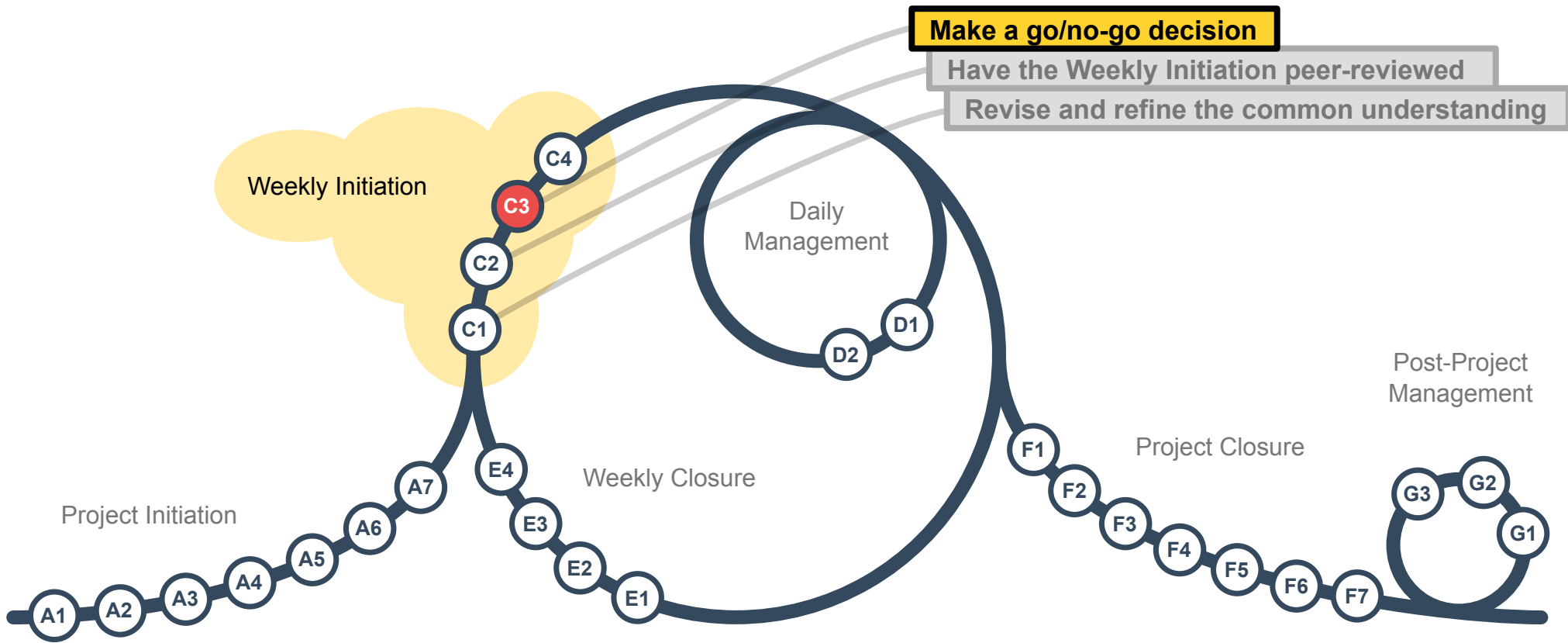
## C3 - Make a go/no-go decision

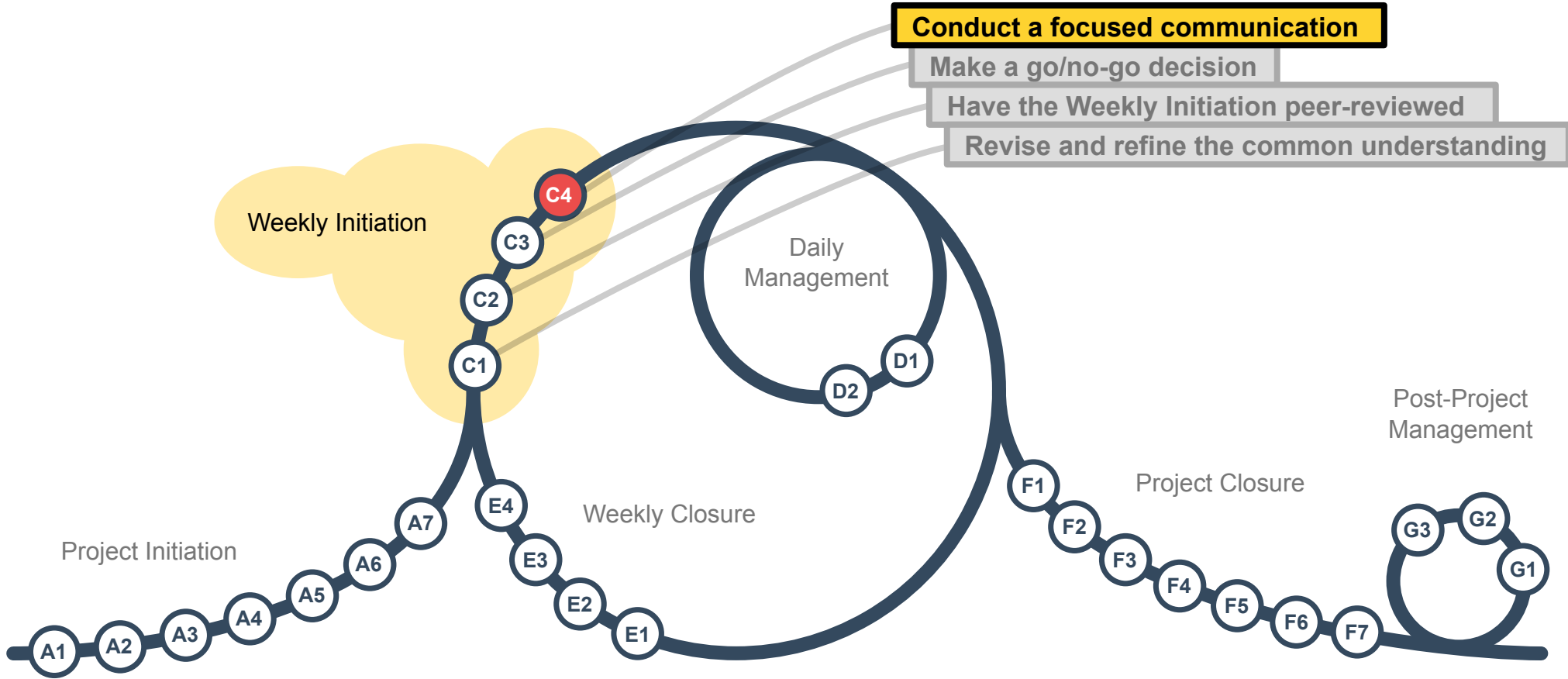


## Integrated Project Board



The high-level decision maker(s)  
(e.g., the Sponsor)

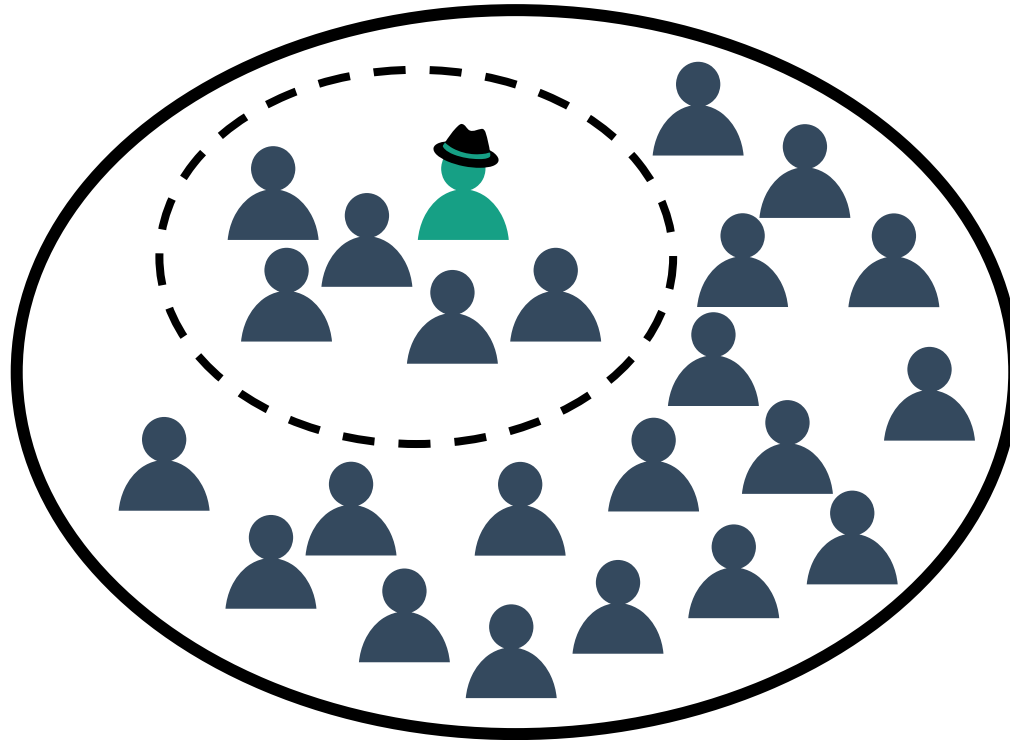




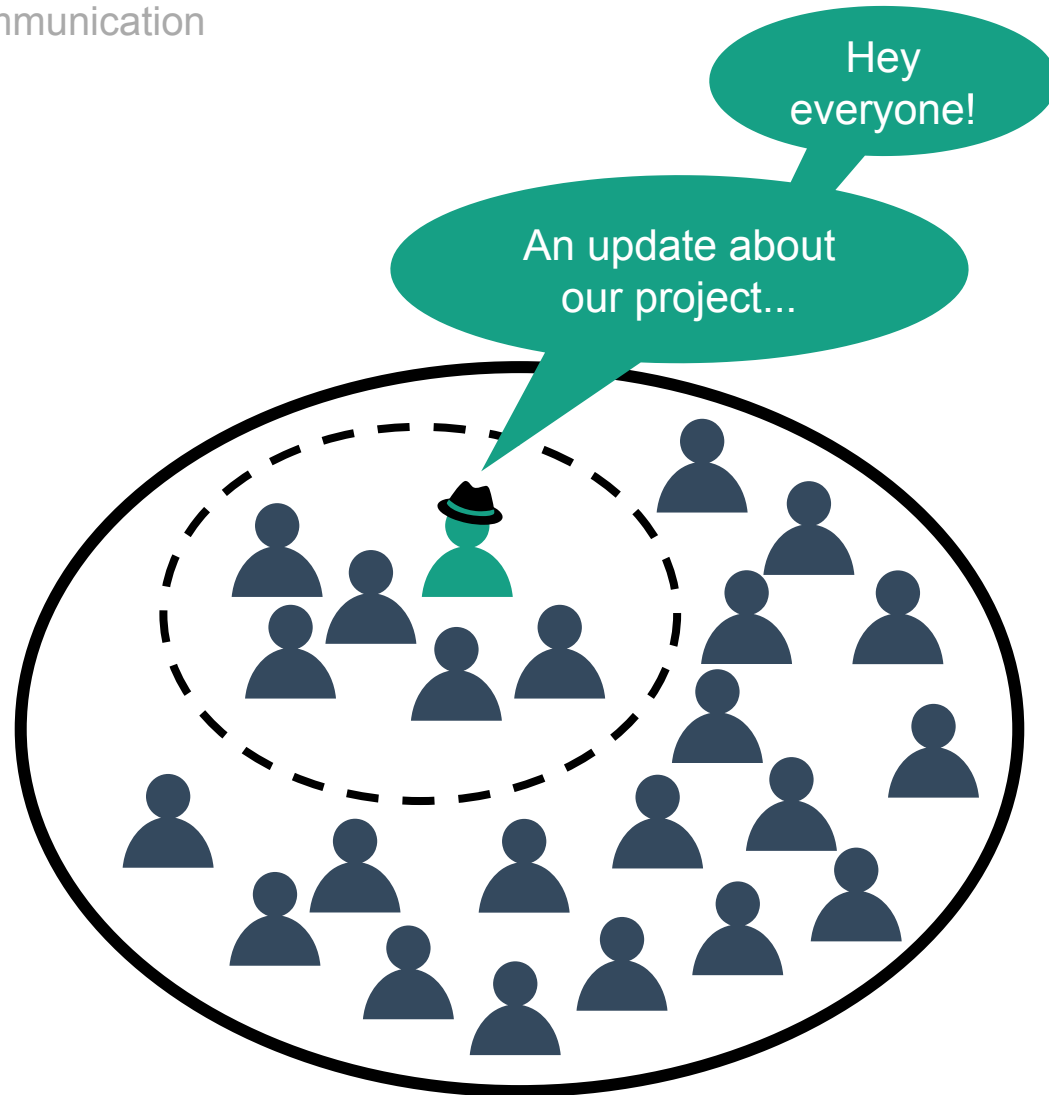
What are the advantages of telling the status of the project to everyone in the organization?



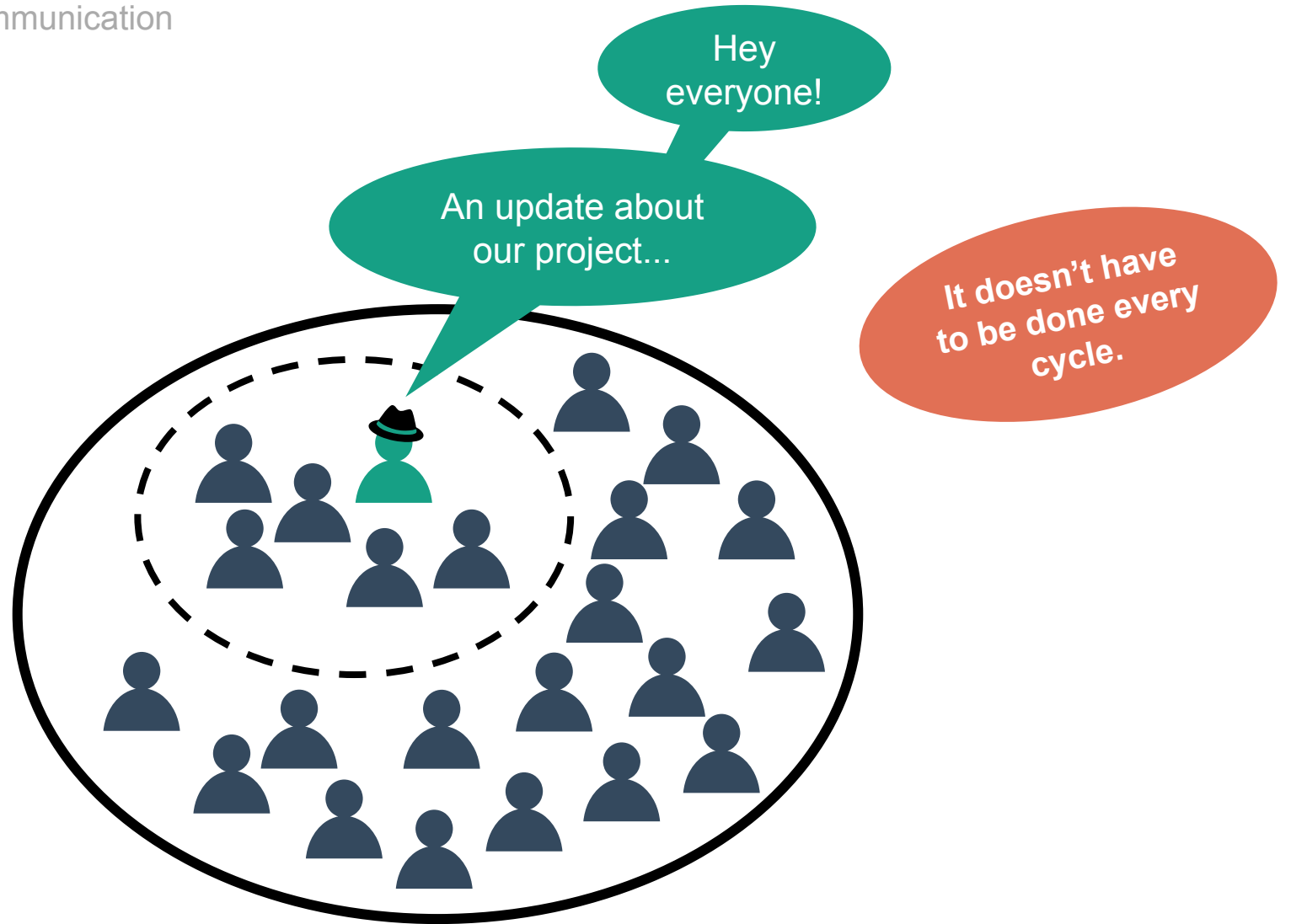
## C4 - Conduct a focused communication



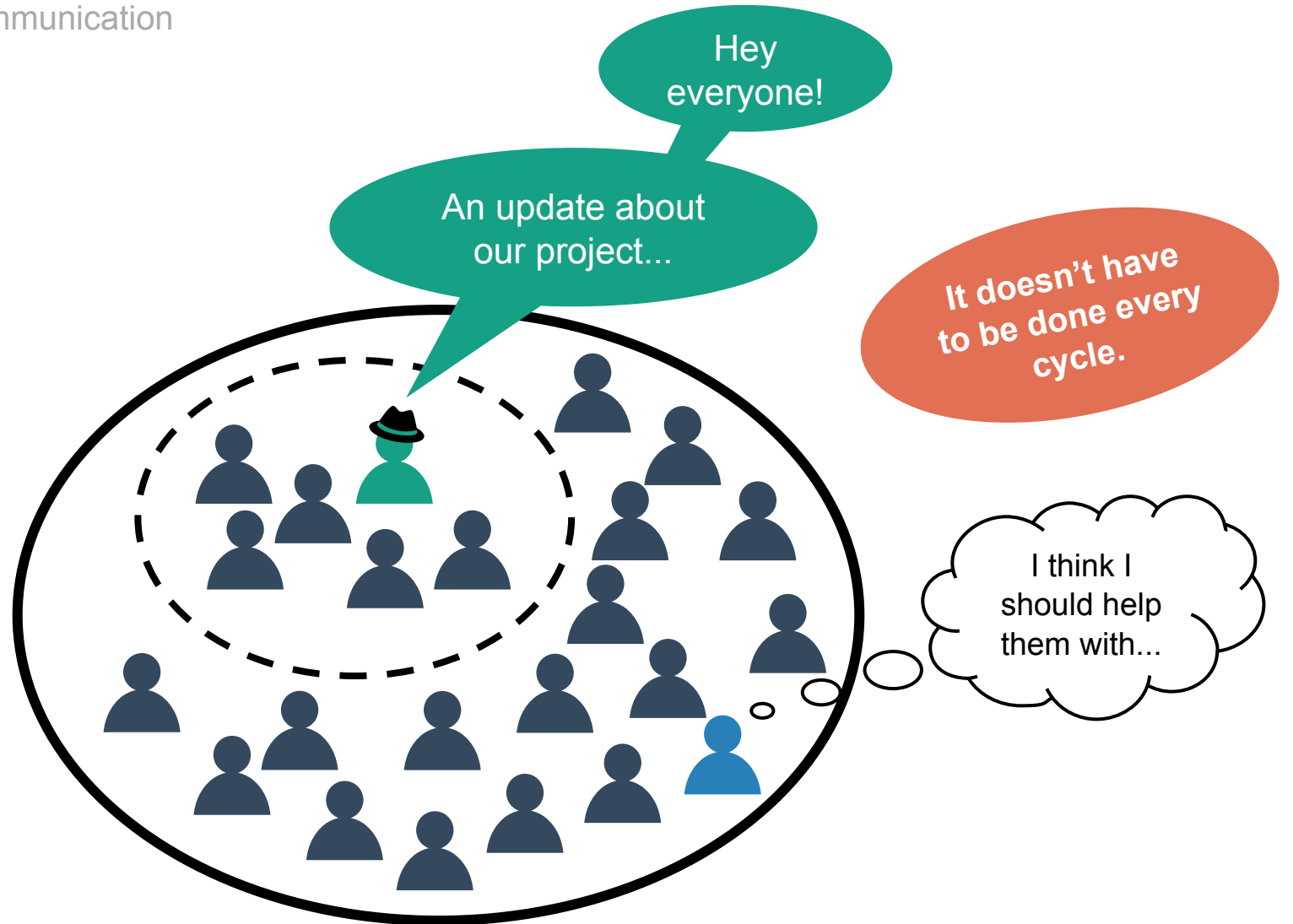
## C4 - Conduct a focused communication



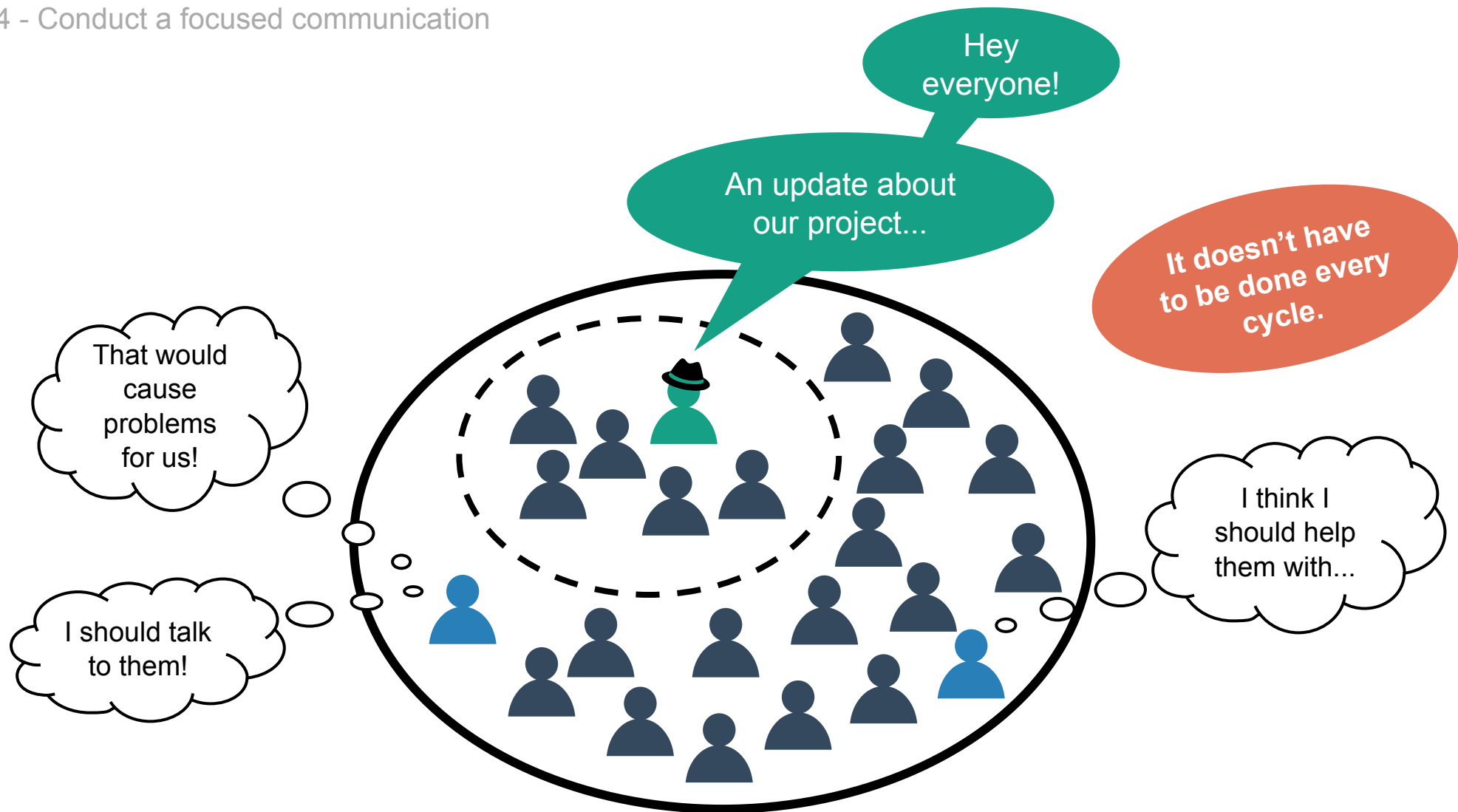
## C4 - Conduct a focused communication

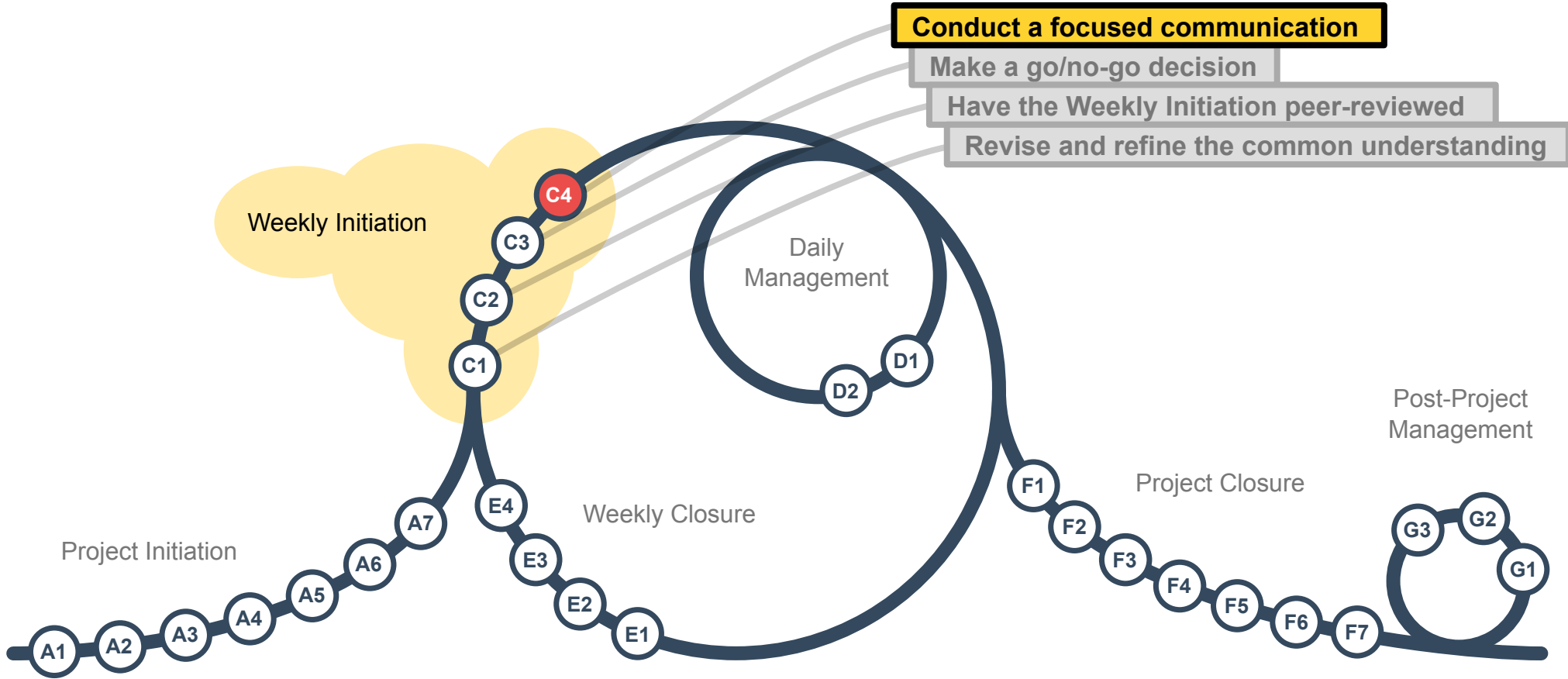


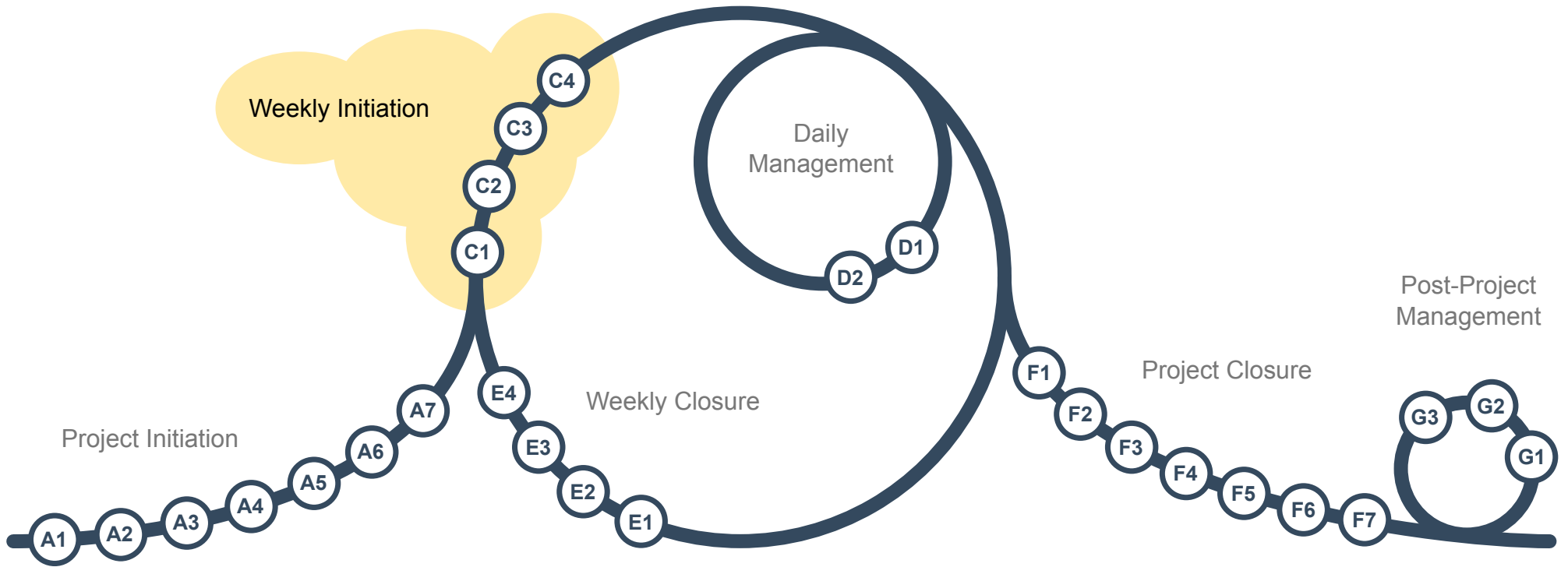
## C4 - Conduct a focused communication

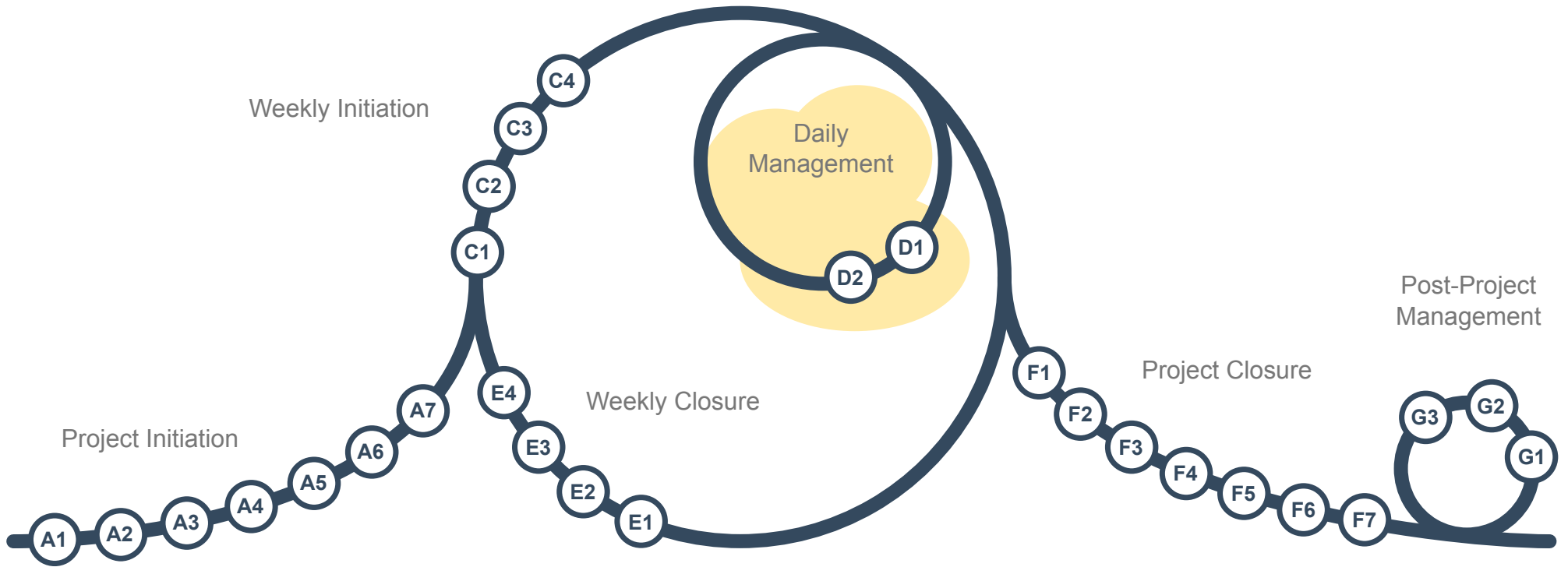


## C4 - Conduct a focused communication









Weekly Initiation

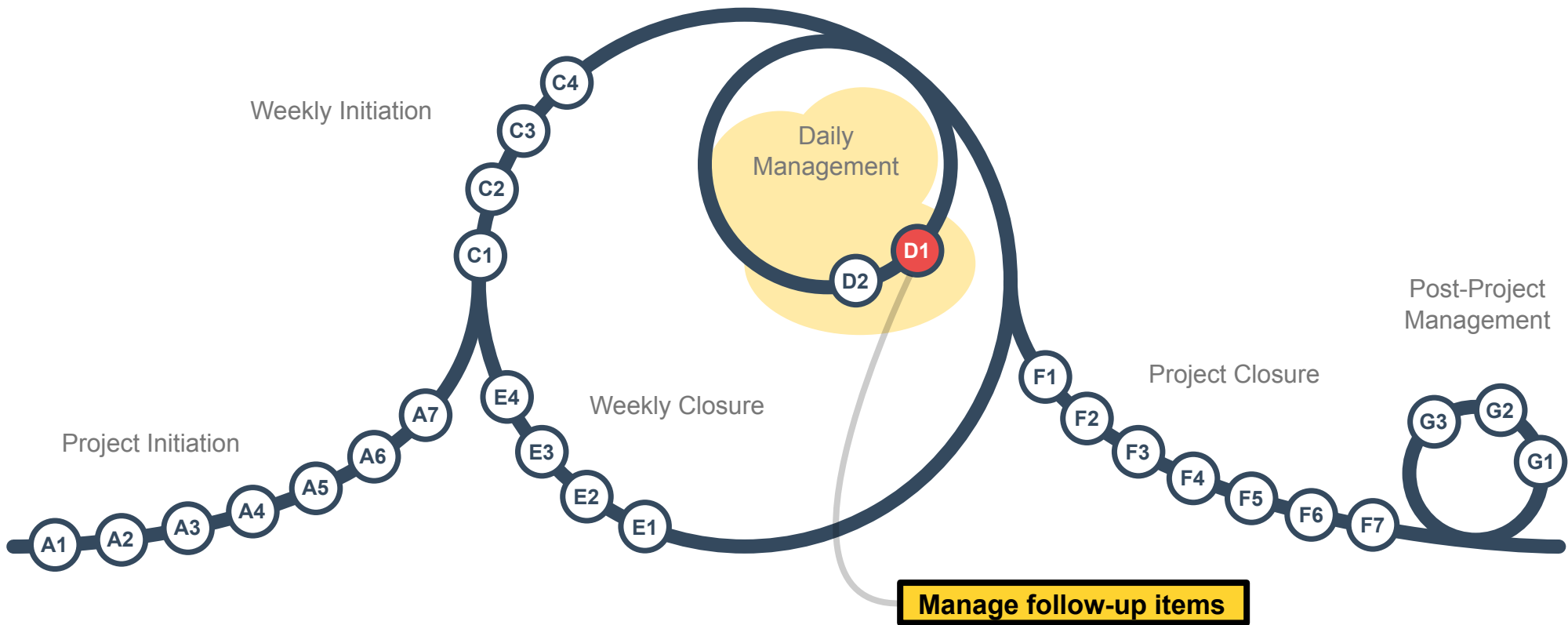
Daily Management

Post-Project Management

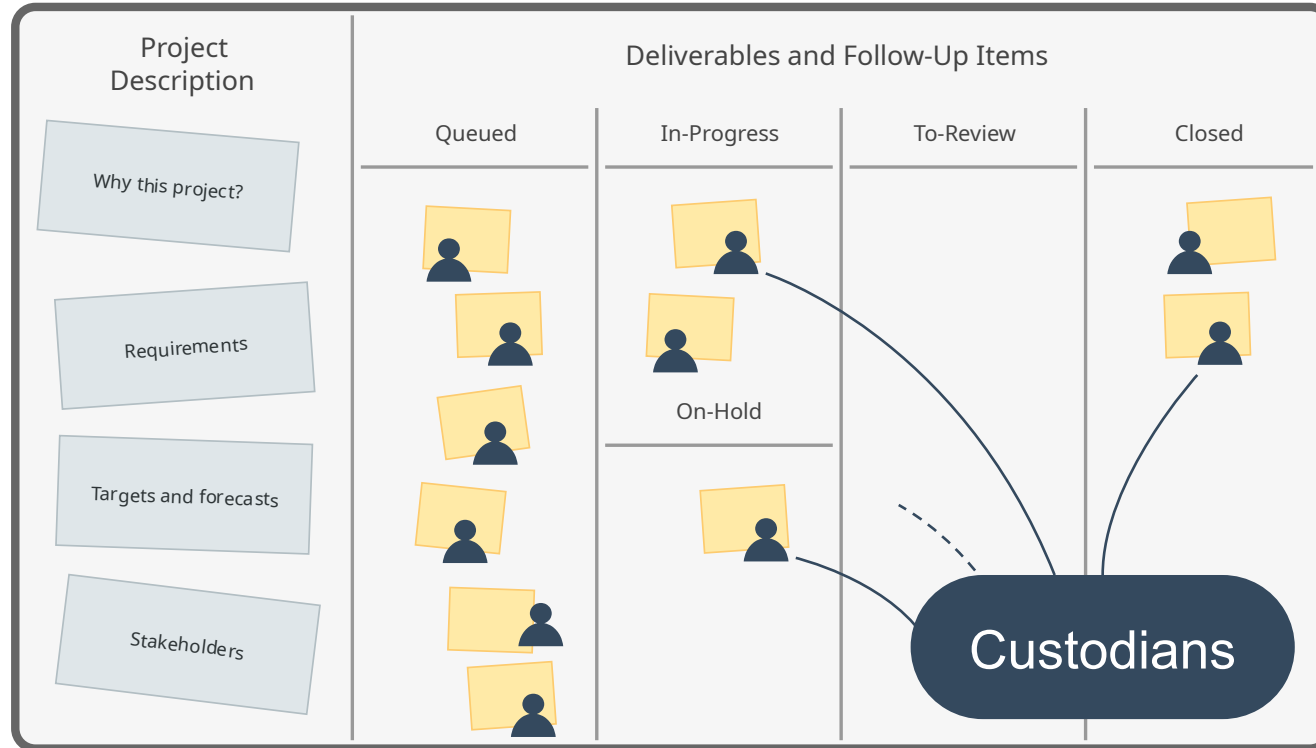
Project Initiation

Weekly Closure

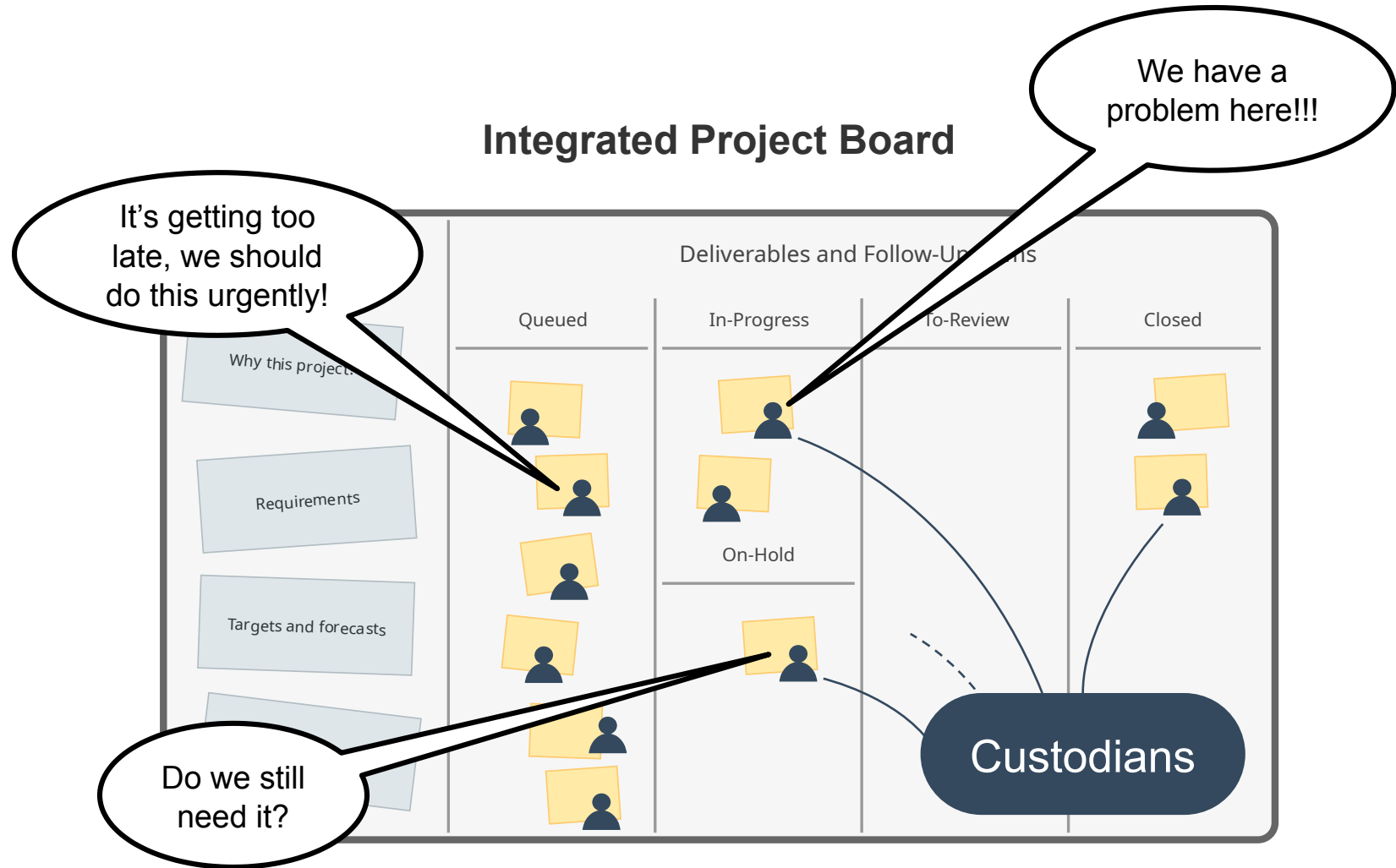
Project Closure



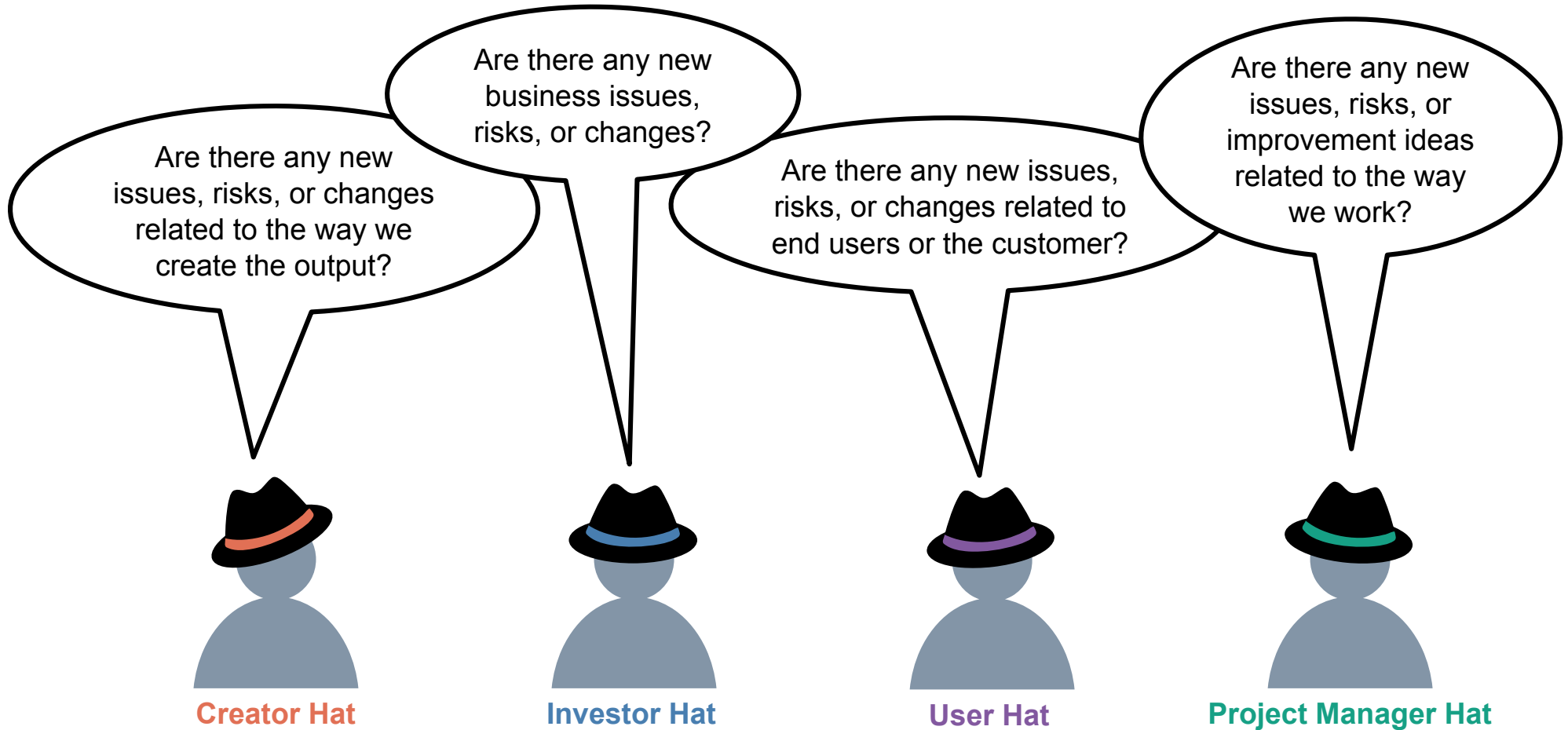
## Integrated Project Board



## Integrated Project Board



## D1 – Manage follow-up items

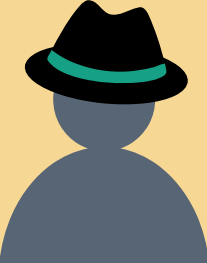


## D1 – Manage follow-up items



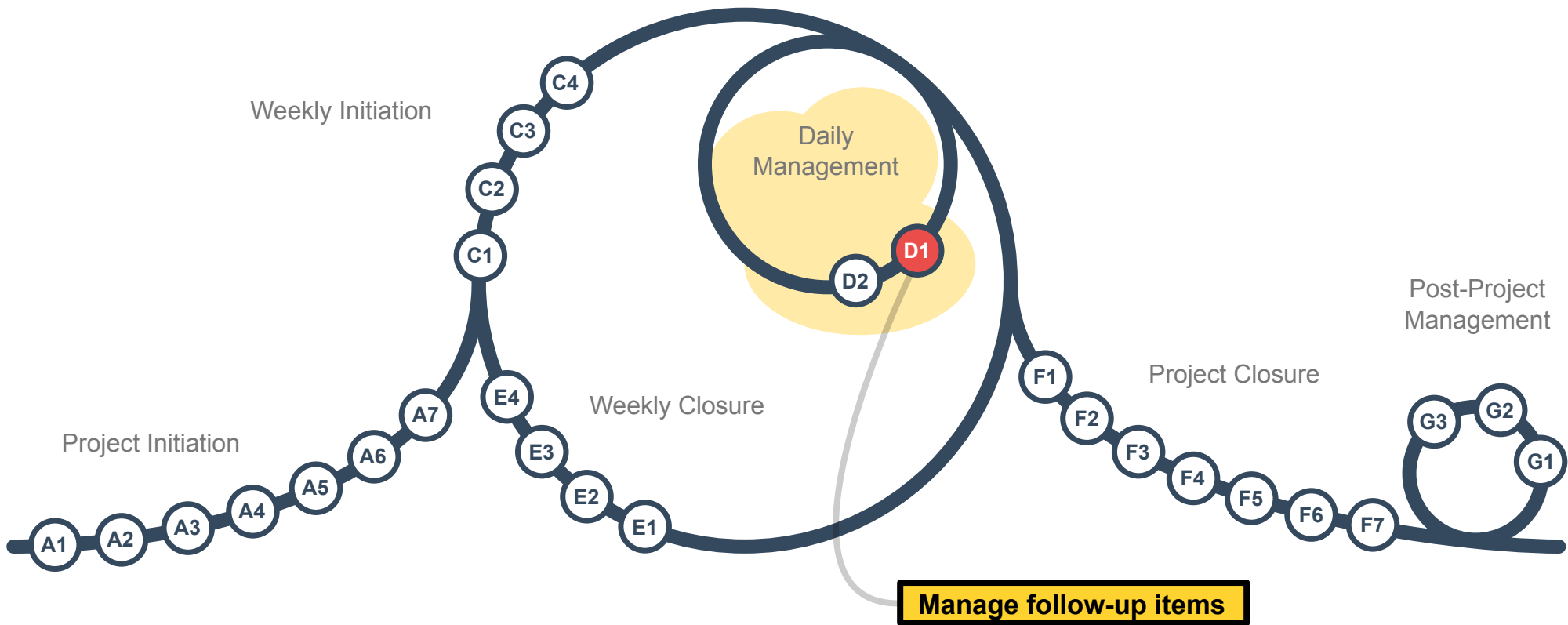
**Project Manager Hat**

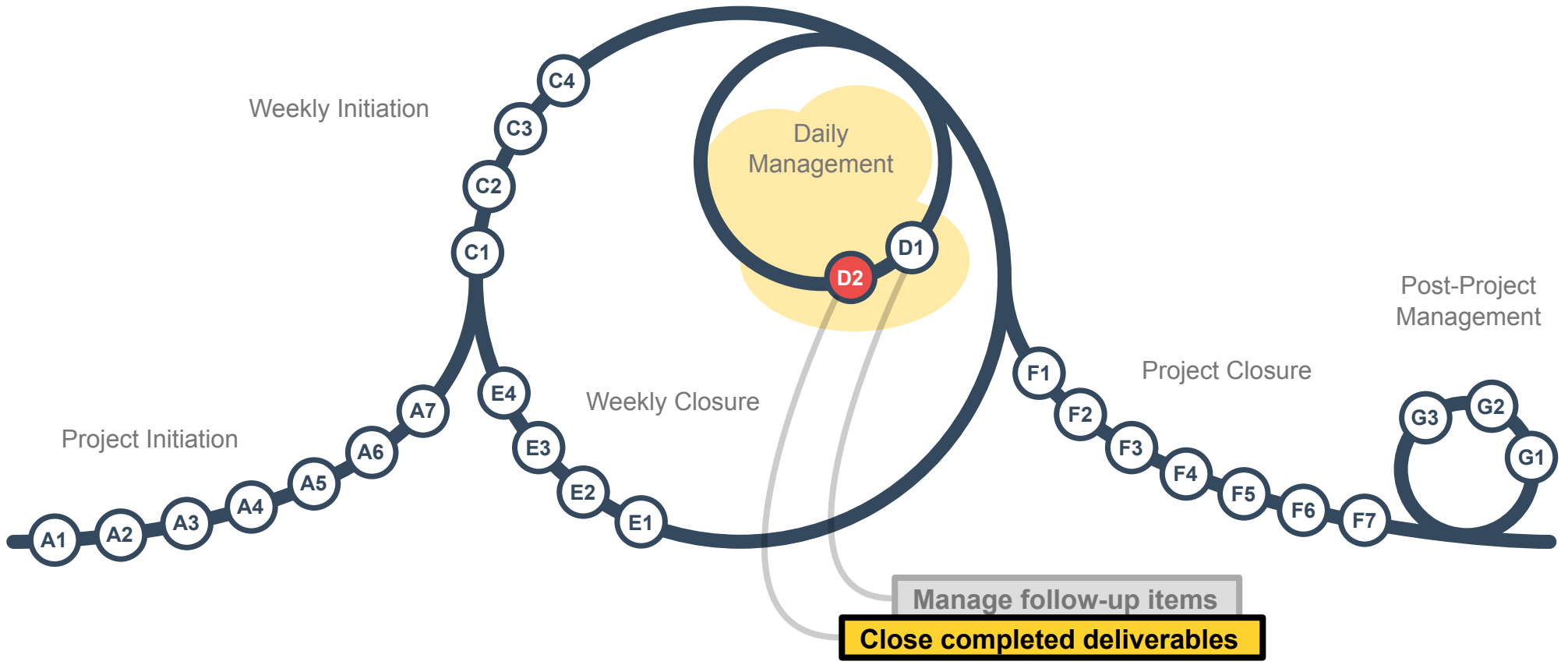
## D1 – Manage follow-up items



**Are the documents  
clear and easy to  
understand?**

**Project Manager Hat**





Weekly Initiation

Daily Management

Post-Project Management

Project Initiation

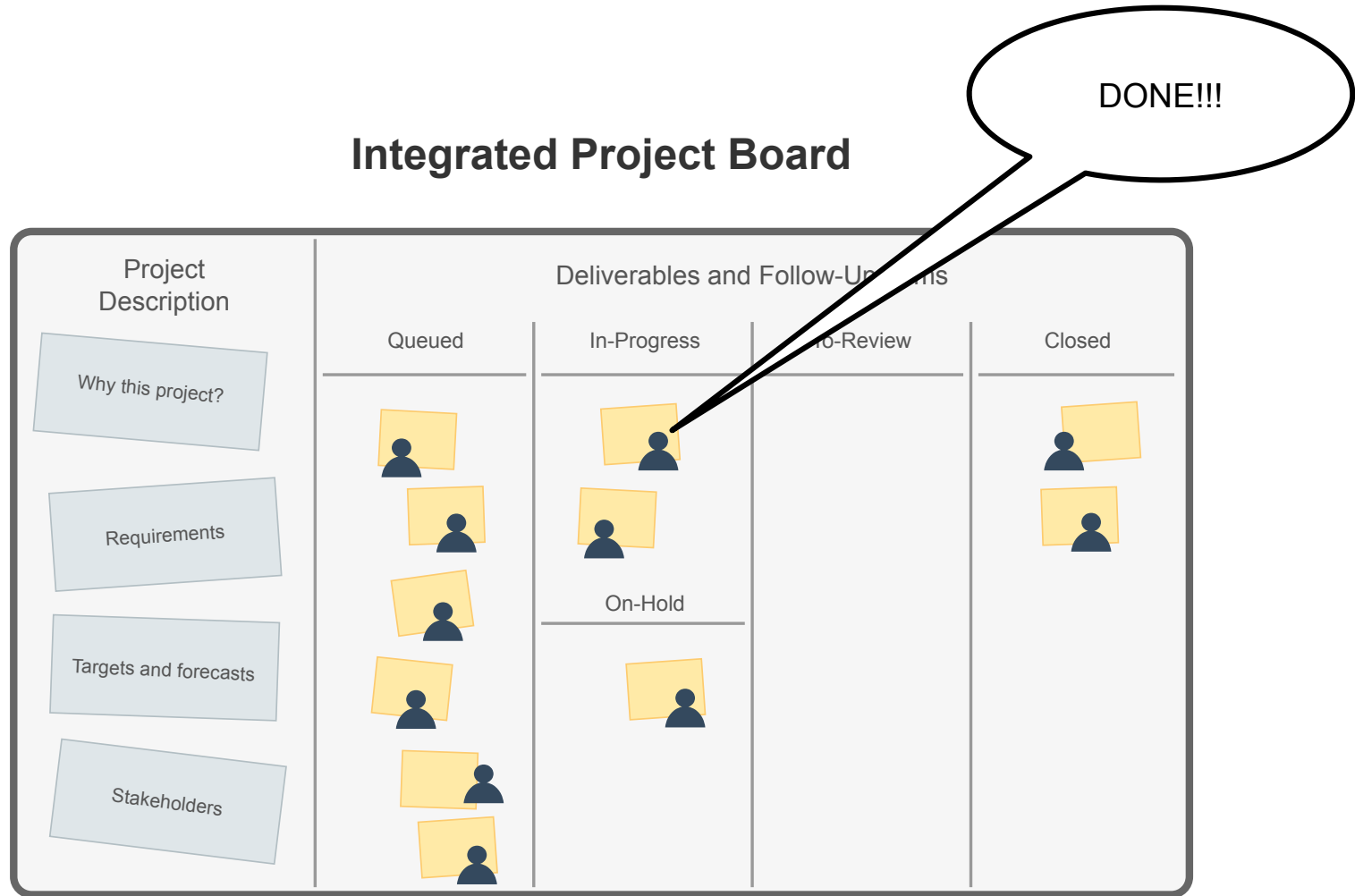
Weekly Closure

Project Closure

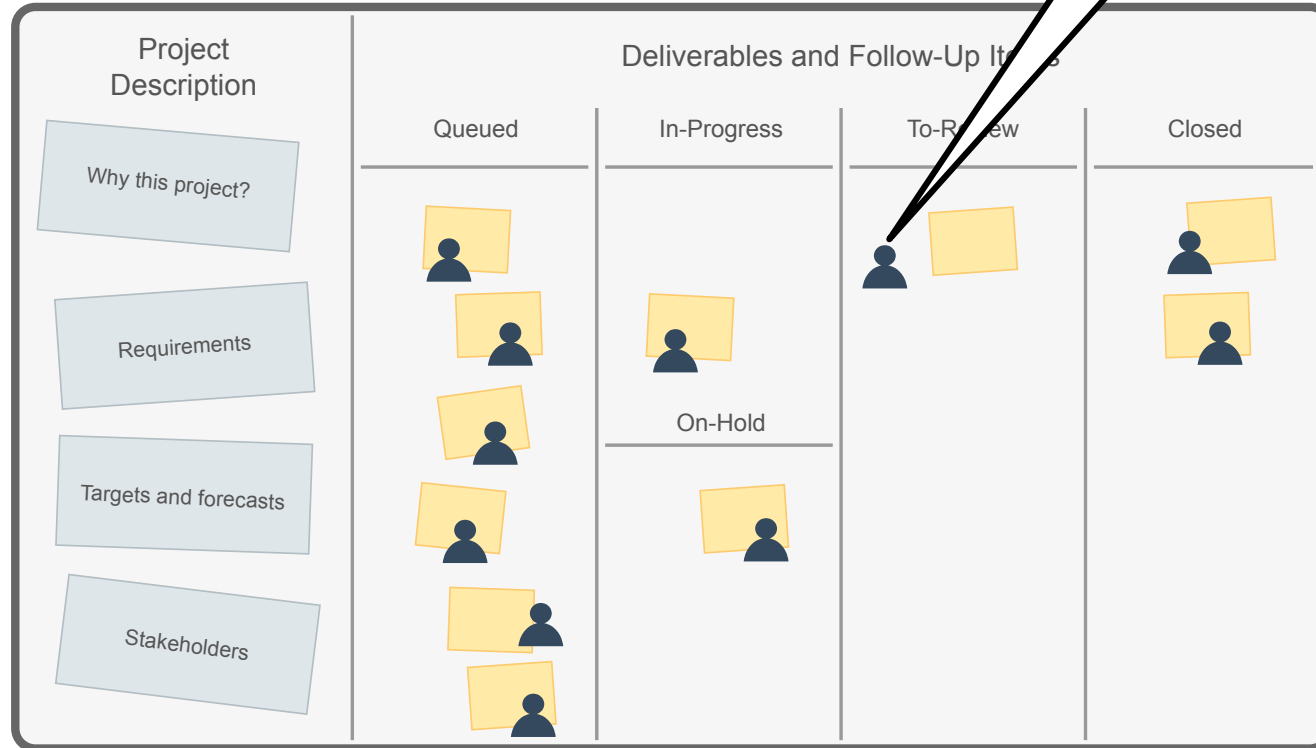
Manage follow-up items

Close completed deliverables

## Integrated Project Board

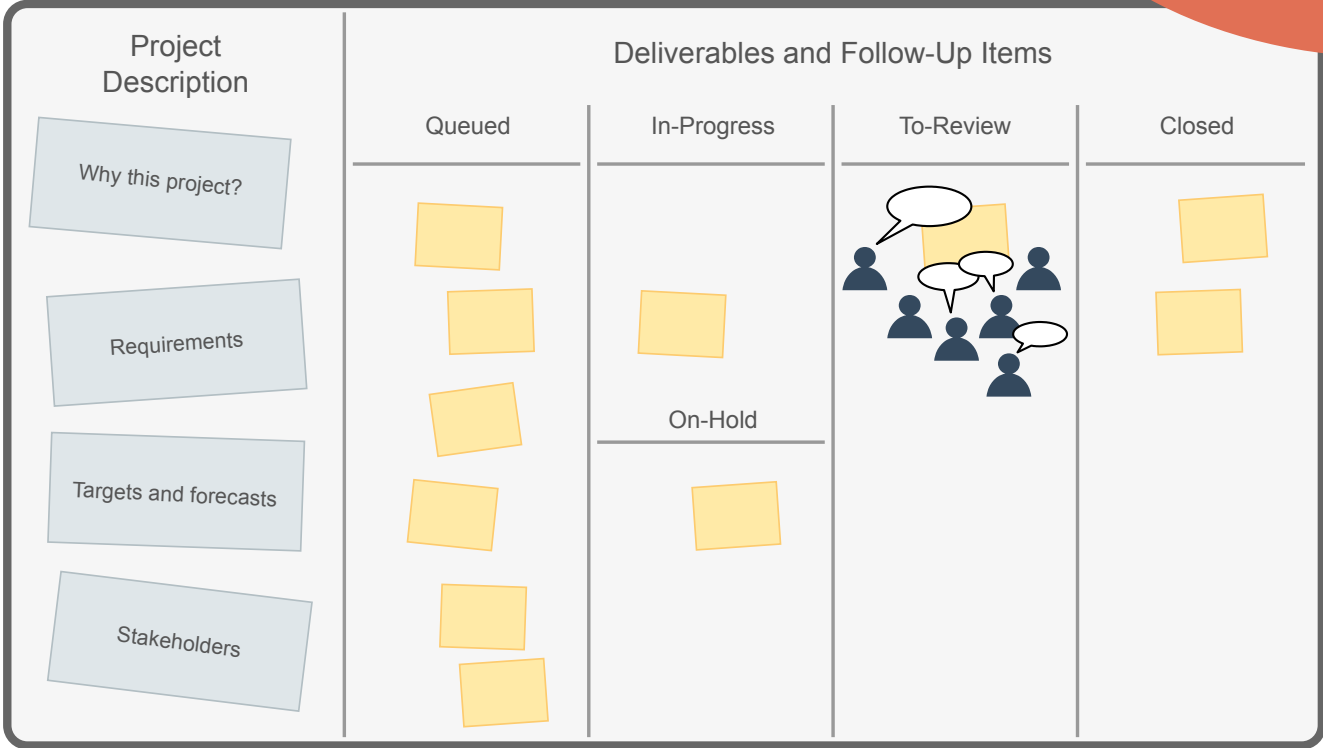


## Integrated Project Board

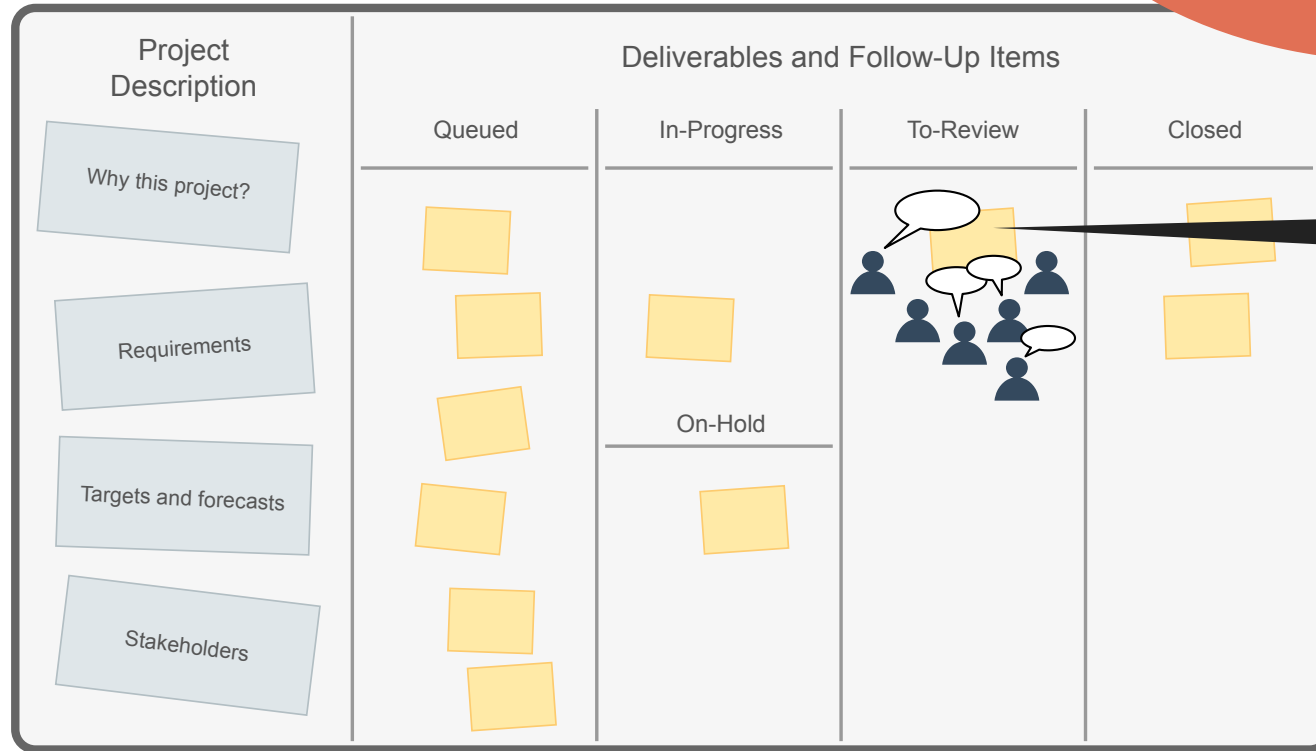


## Integrated Project Board

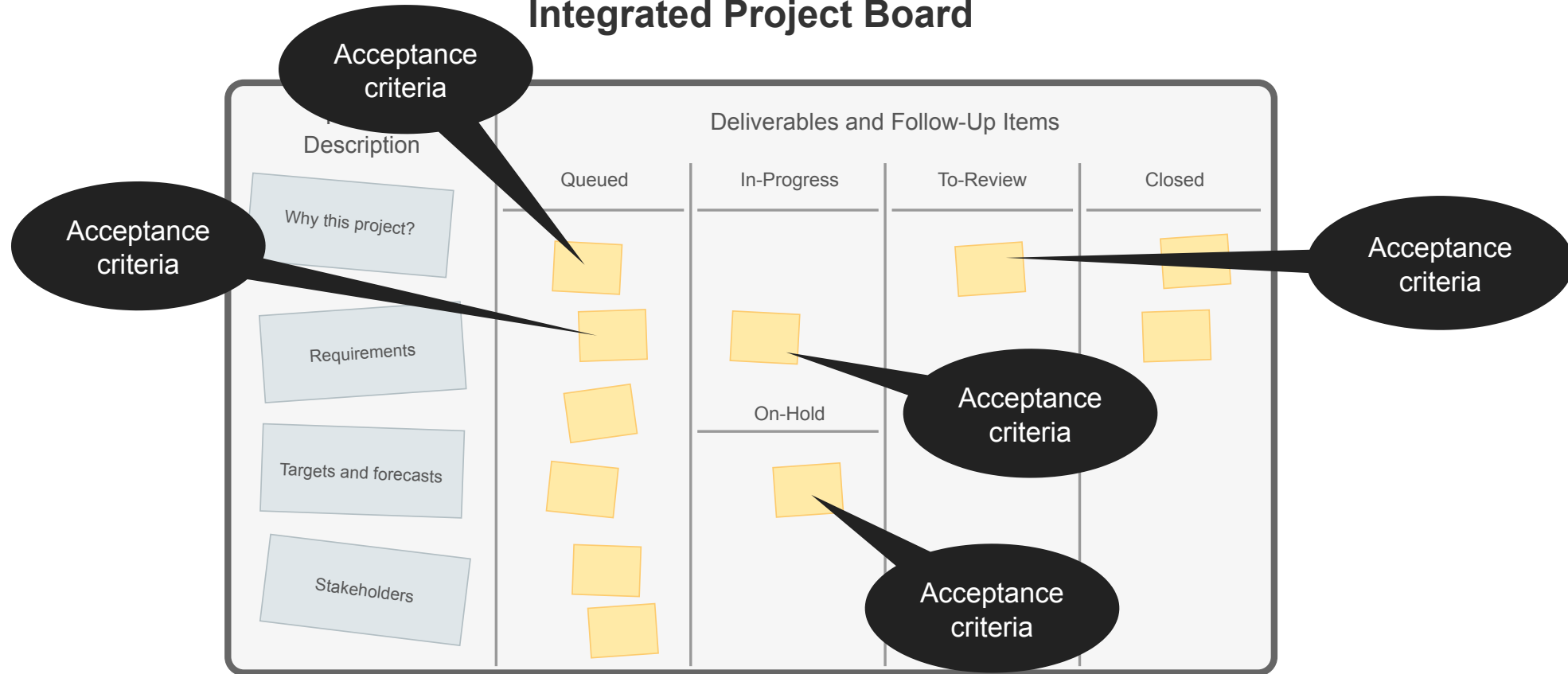
*The whole team or a subset of it reviews the card*



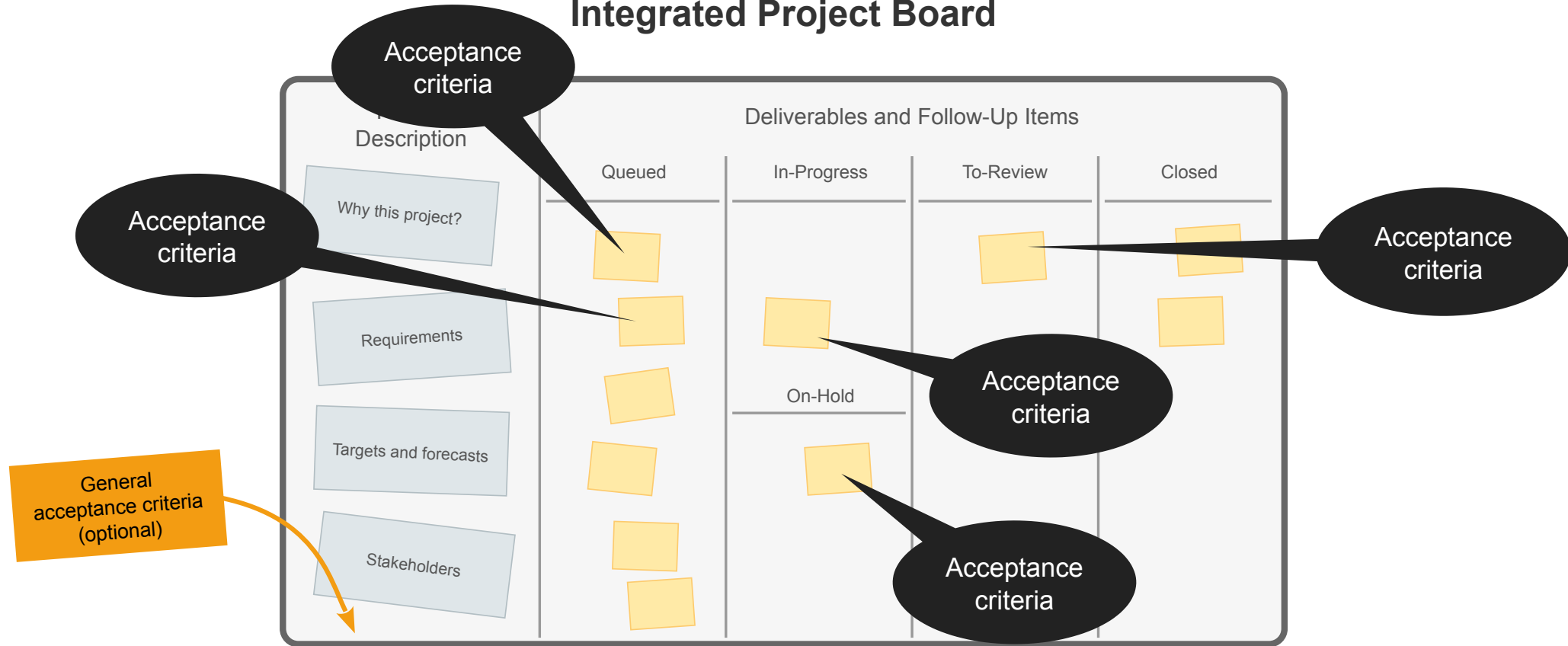
## Integrated Project Board



## Integrated Project Board

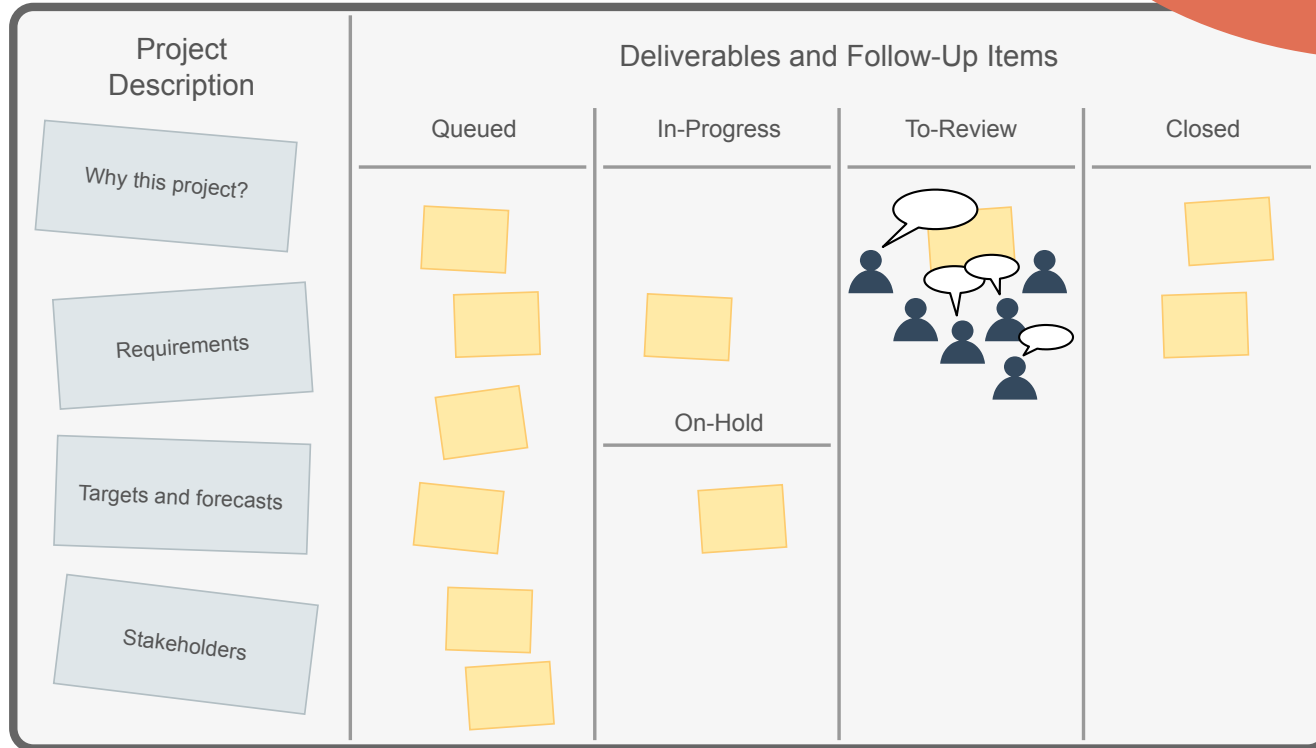


## Integrated Project Board

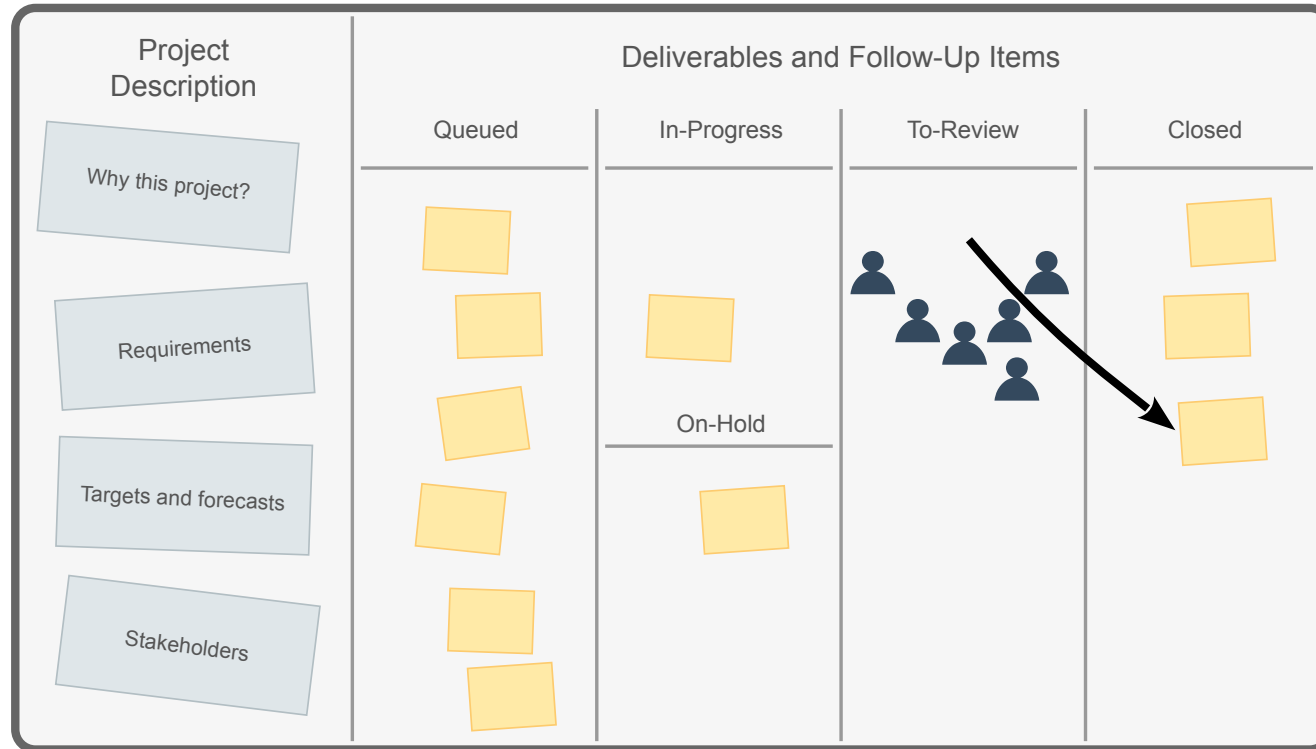


## Integrated Project Board

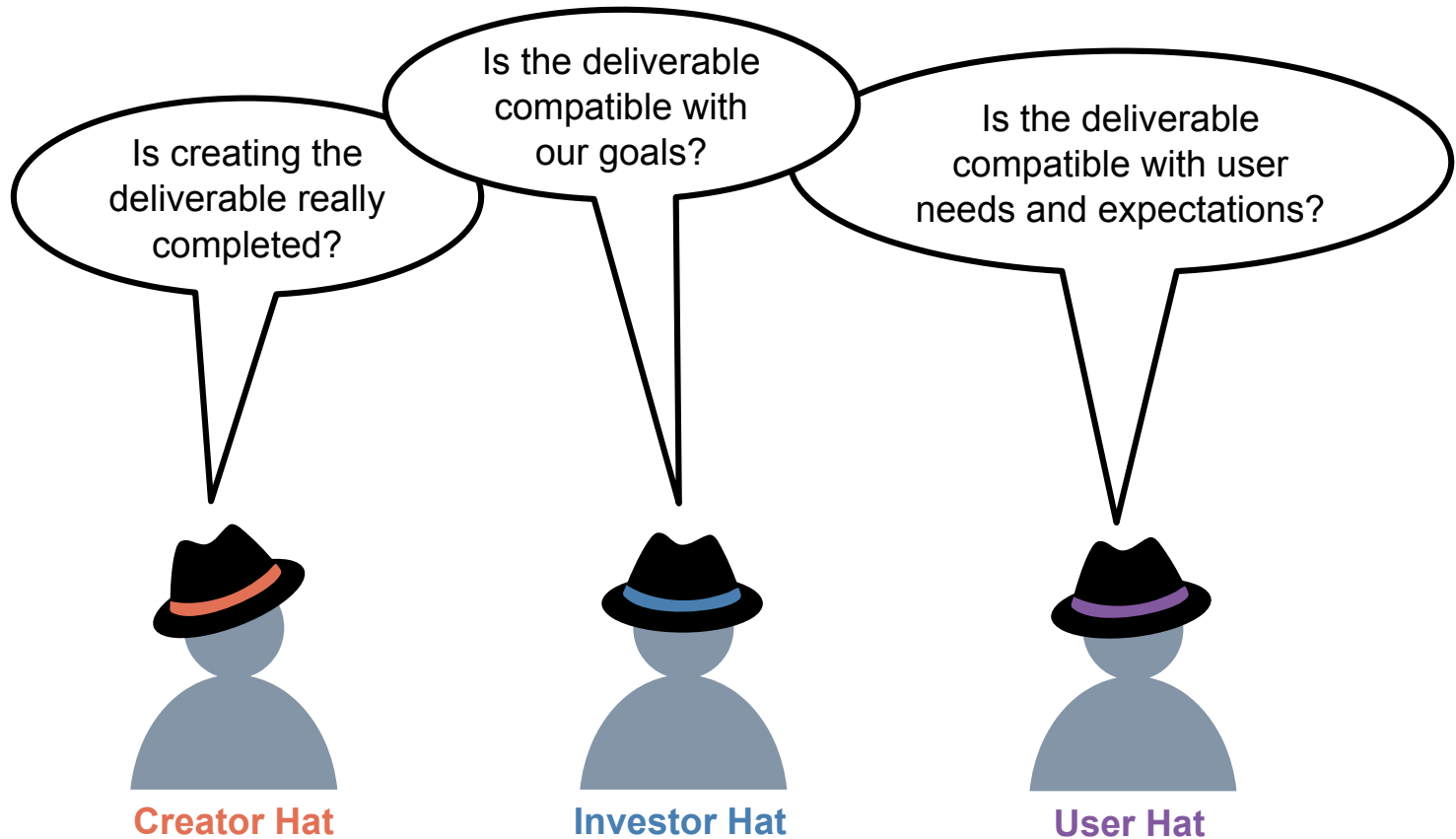
*The whole team or a subset of it reviews the card*

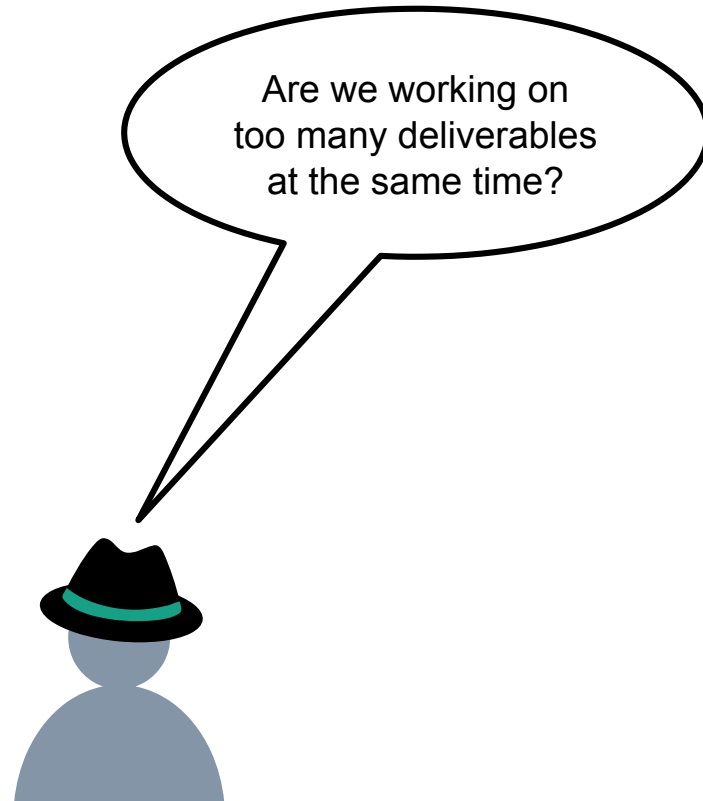


## Integrated Project Board

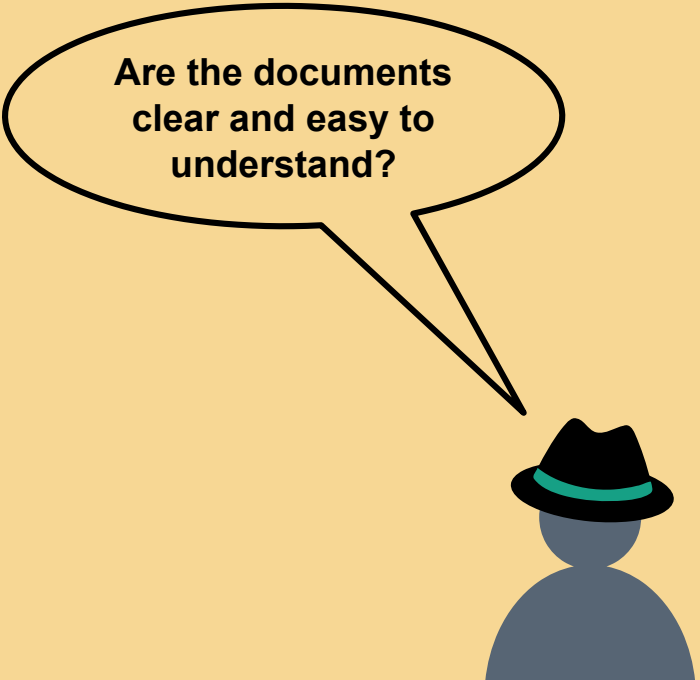


## D2 – Close completed deliverables



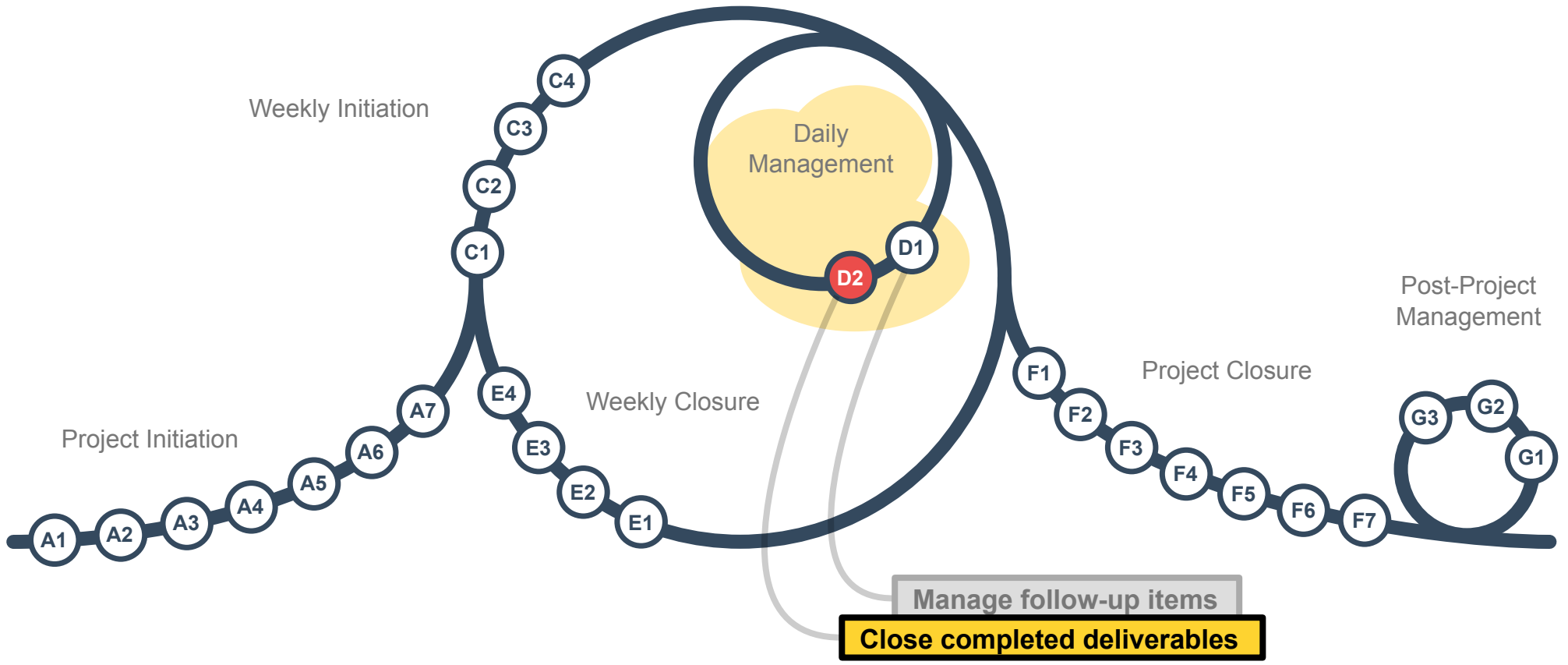


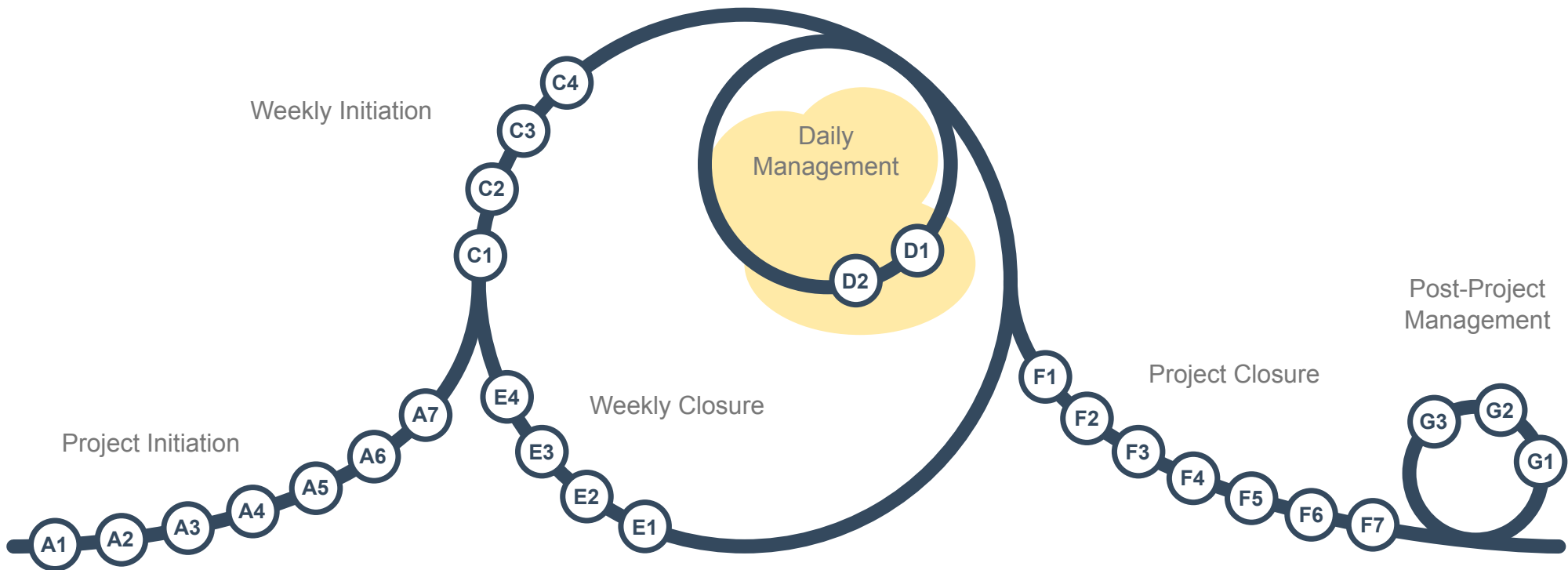
**Project Manager Hat**

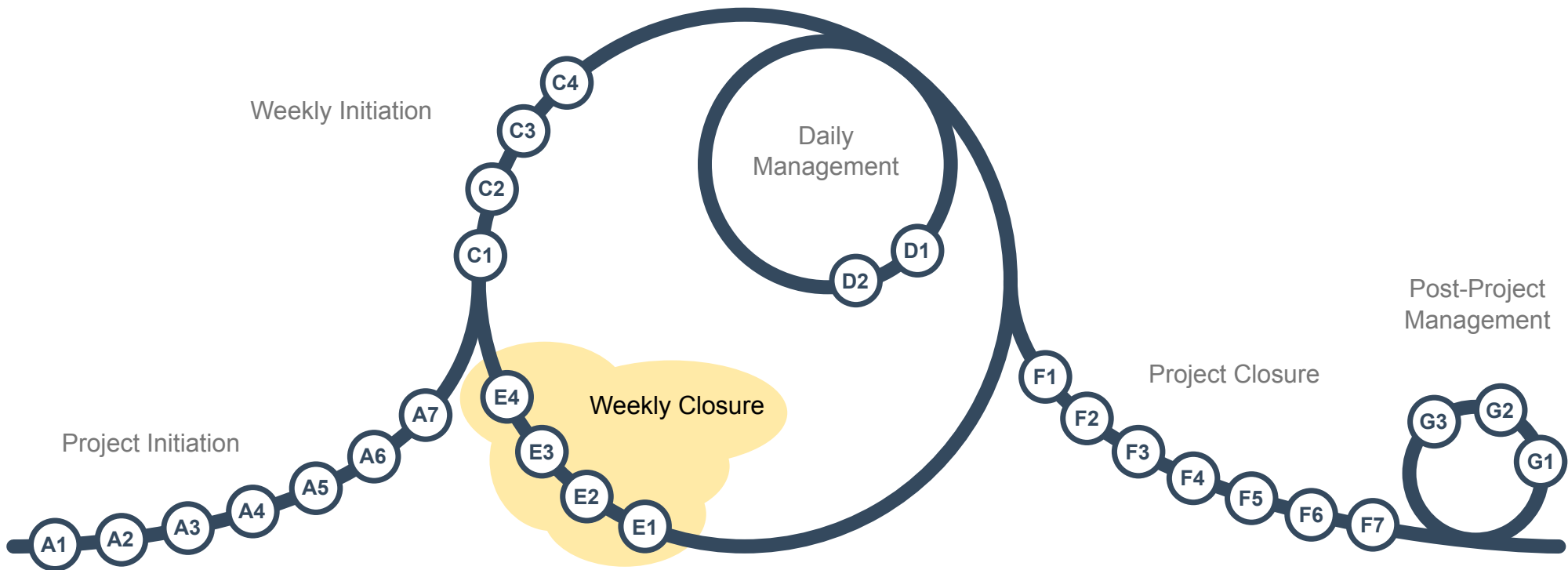


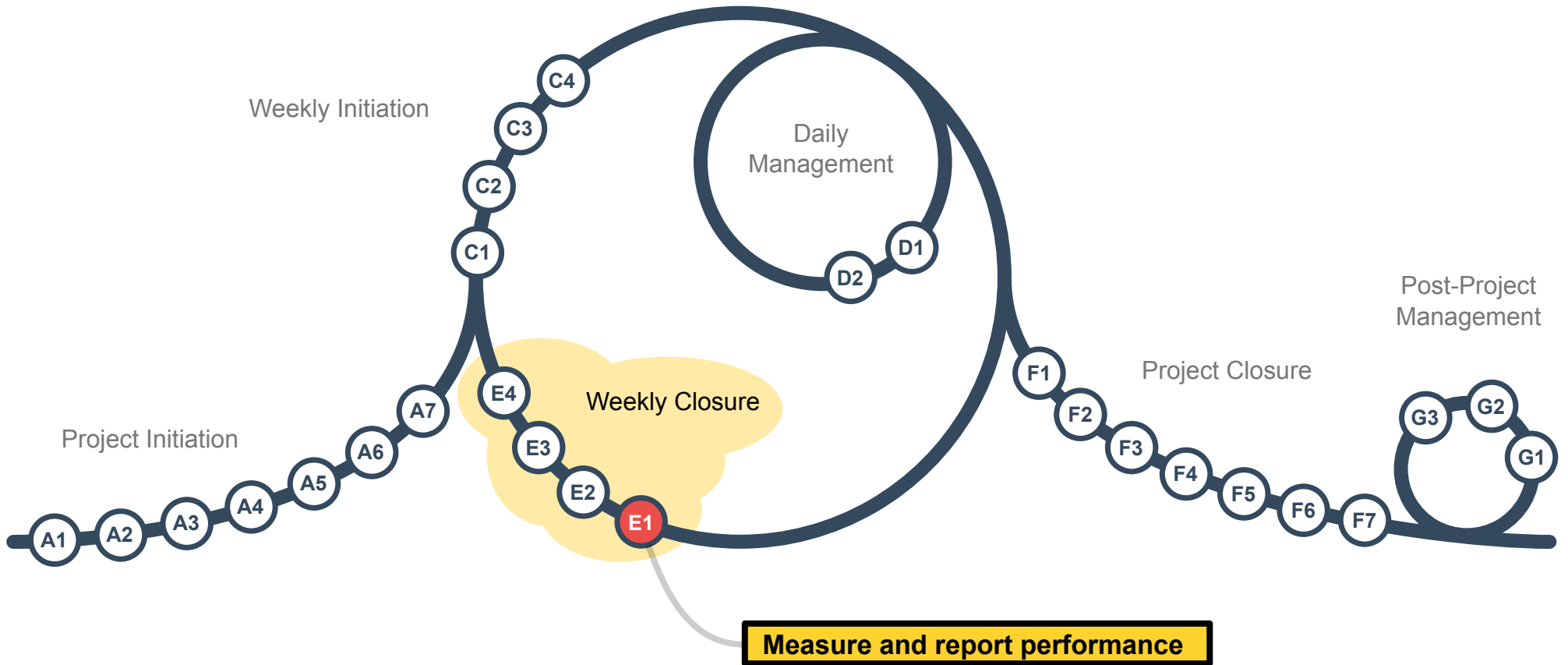
**Are the documents  
clear and easy to  
understand?**

**Project Manager Hat**

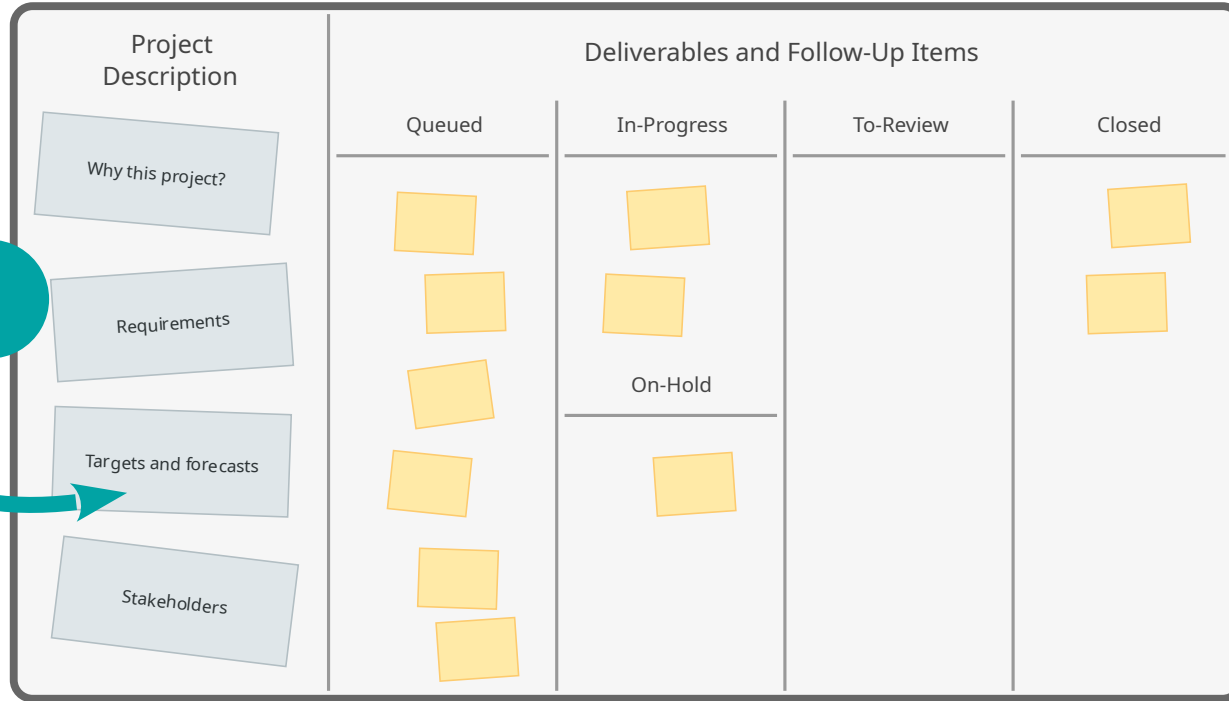








## Integrated Project Board

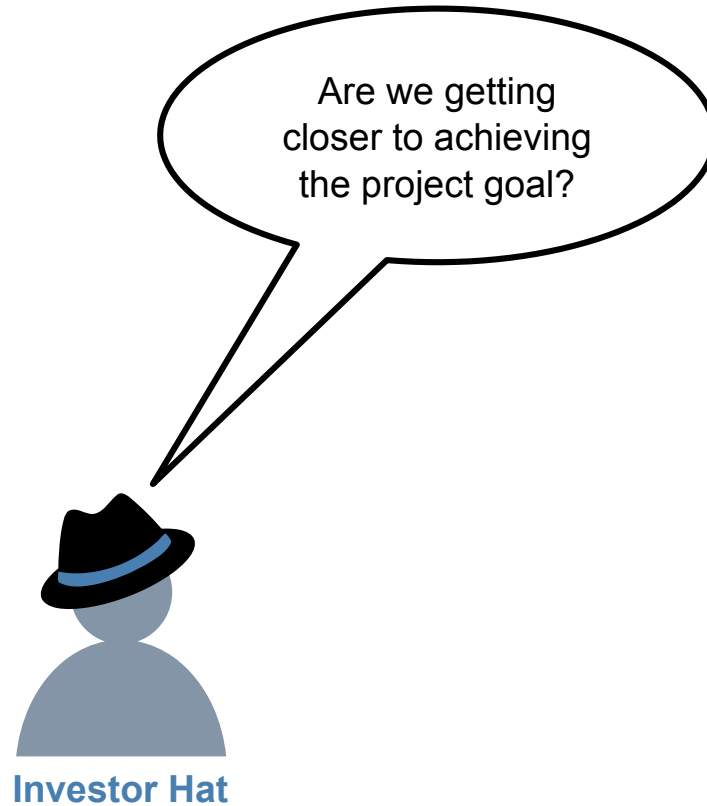


New Forecasts

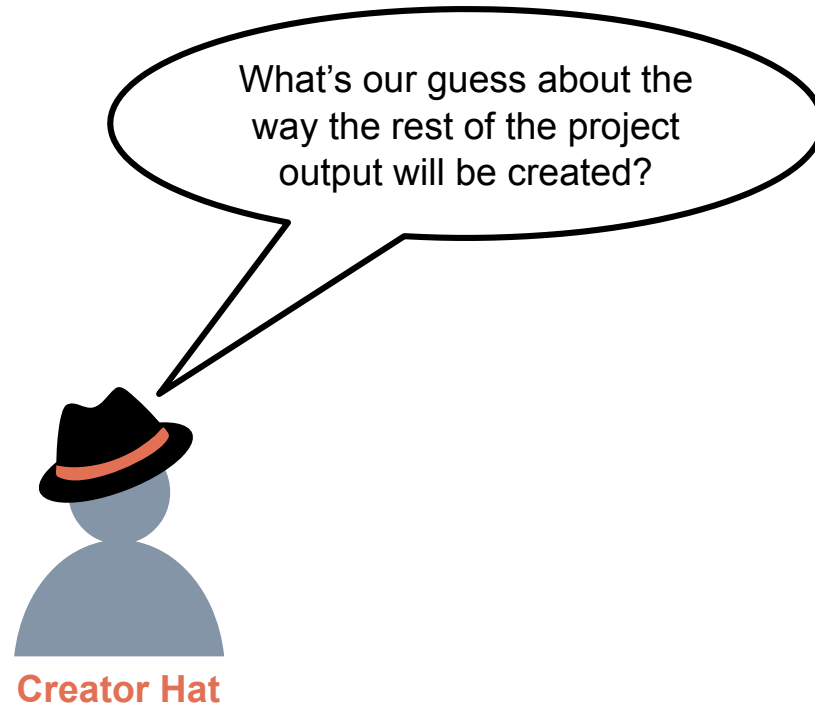
What concerns do you think each hat should have  
in this management activity?



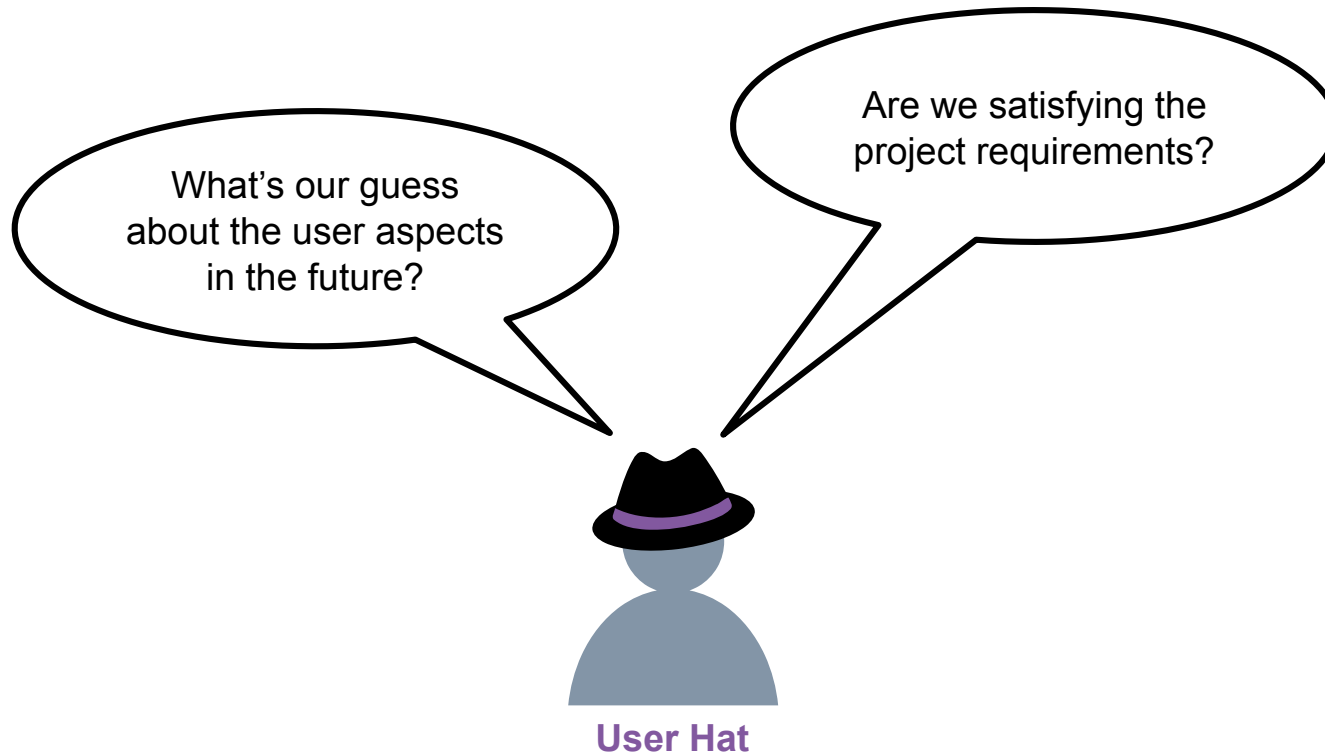
## E1 – Measure and report performance



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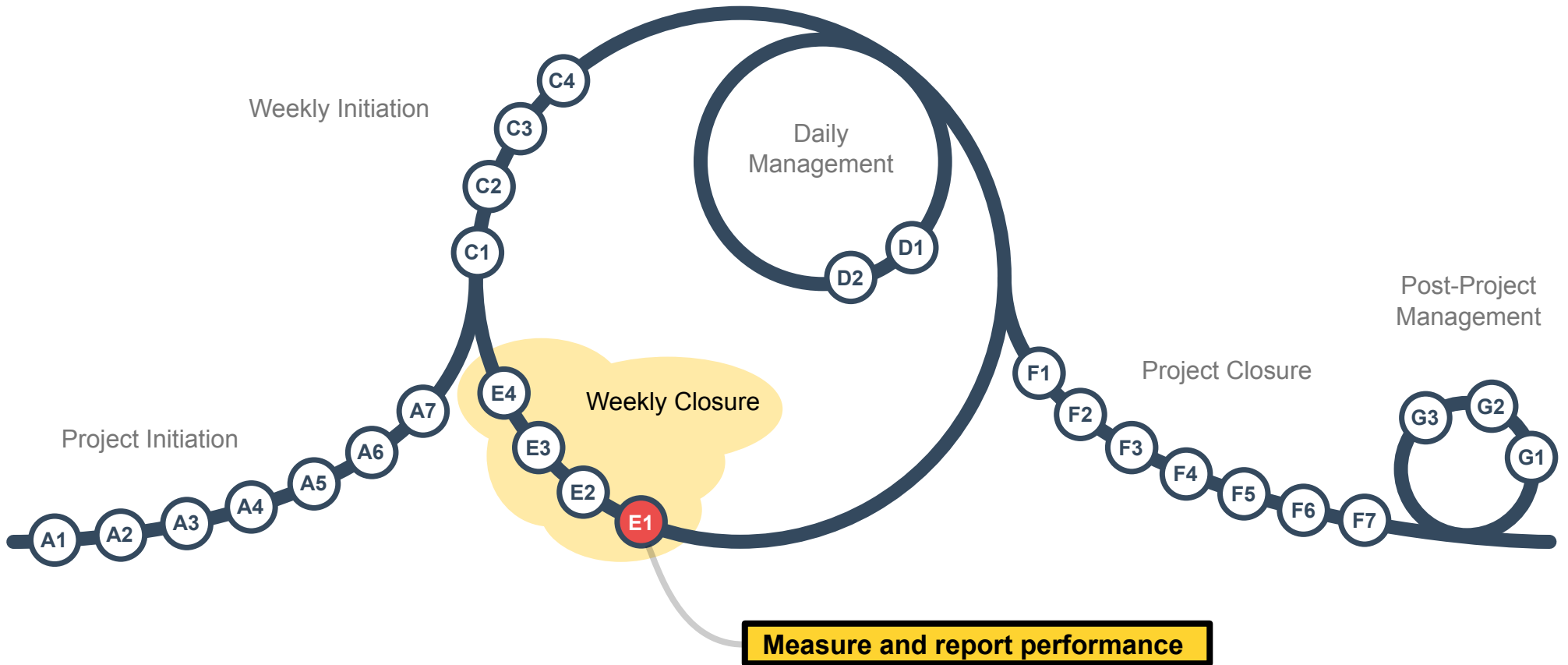


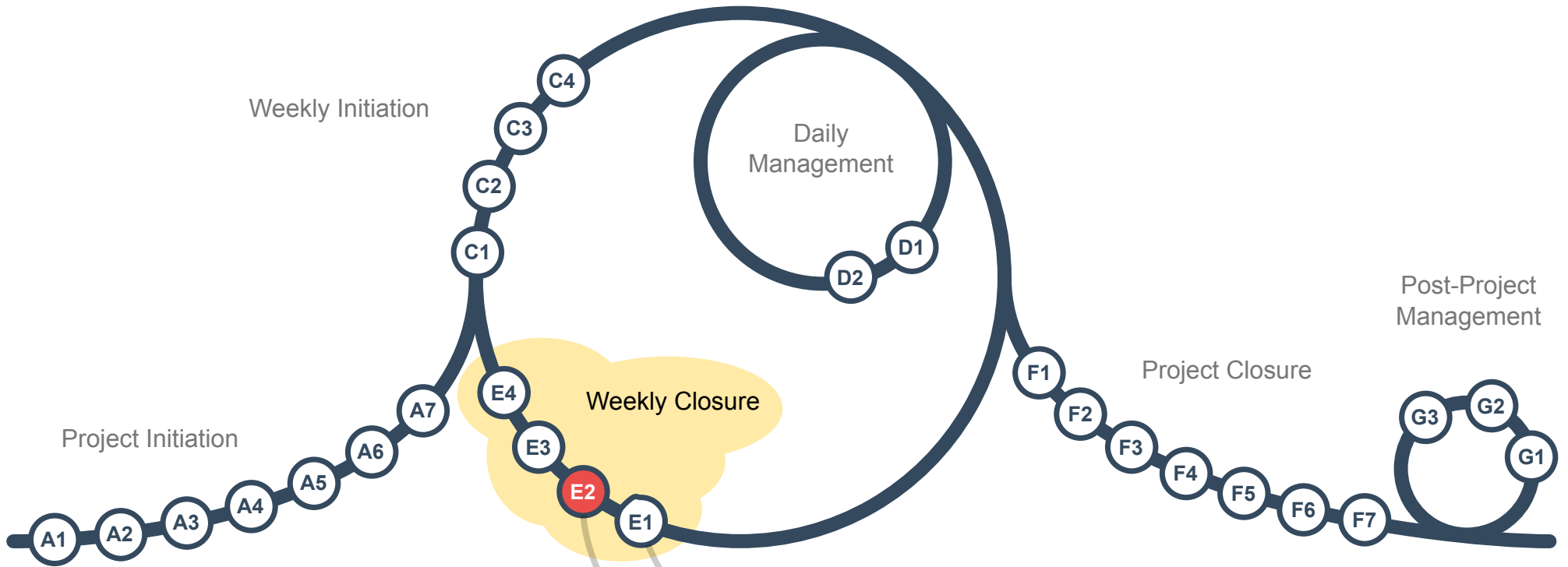
## E1 – Measure and report performance



## E1 – Measure and report performance







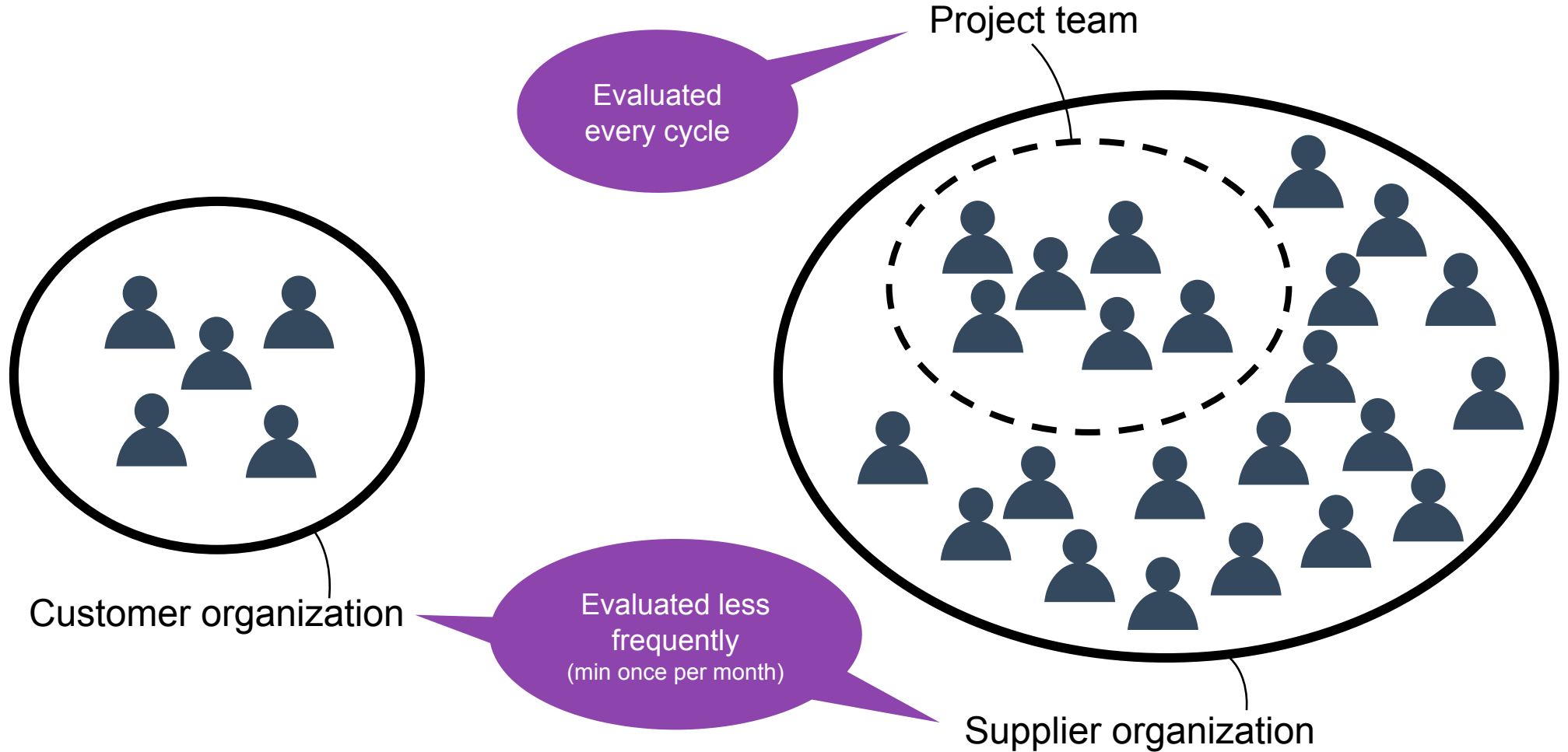
Measure and report performance

**Evaluate stakeholder satisfaction**

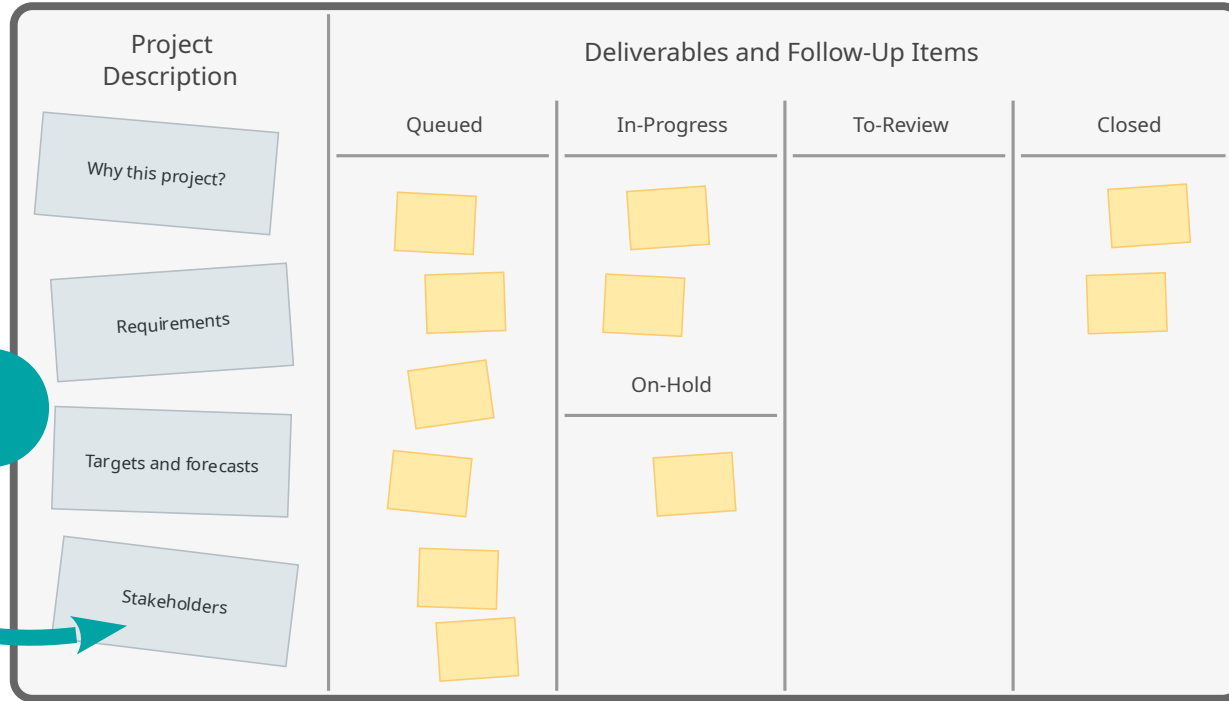
## E2 – Evaluate stakeholder satisfaction

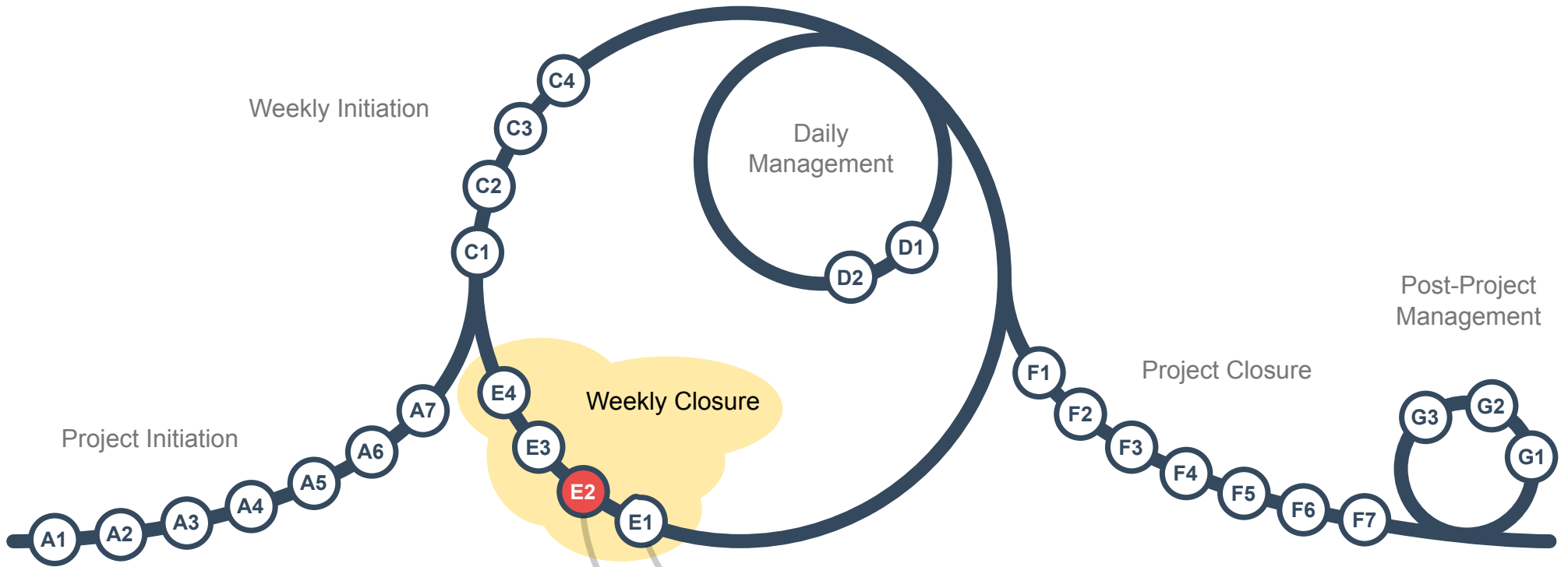


## E2 – Evaluate stakeholder satisfaction



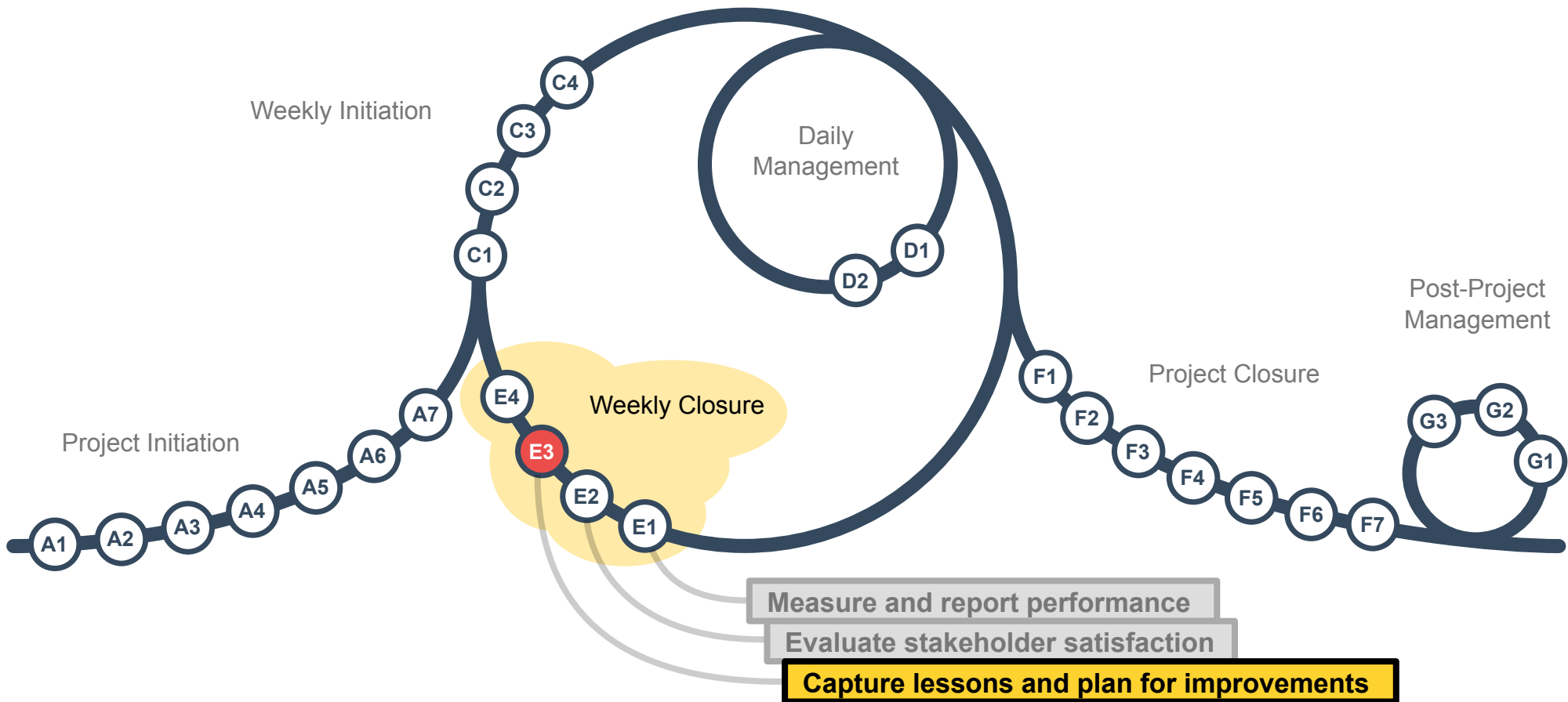
## Integrated Project Board



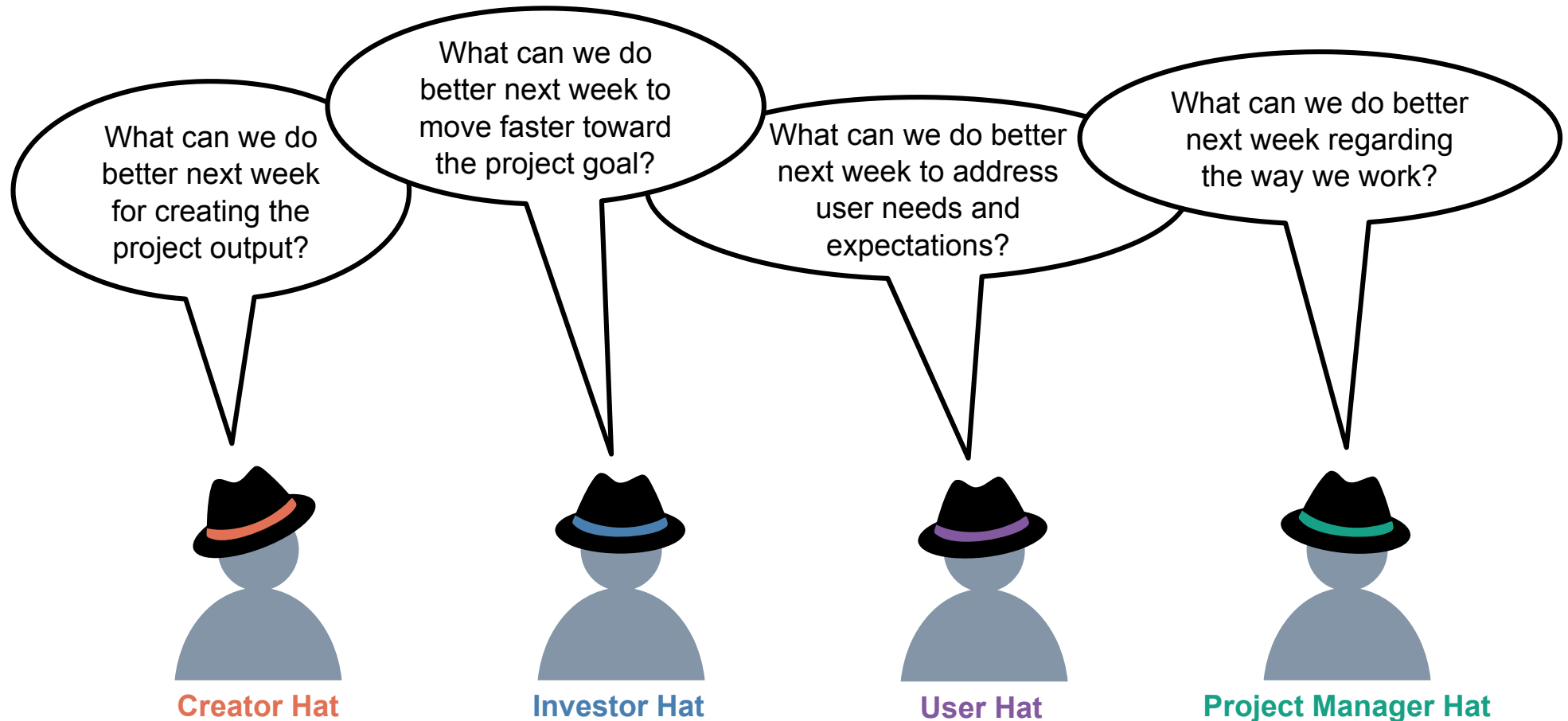


Measure and report performance

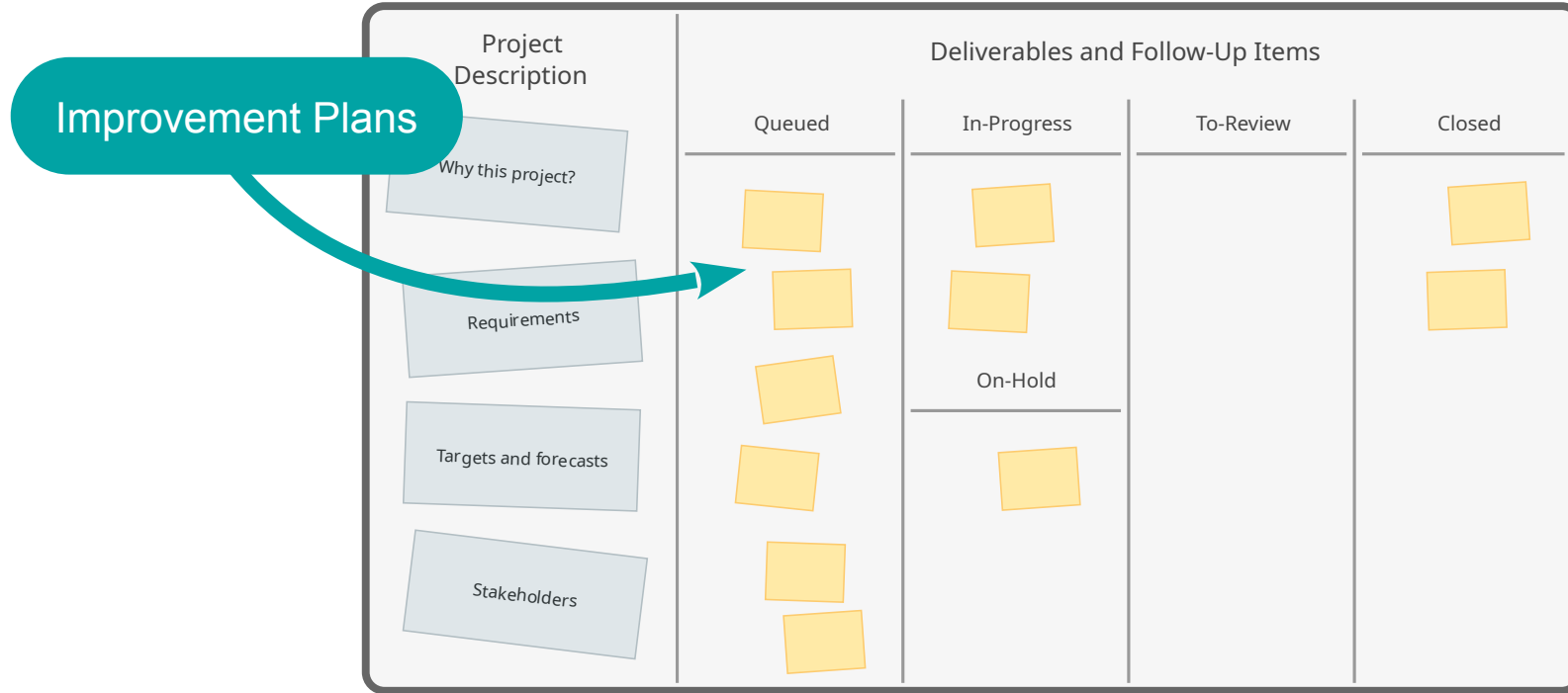
**Evaluate stakeholder satisfaction**



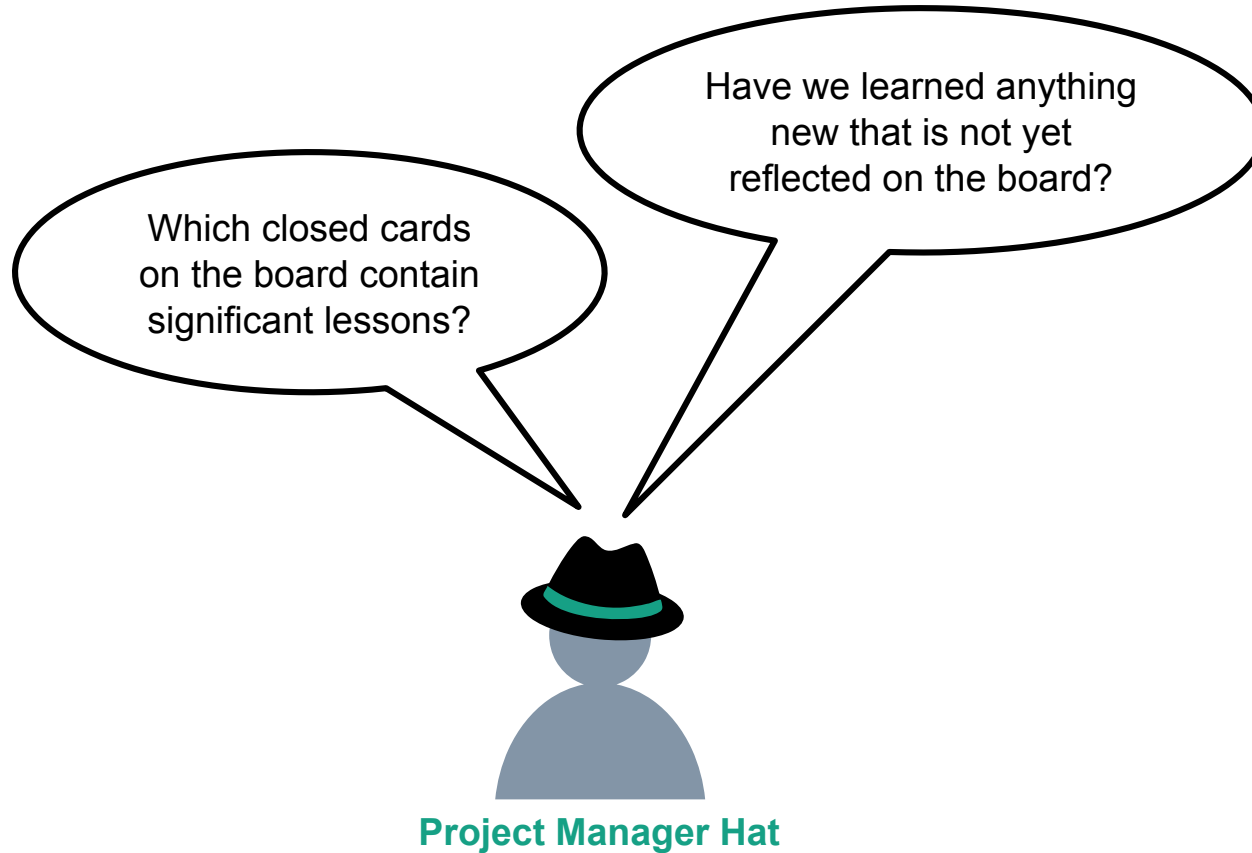
## E3 – Capture lessons and plan for improvements



## Integrated Project Board

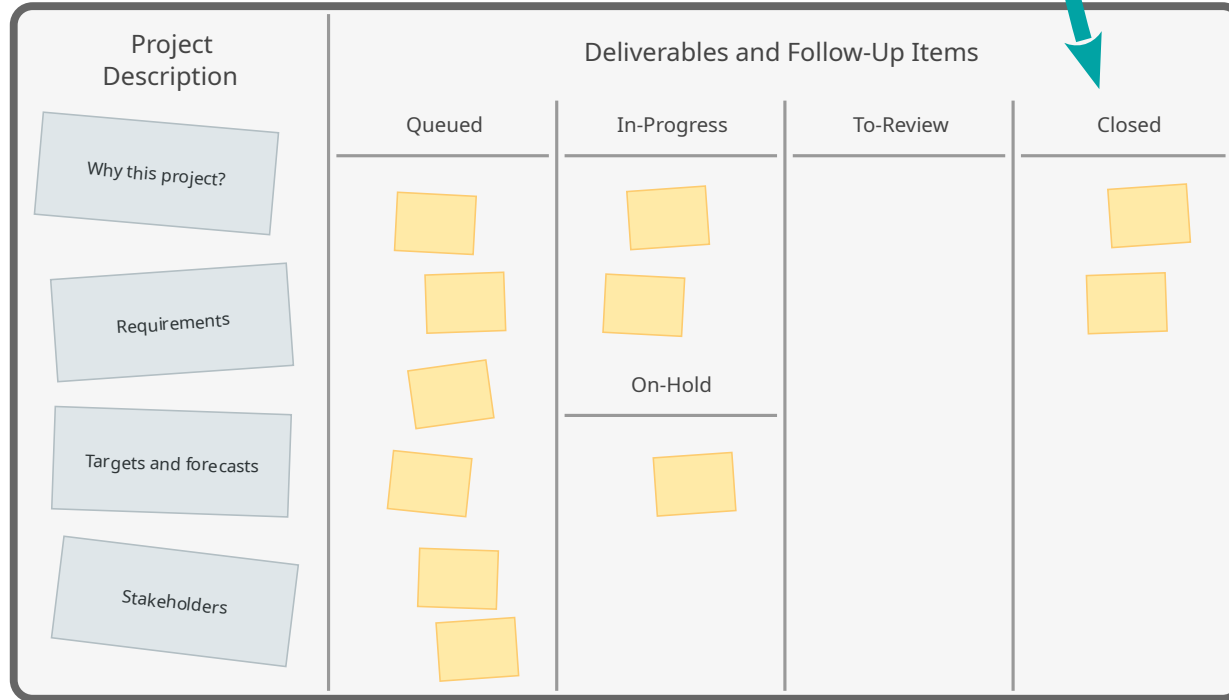


## E3 – Capture lessons and plan for improvements



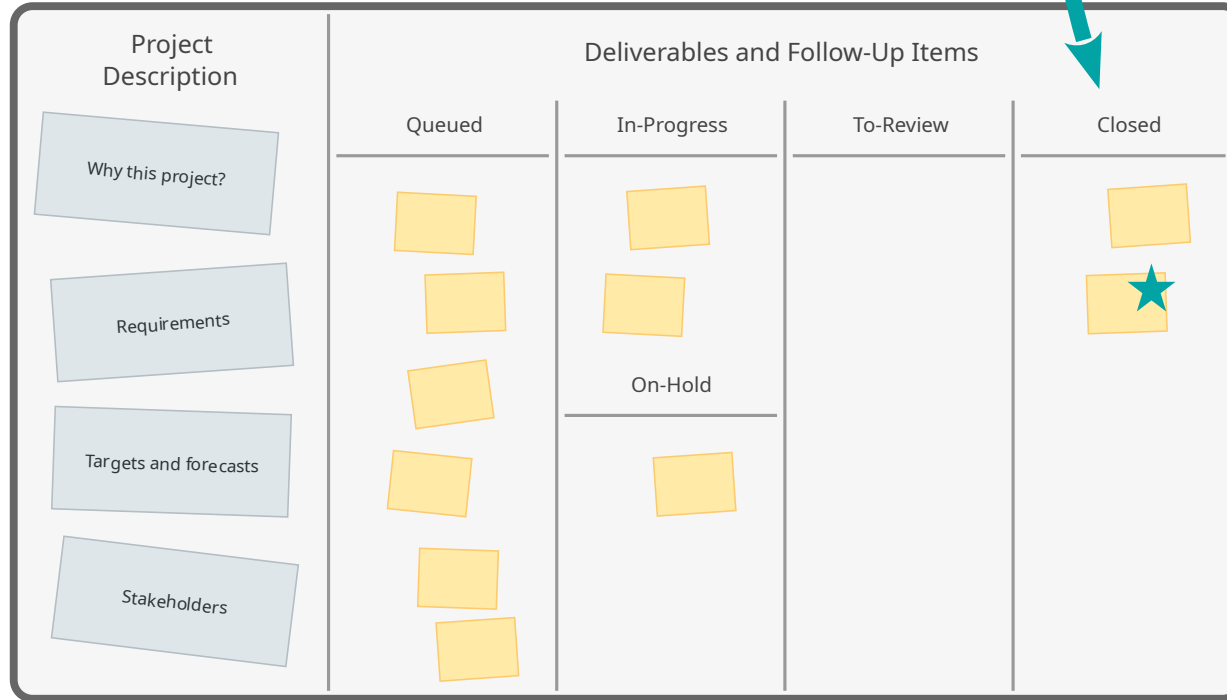
Lessons Learned

## Integrated Project Board

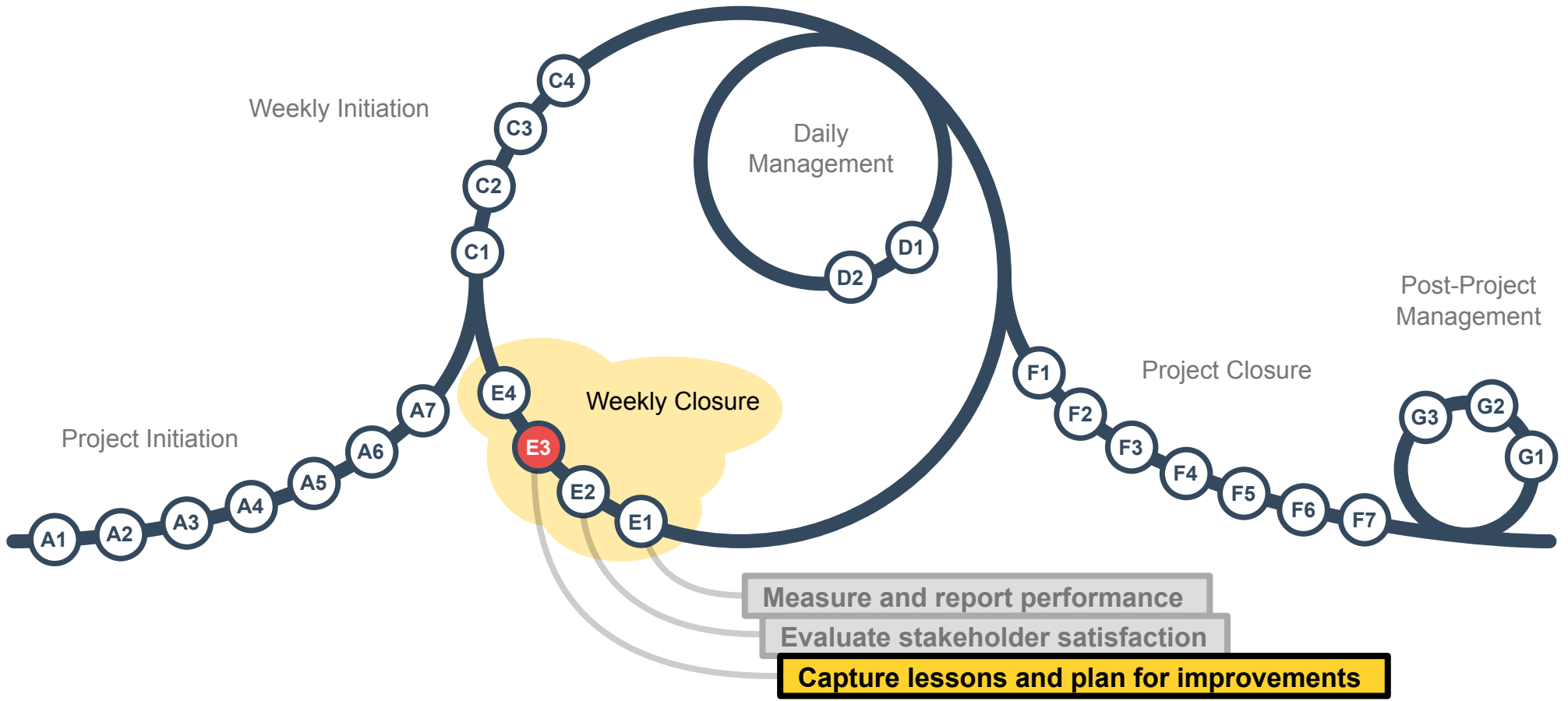


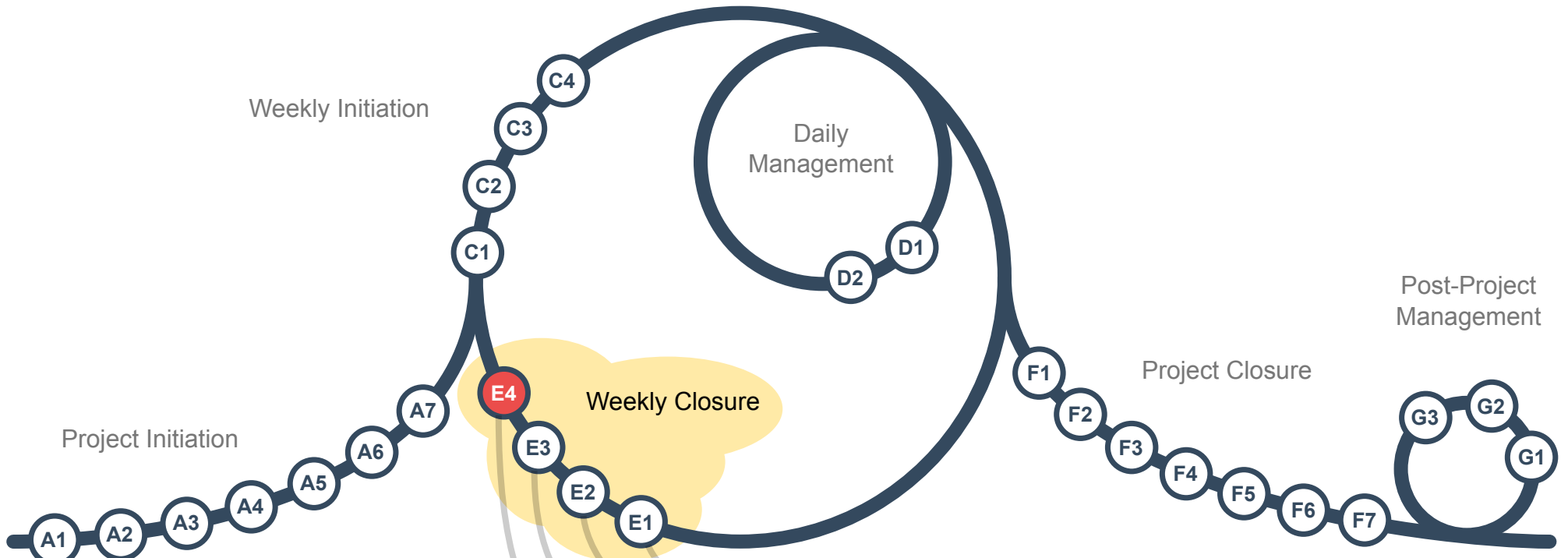
Lessons Learned

## Integrated Project Board



Mark deliverables and follow-up items that contain important lessons.





Project Initiation

Weekly Initiation

Daily Management

Post-Project Management

Project Closure

Weekly Closure

Measure and report performance

Evaluate stakeholder satisfaction

Capture lessons and plan for improvements

**Consider swapping hats for the week**

## E4 – Consider swapping hats for the week

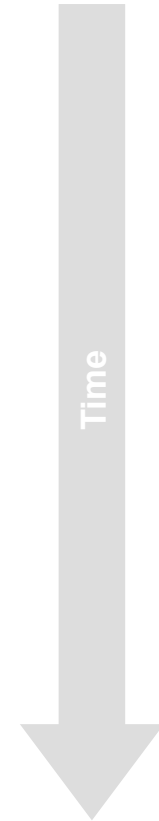
Project Initiation

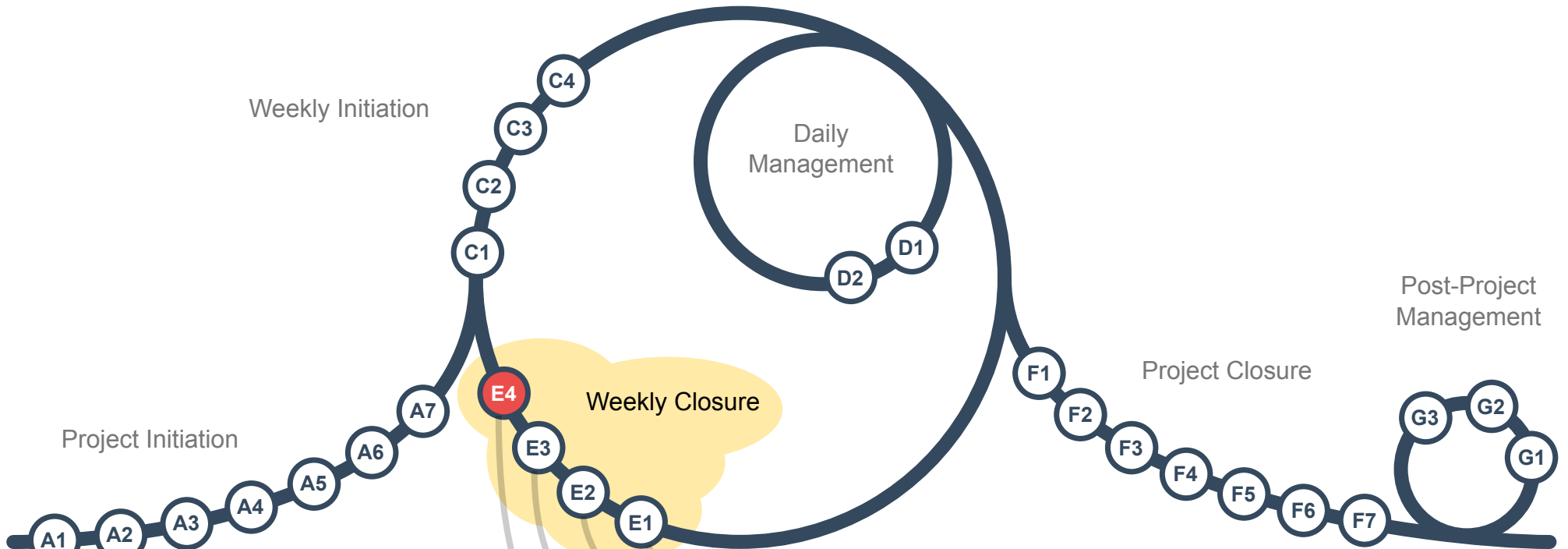


Cycle 1



Cycle 2





Project Initiation

Weekly Initiation

Daily Management

Post-Project Management

Project Closure

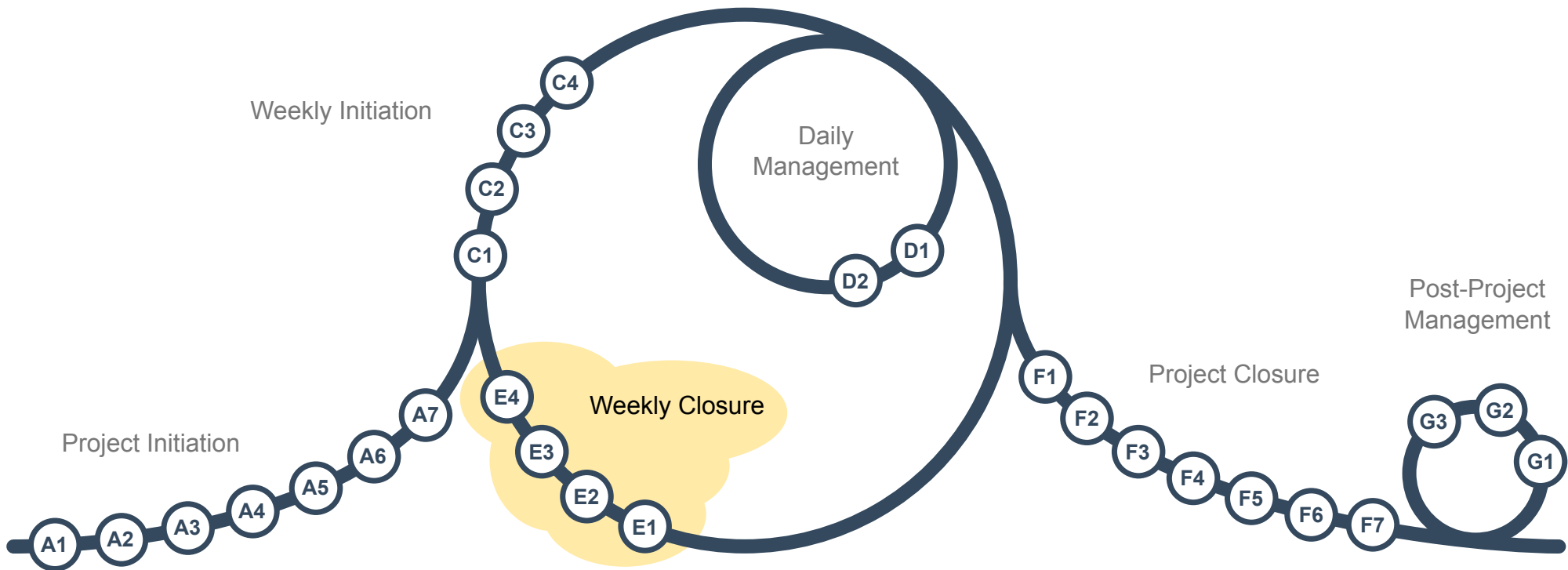
Weekly Closure

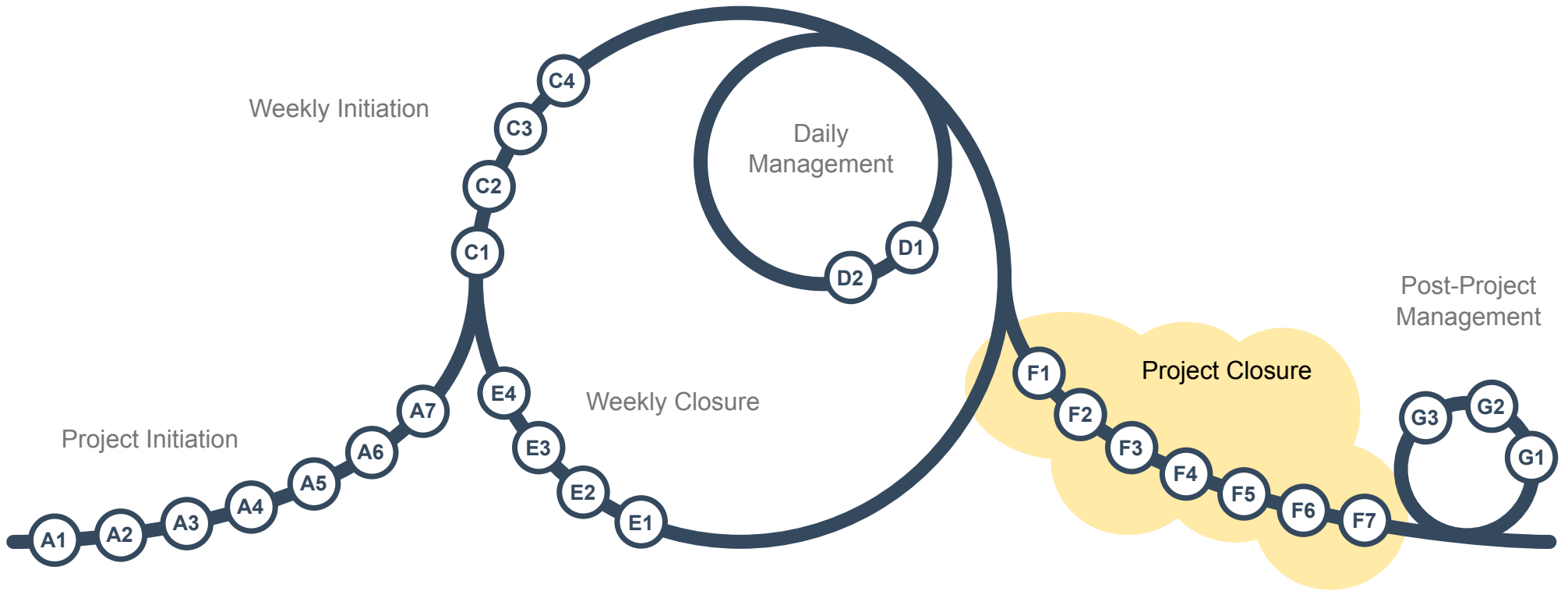
Measure and report performance

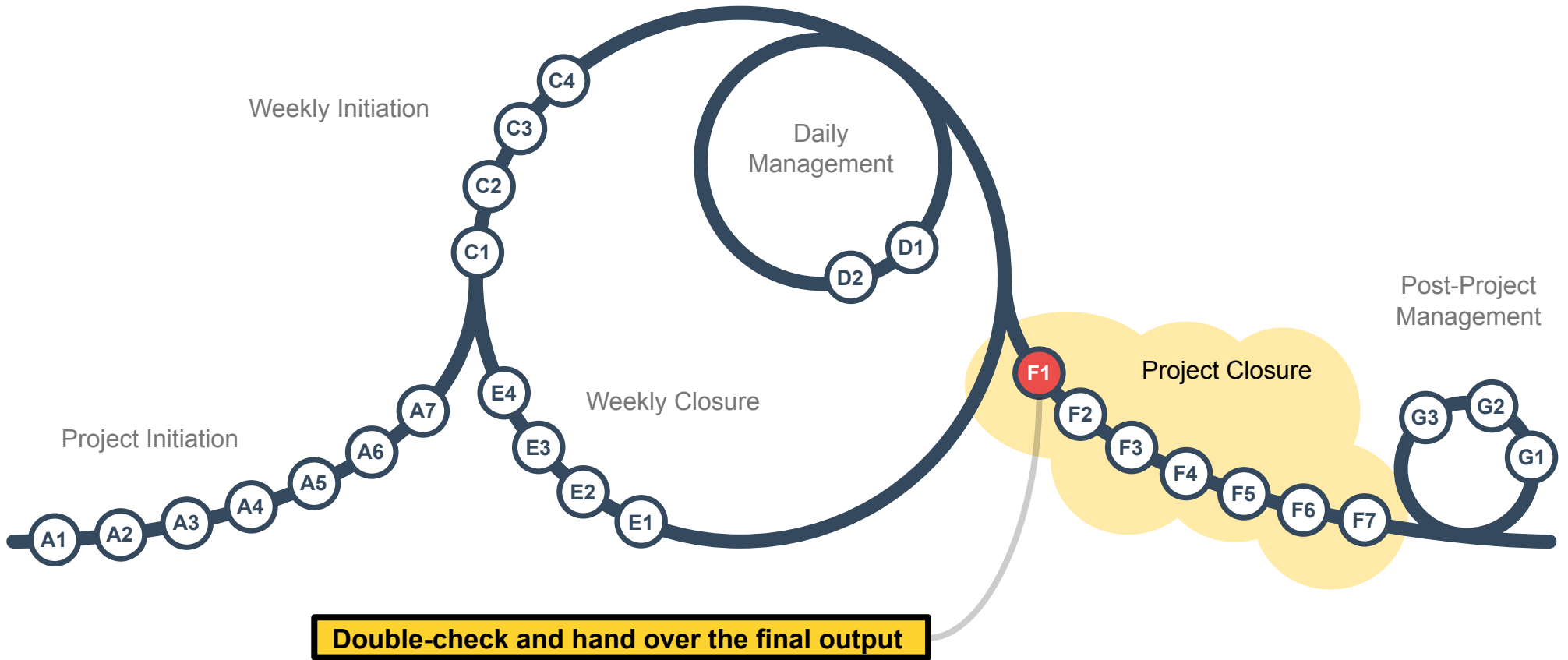
Evaluate stakeholder satisfaction

Capture lessons and plan for improvements

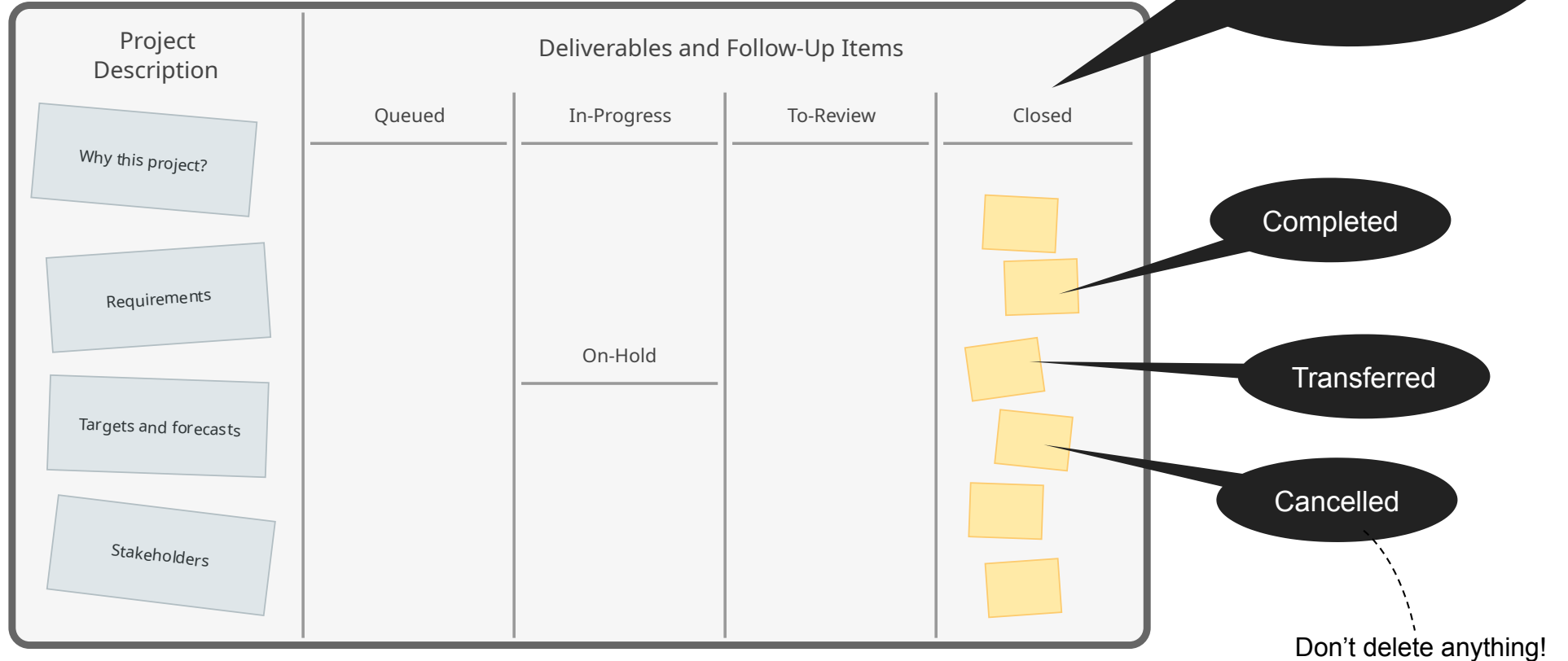
**Consider swapping hats for the week**







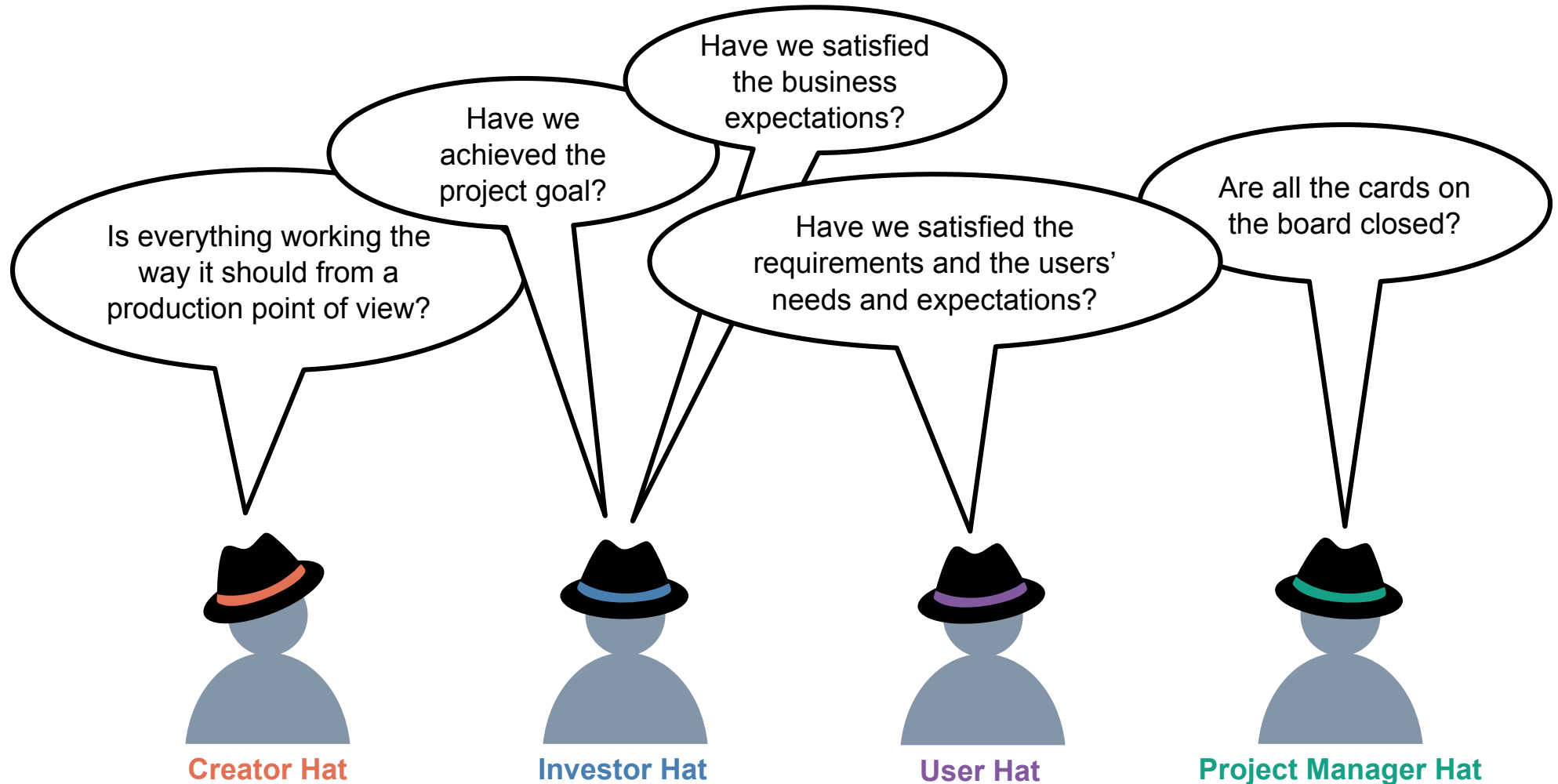
# F1 – Double-check and hand over the final product



What concerns do you think each hat should have  
in this management activity?



## F1 – Double-check and hand over the final product



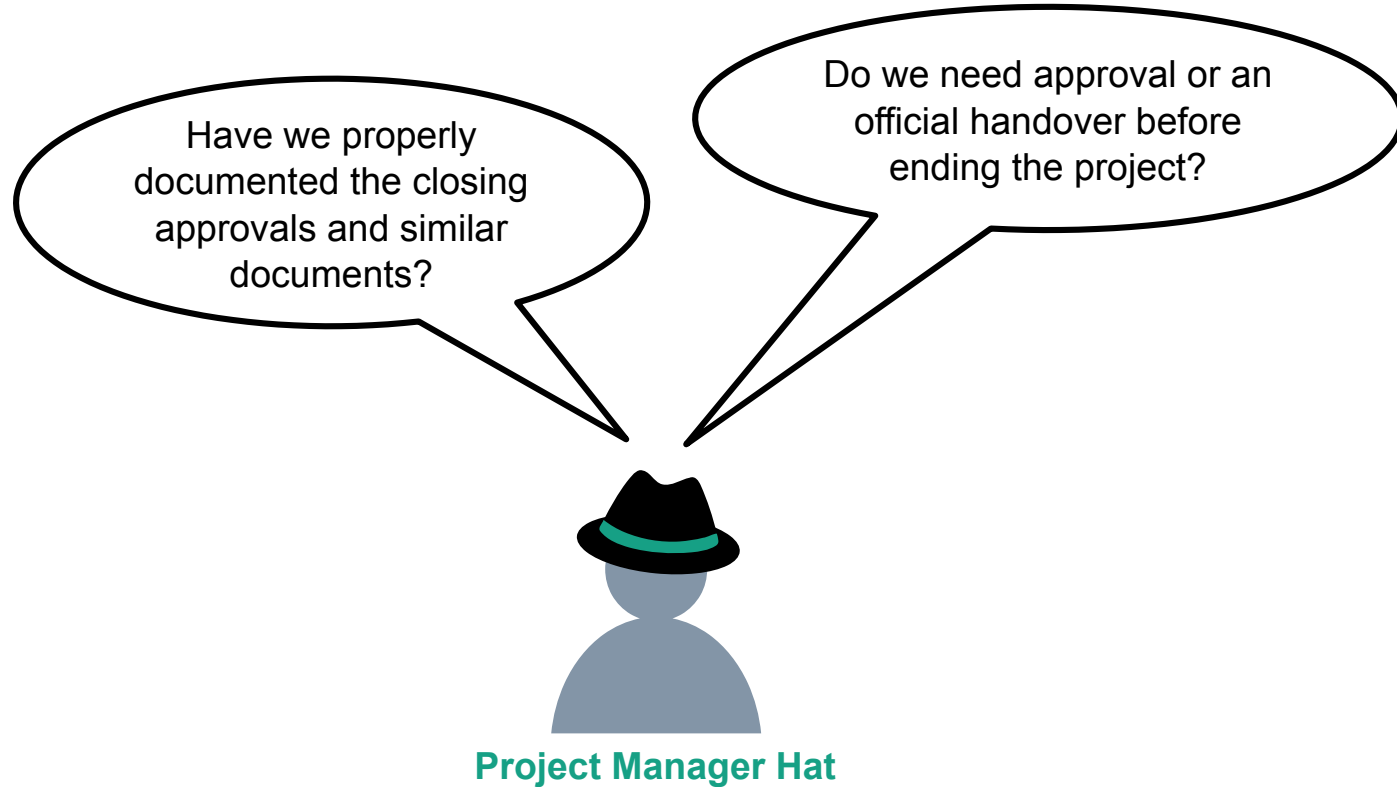
## F1 – Double-check and hand over the final product

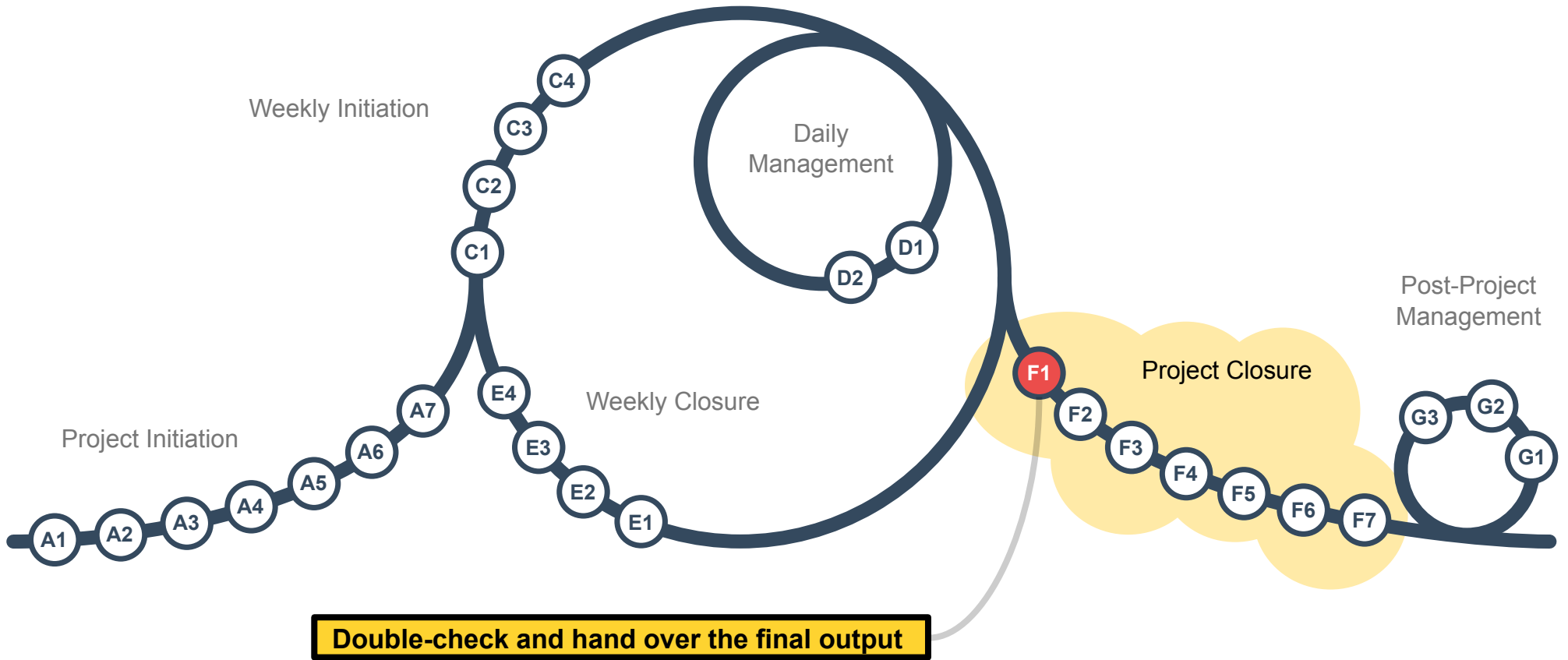
Do we need to prepare  
any additional information  
for the maintenance  
team?

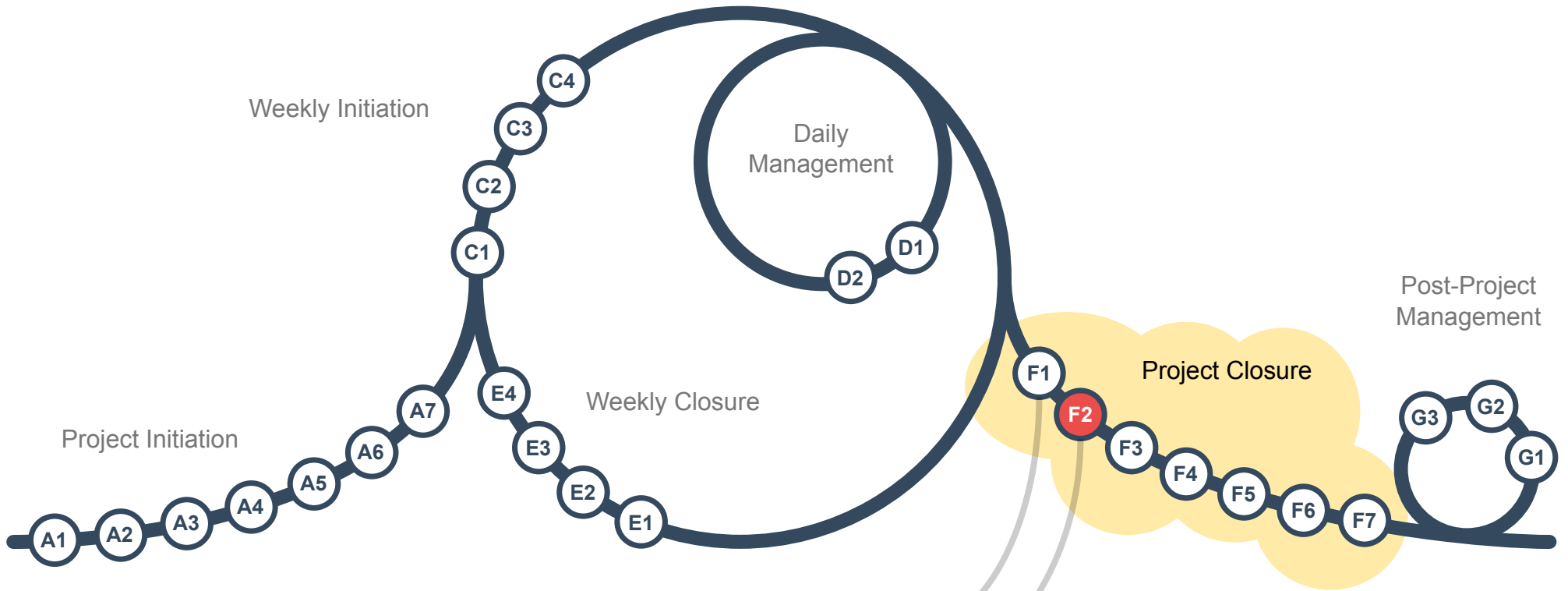


**Creator Hat**

## F1 – Double-check and hand over the final product

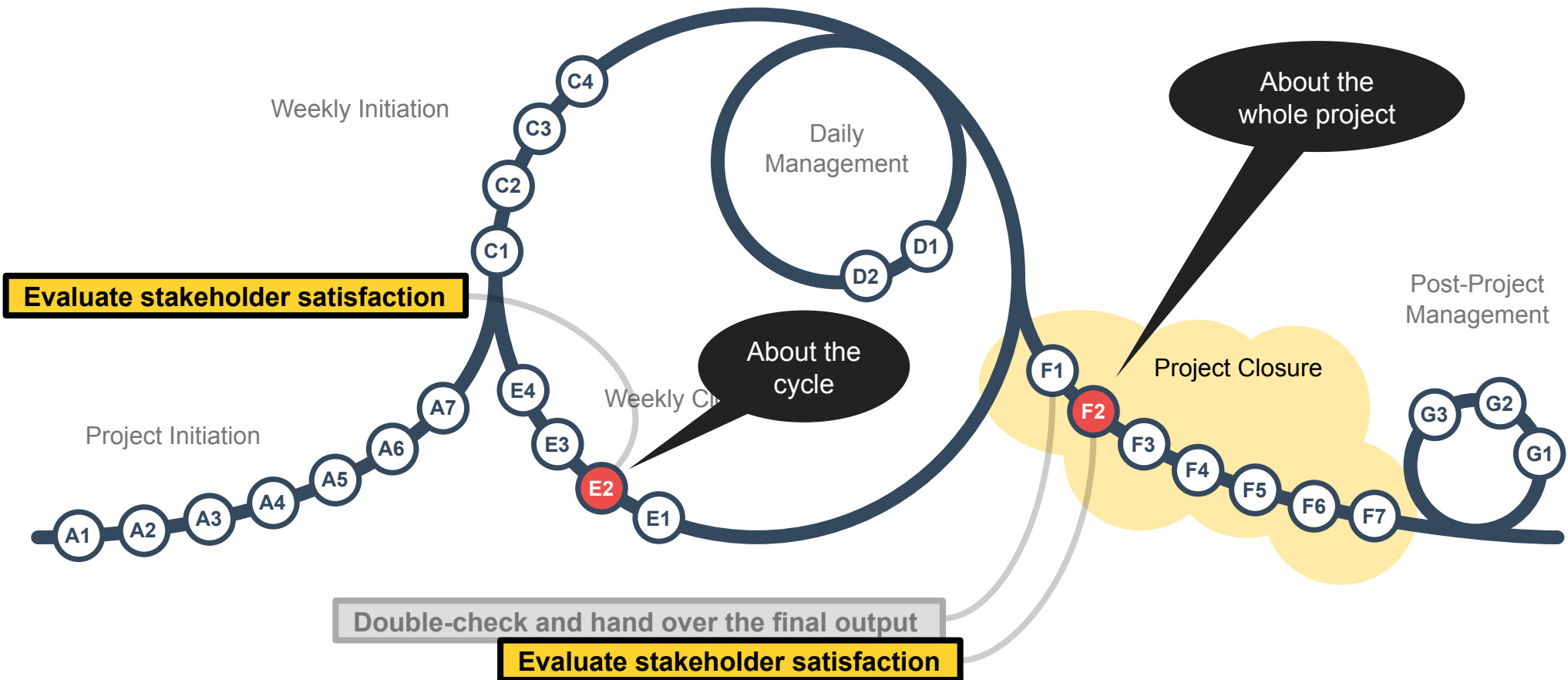


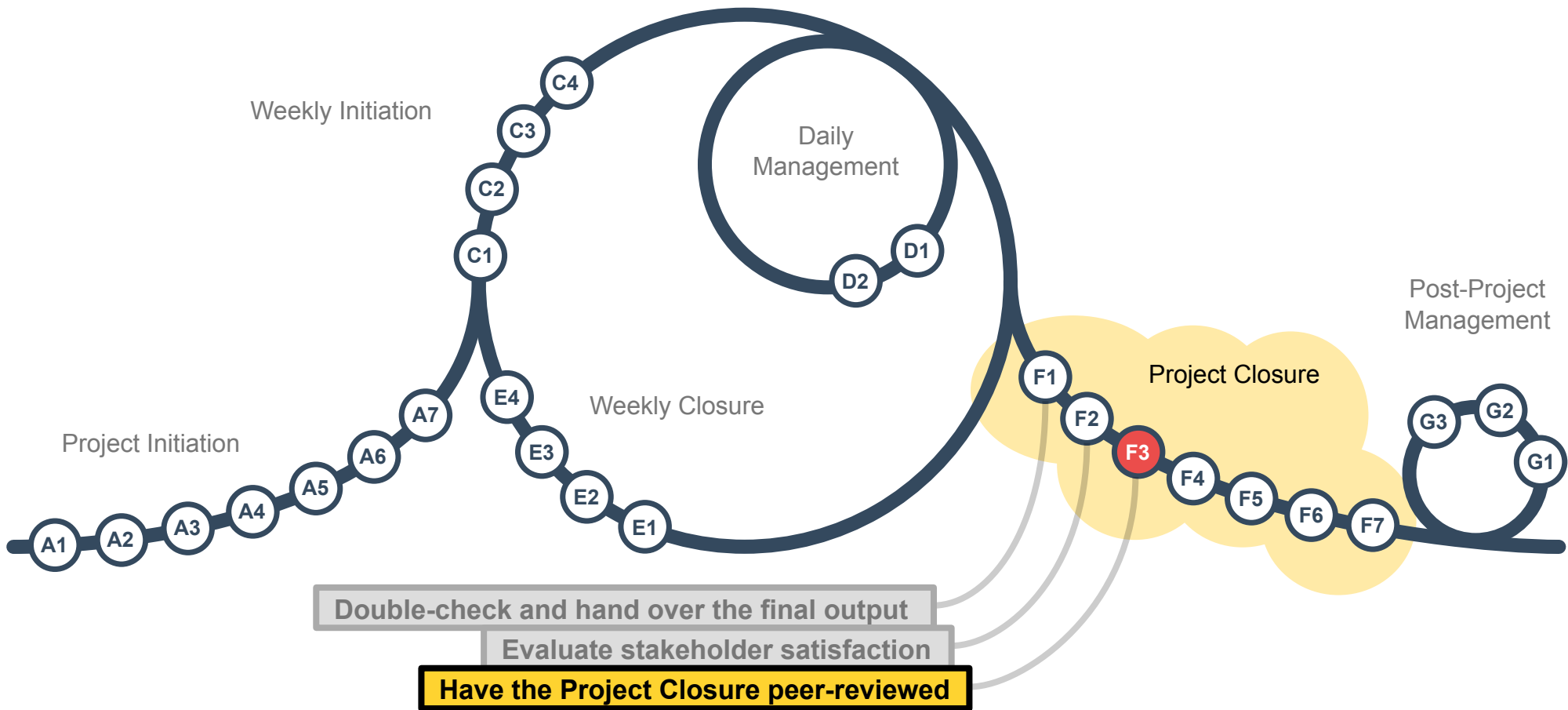




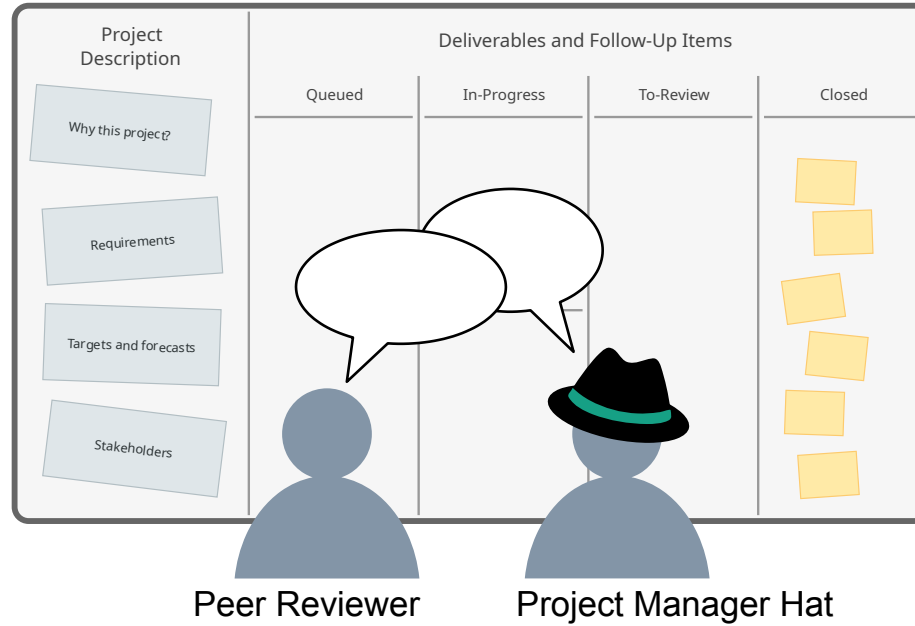
Double-check and hand over the final output

**Evaluate stakeholder satisfaction**





## F3 – Have the Project Closure peer-reviewed

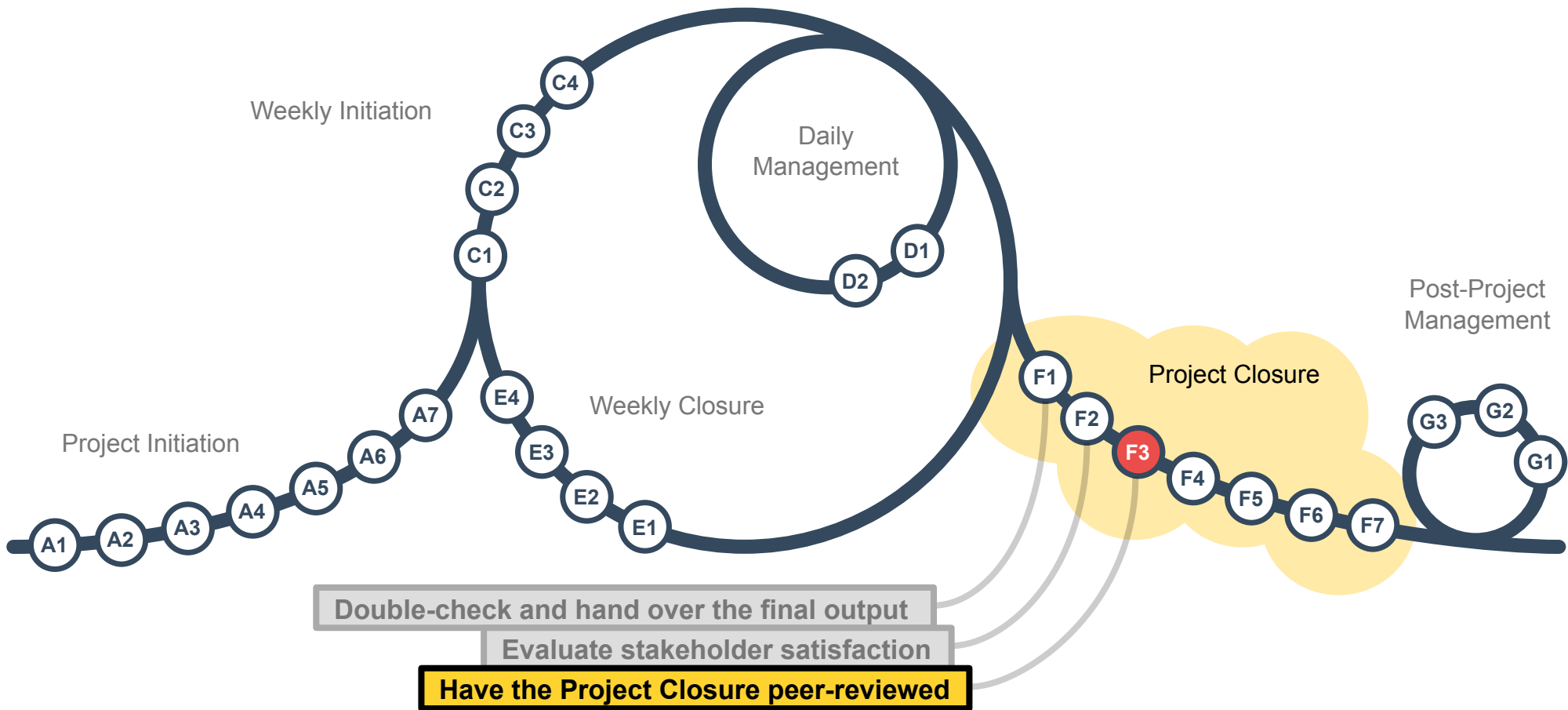


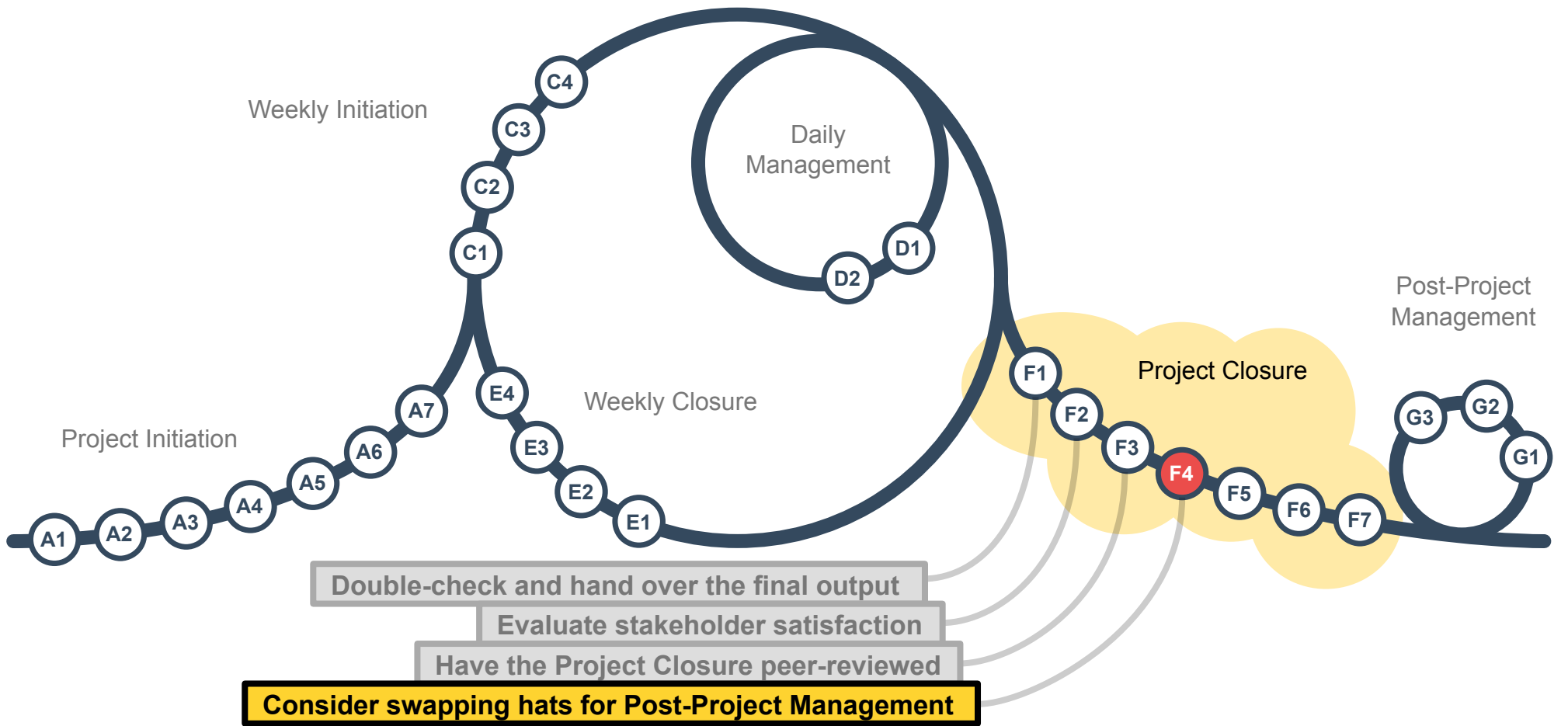
External to the project  
Expert in project management  
(A different person each time)

- ★ Helps find mistakes
- ★ Both learn from each other



Do other hats need peer-reviews as well?





# F4 – Consider swapping hats for Post-Project Management

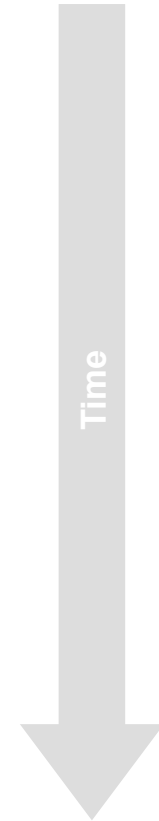
Next to last cycle

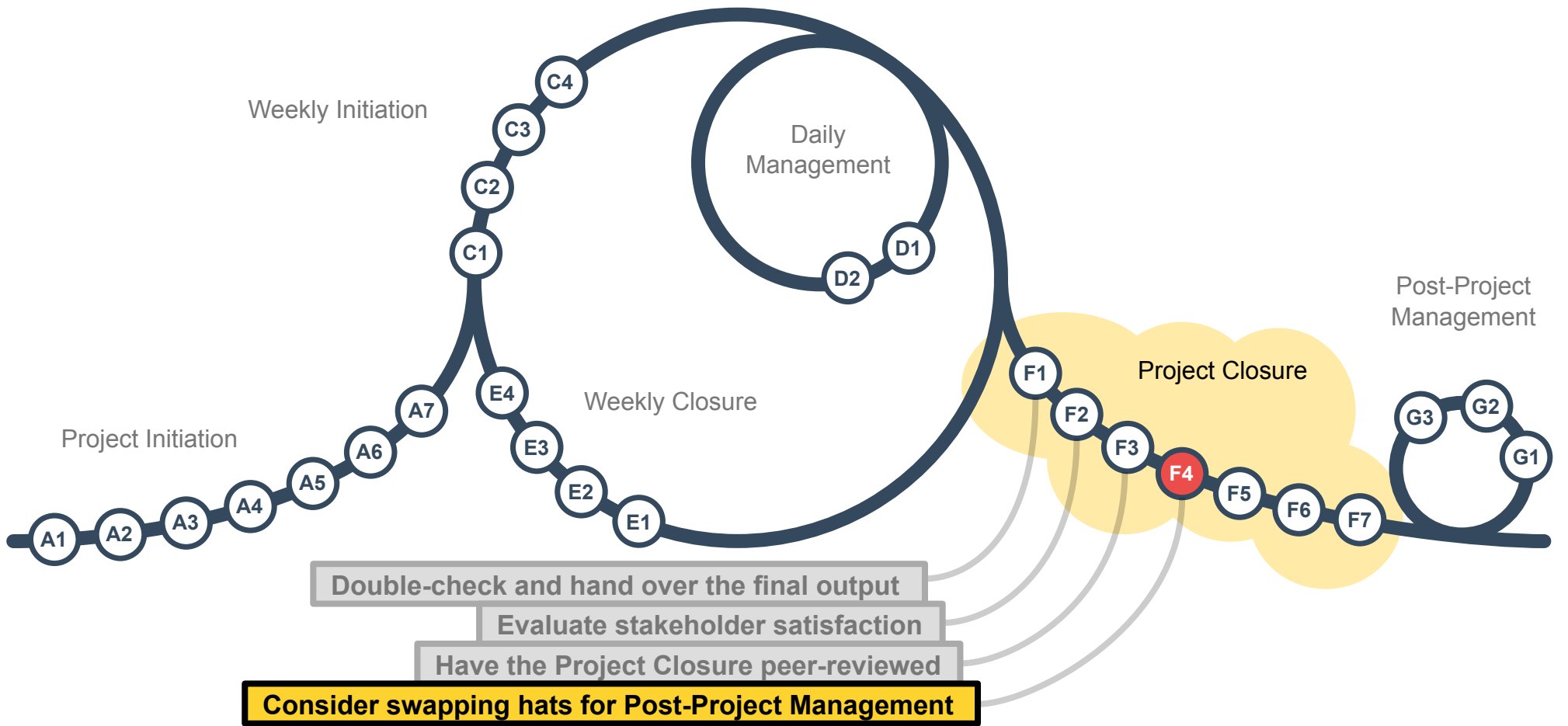


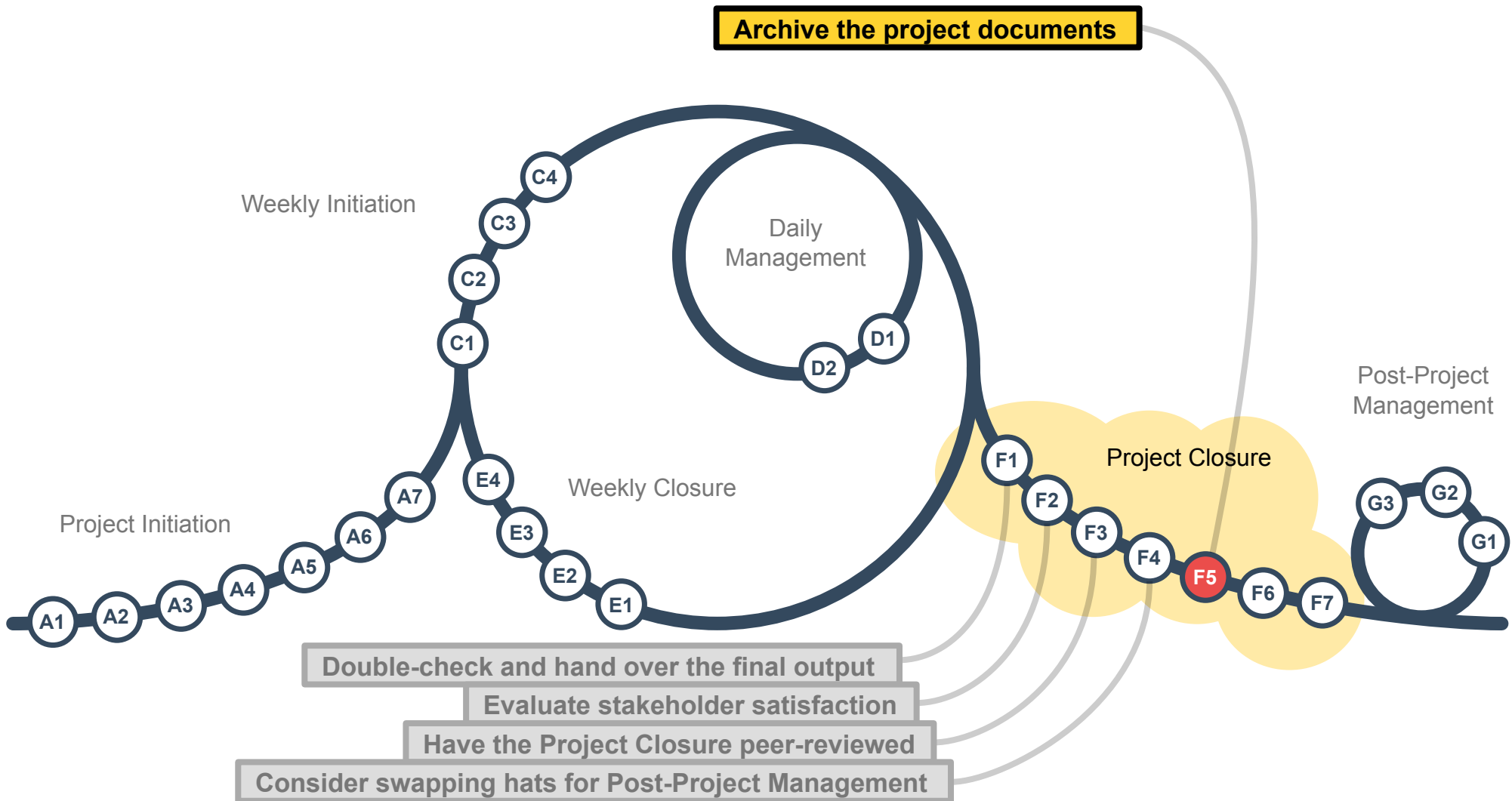
Last cycle



Post-Project Management







**Archive the project documents**

Weekly Initiation

Daily Management

Post-Project Management

Project Initiation

Weekly Closure

Project Closure

Double-check and hand over the final output

Evaluate stakeholder satisfaction

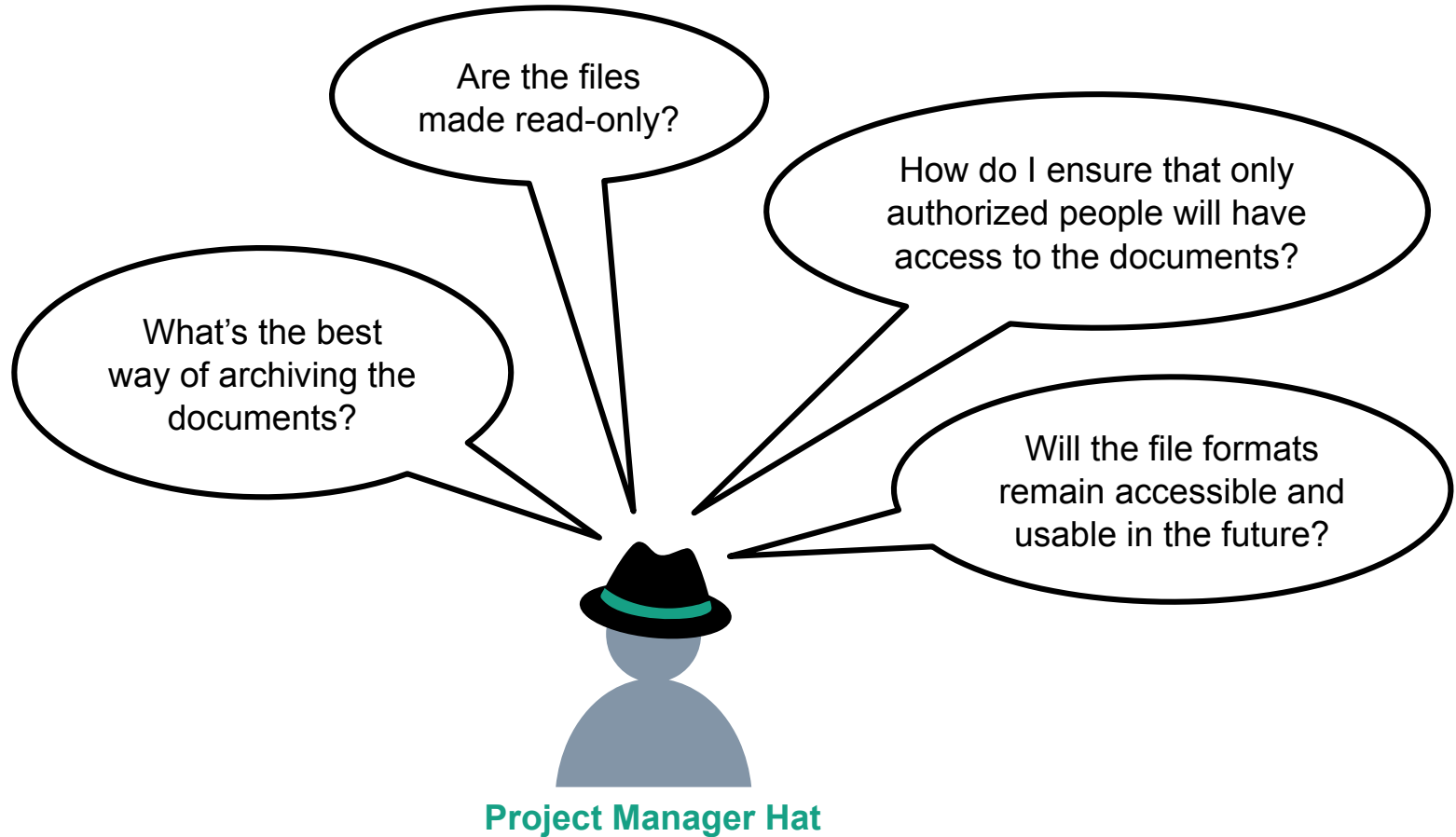
Have the Project Closure peer-reviewed

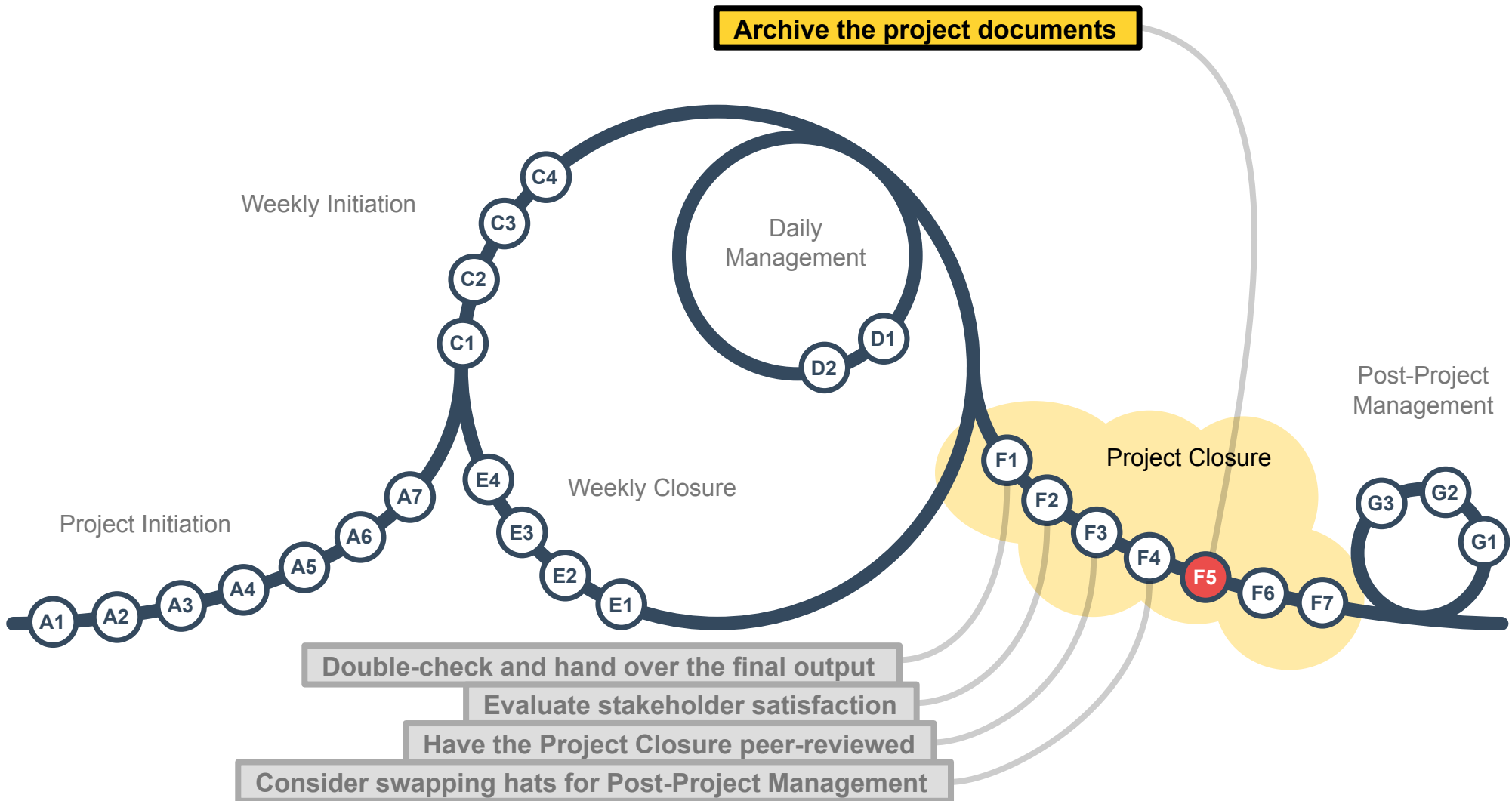
Consider swapping hats for Post-Project Management

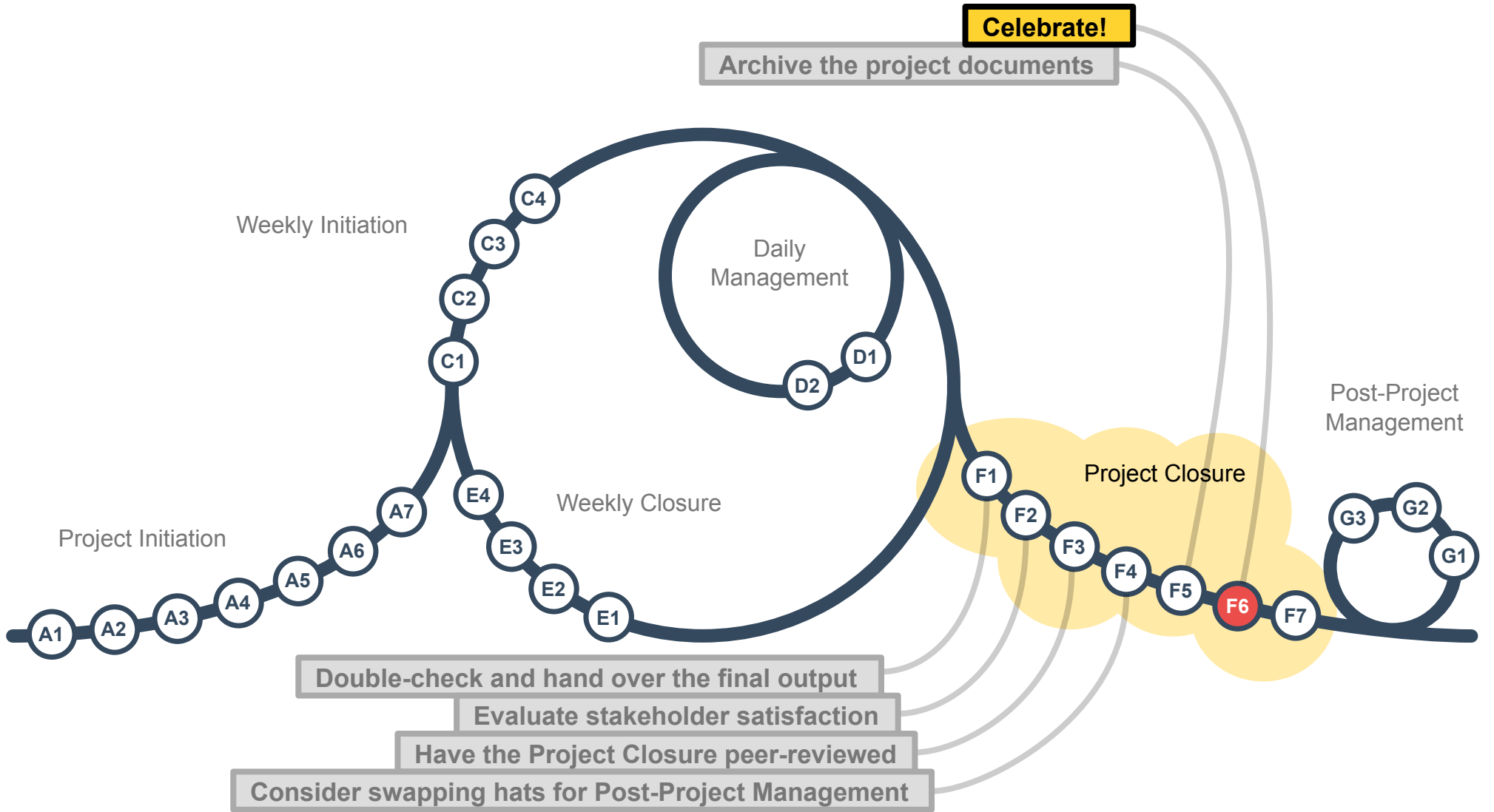
What concerns do you think each hat should have  
in this management activity?

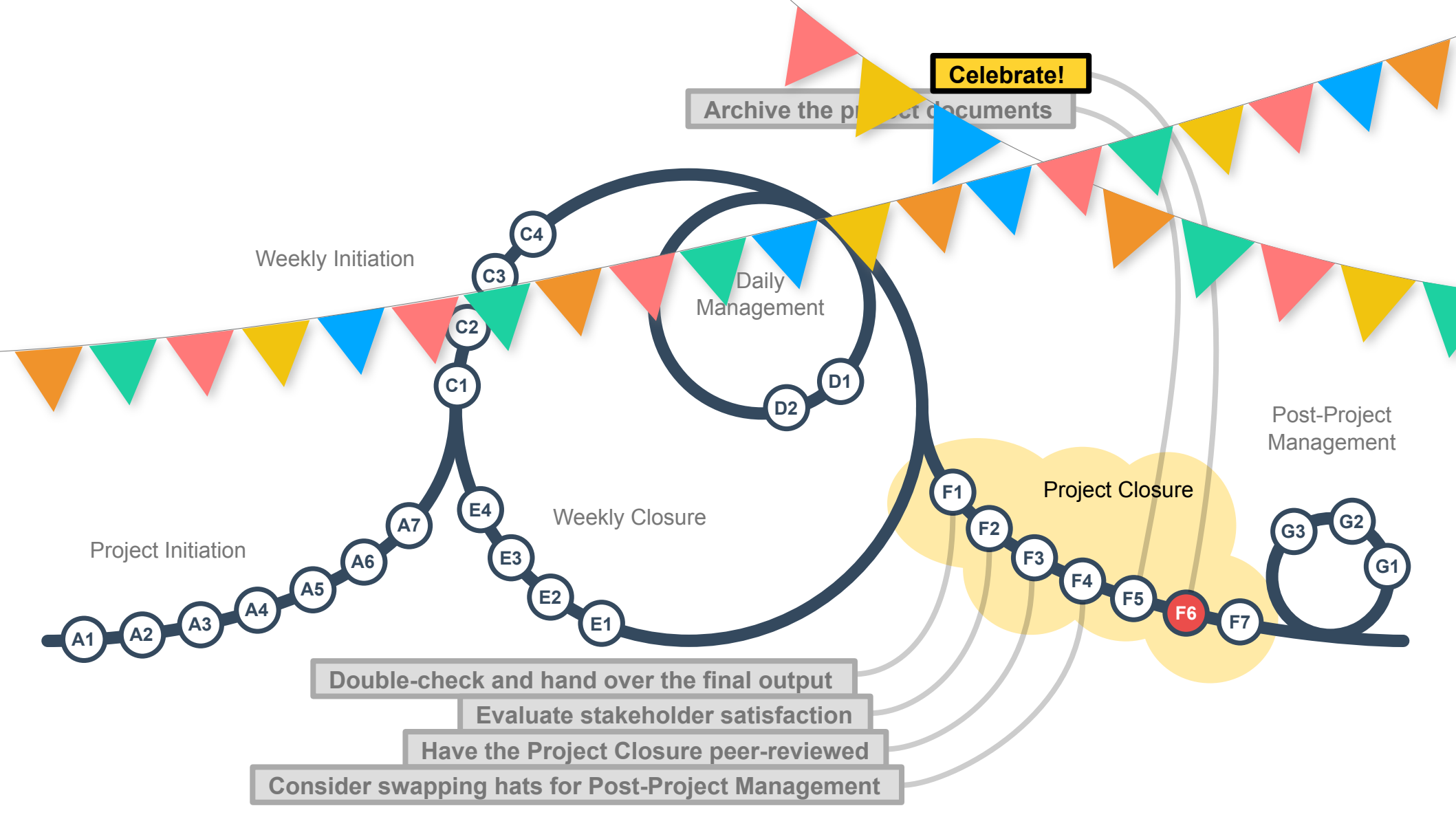


## F5 – Archive the project documents

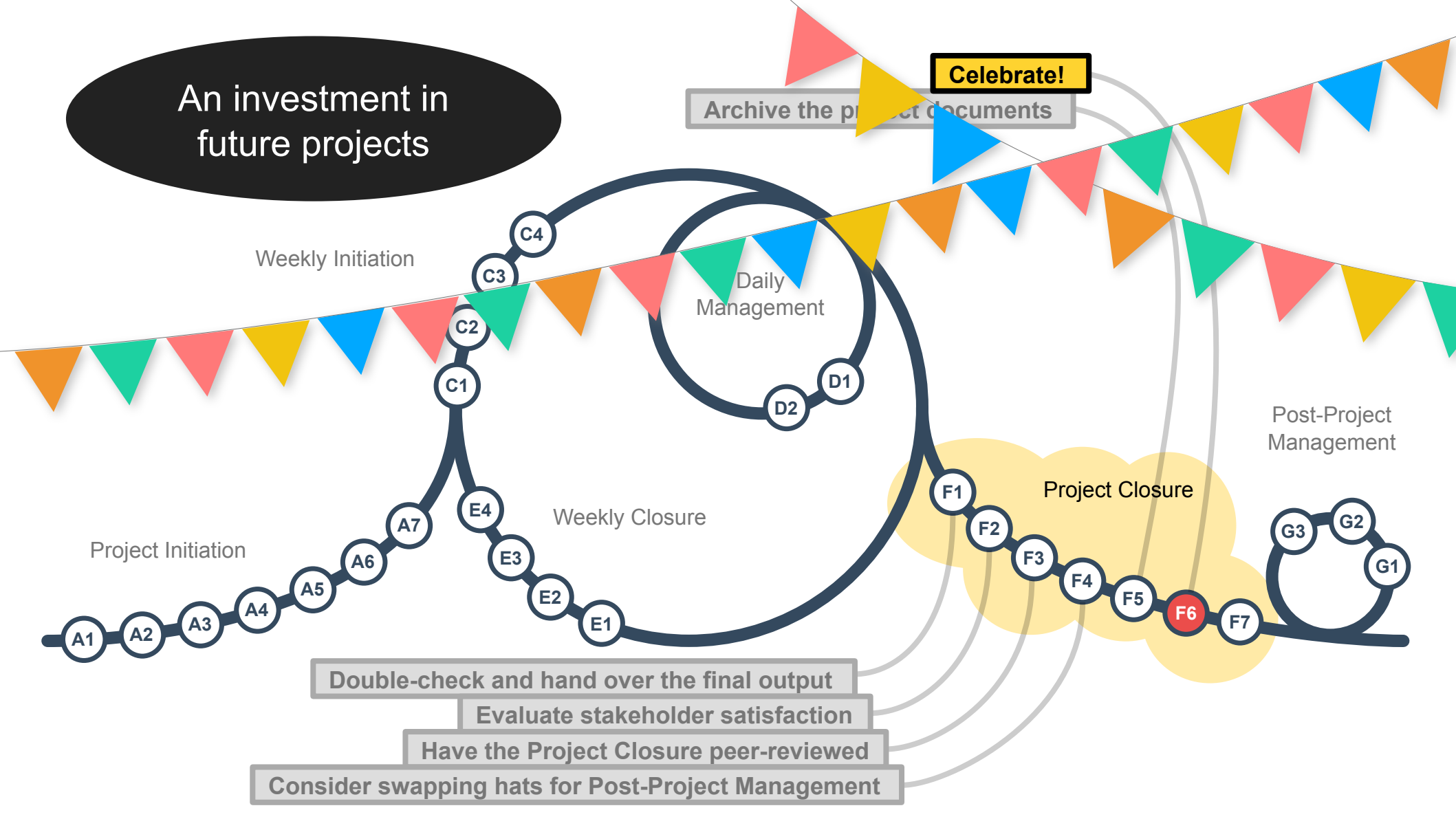


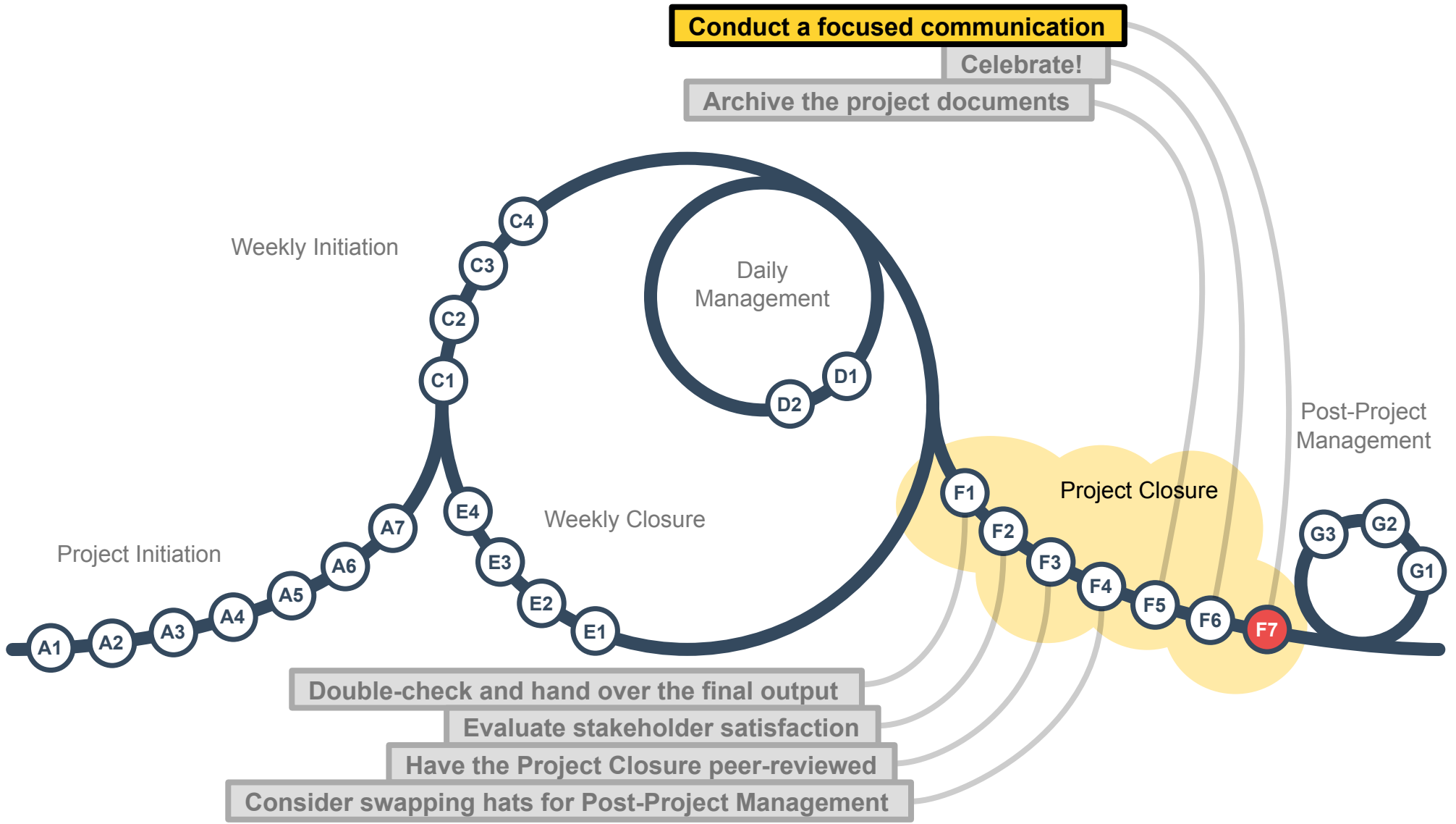




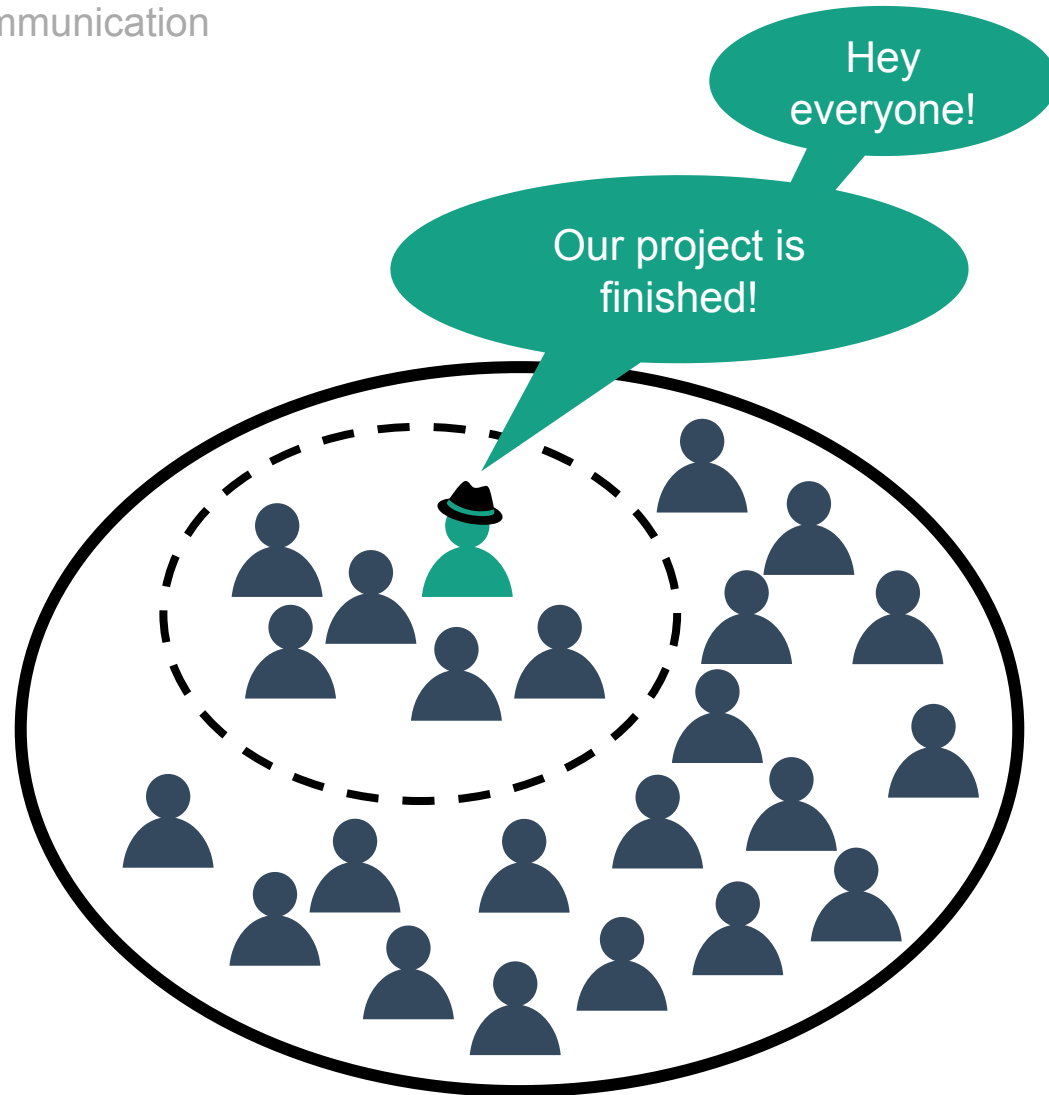


# An investment in future projects

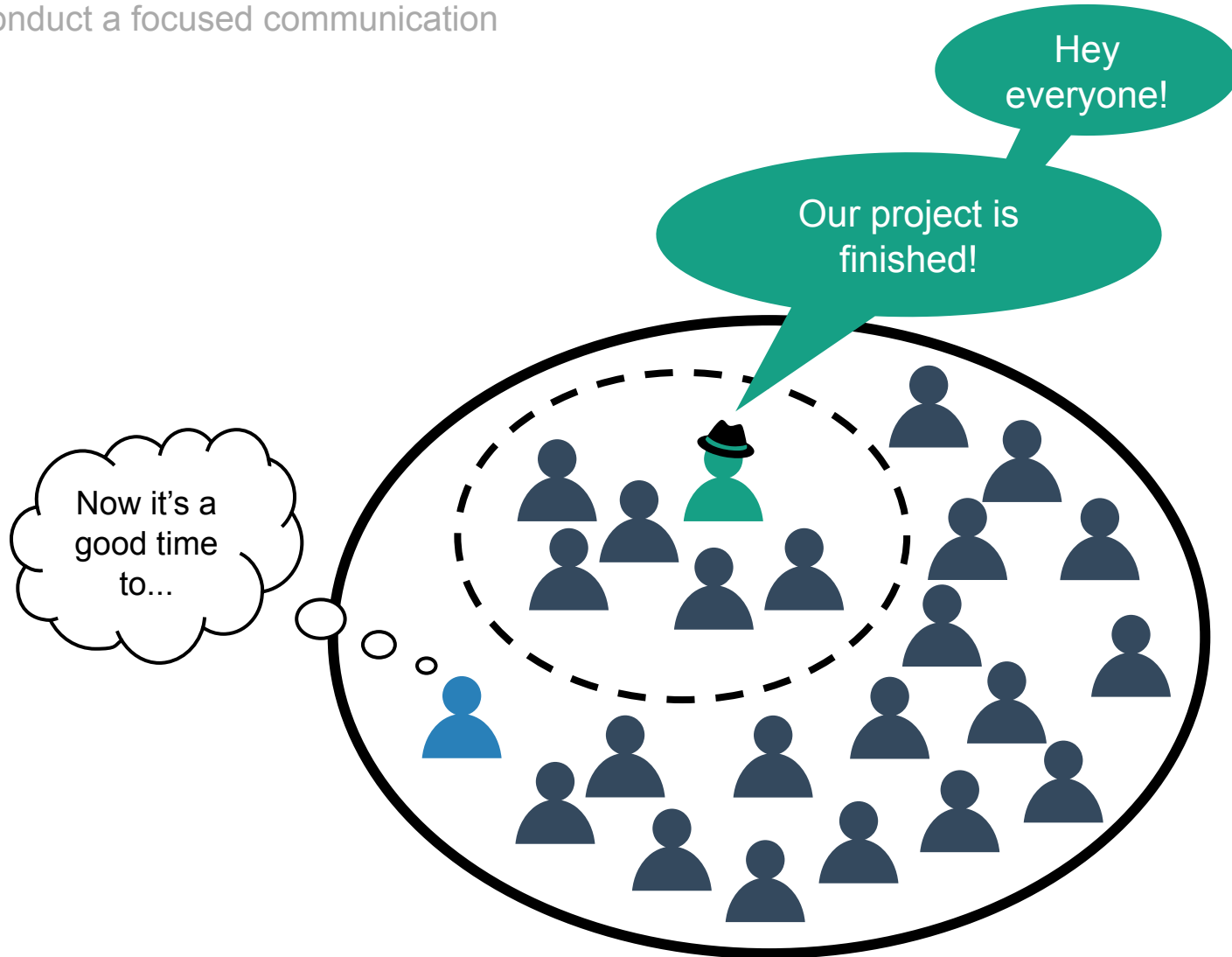


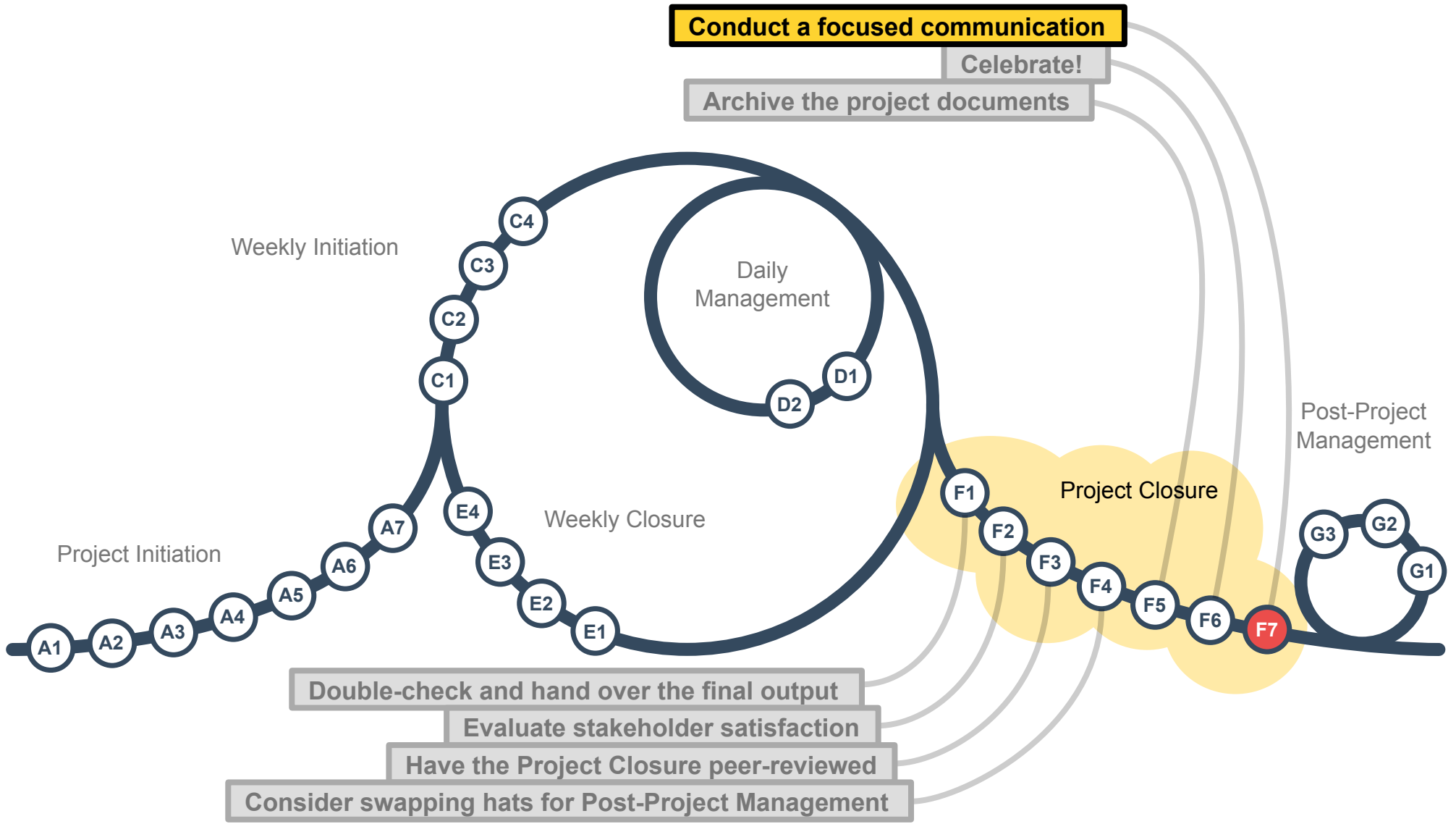


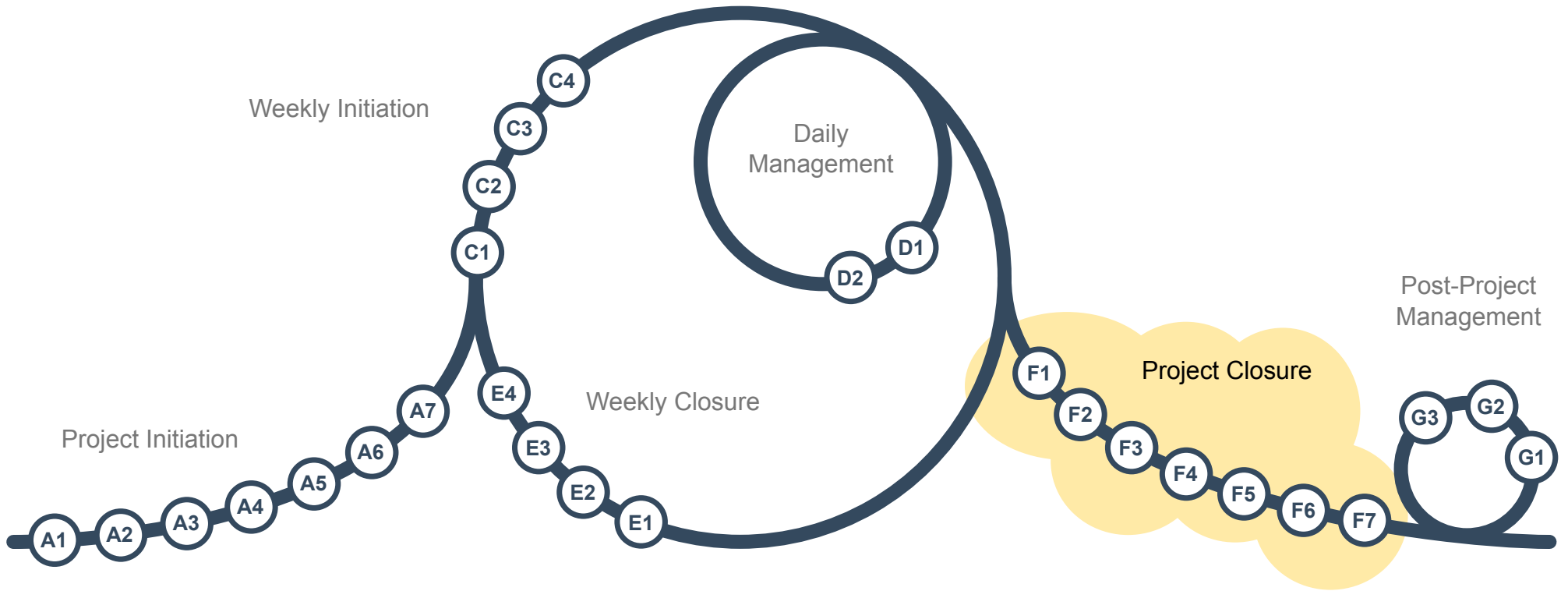
## F7 – Conduct a focused communication

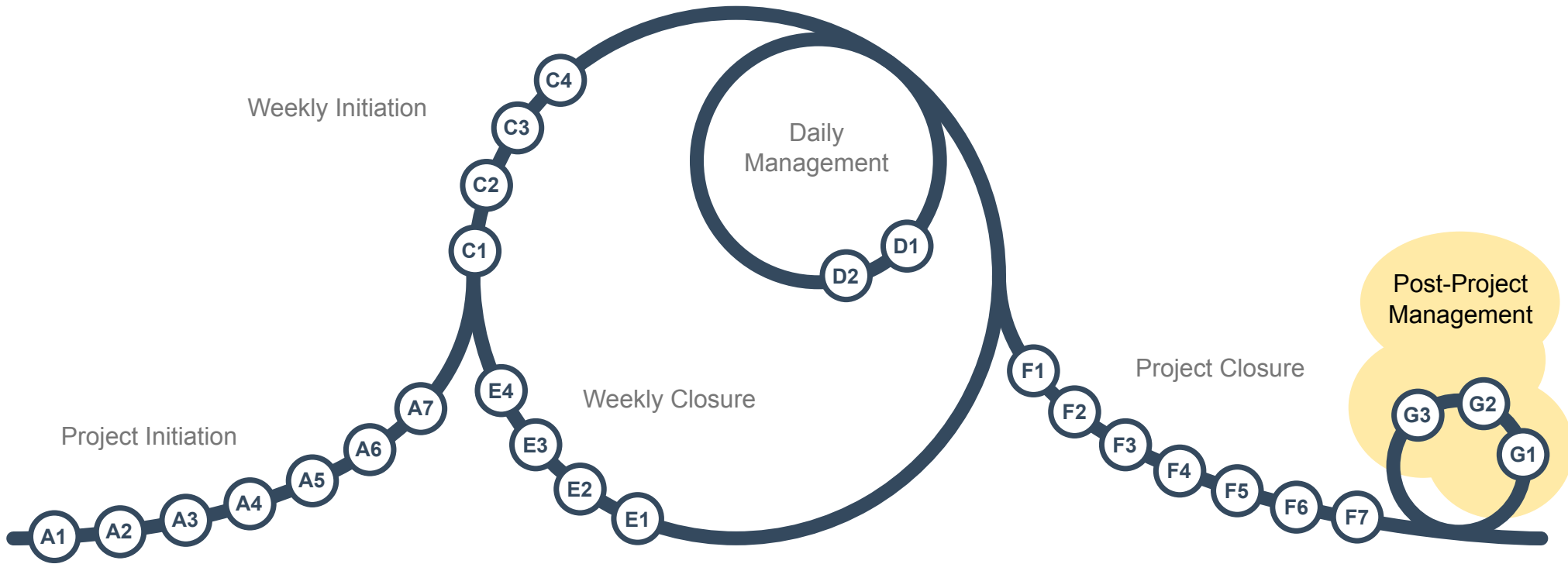


F7 – Conduct a focused communication









Project Initiation

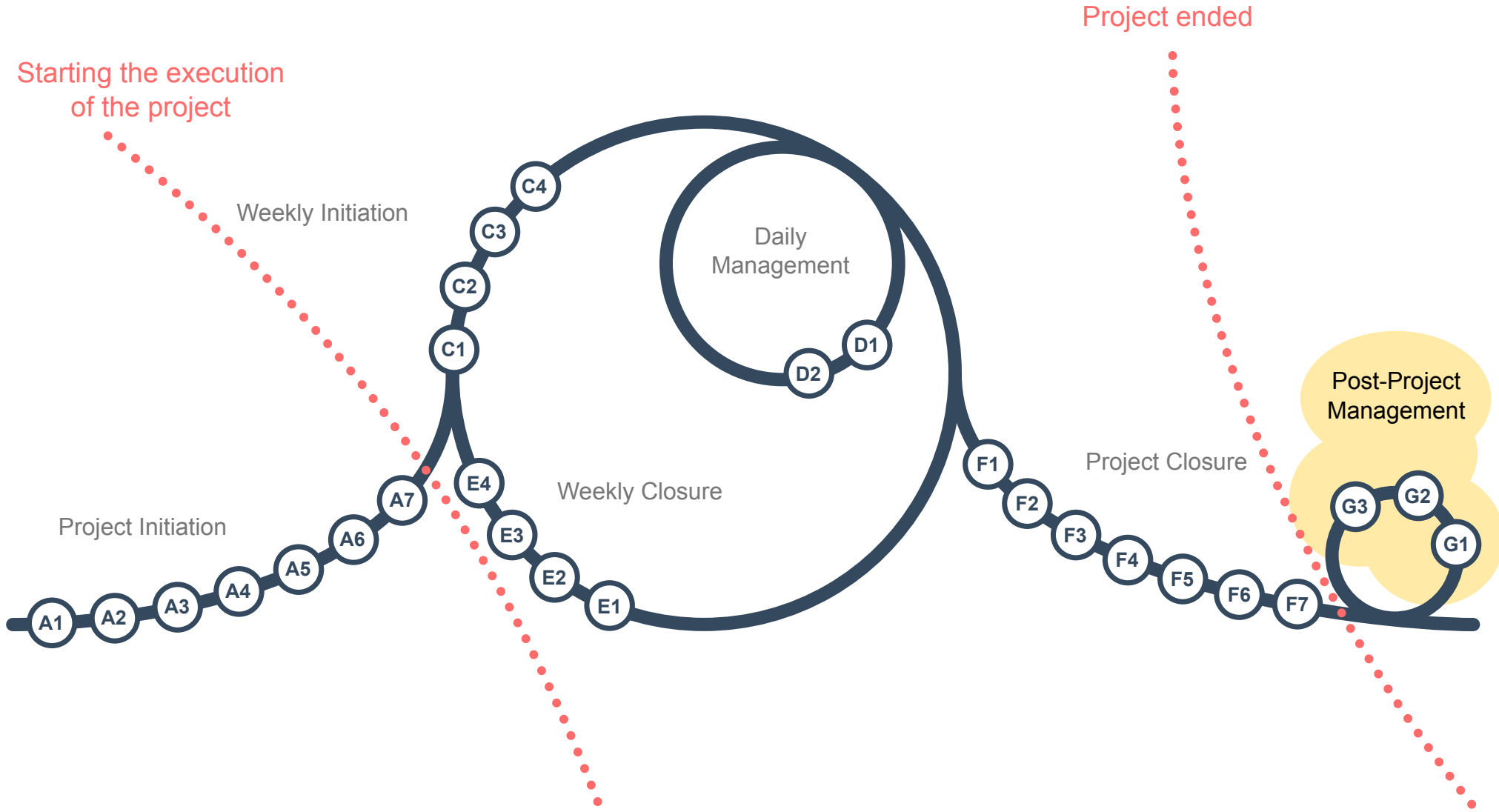
Weekly Initiation

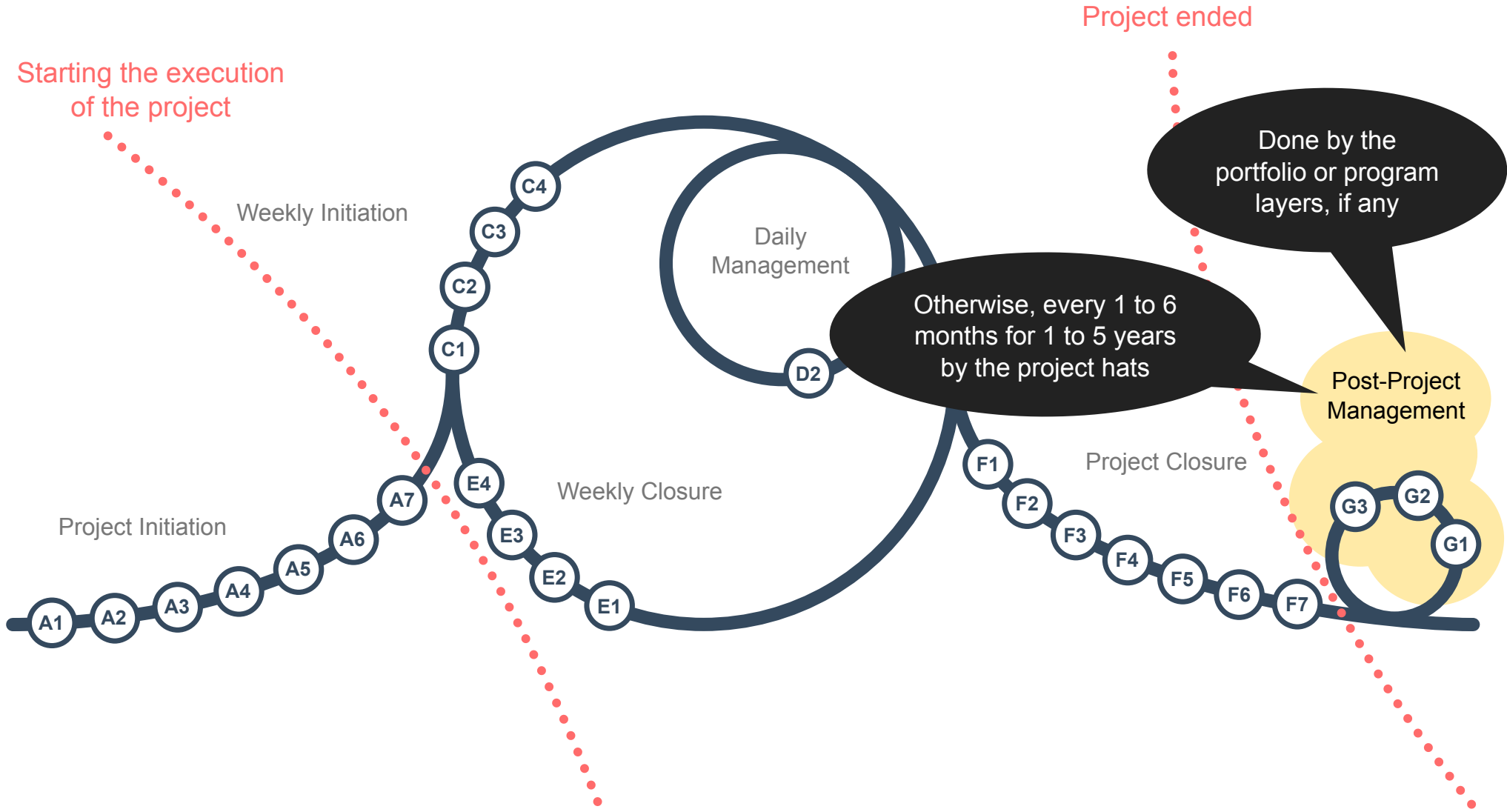
Daily Management

Weekly Closure

Project Closure

Post-Project Management





Starting the execution of the project

Weekly Initiation

Daily Management

Project ended

Done by the portfolio or program layers, if any

Otherwise, every 1 to 6 months for 1 to 5 years by the project hats

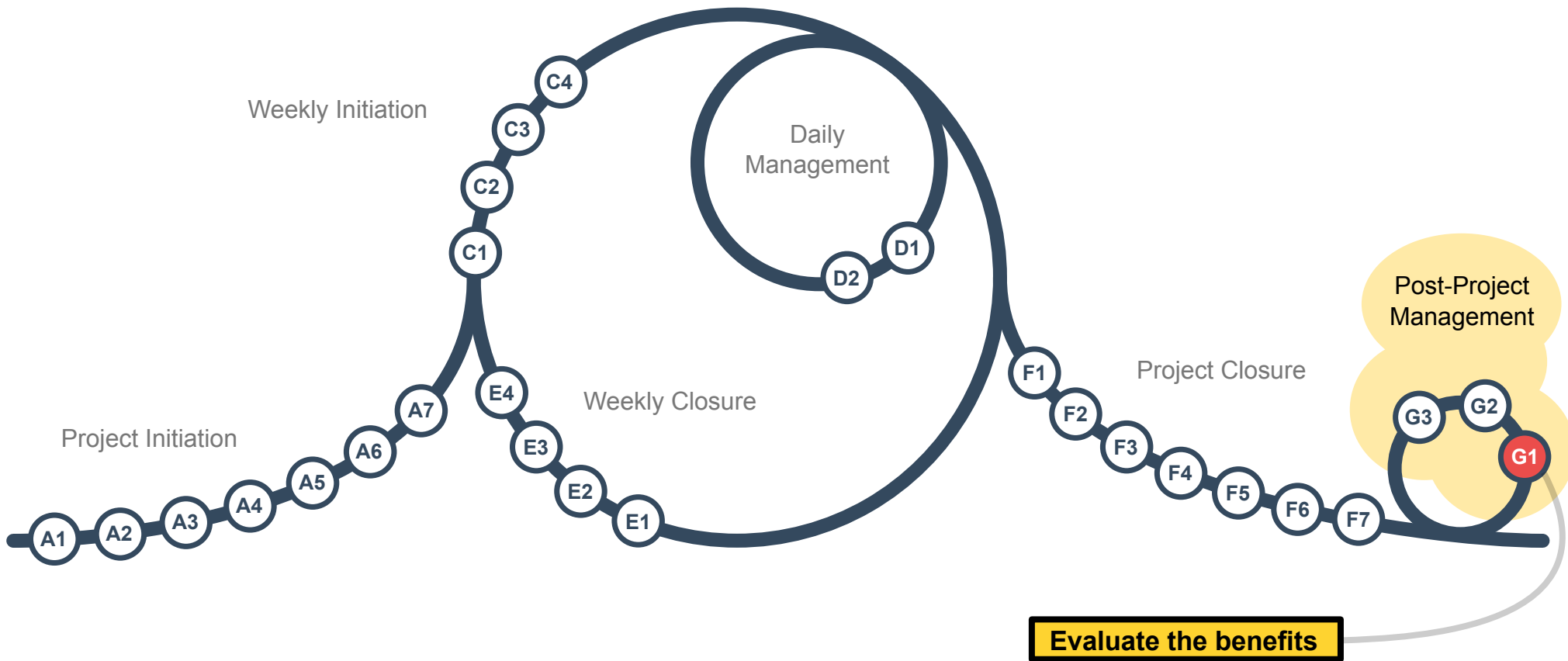
Post-Project Management

Project Closure

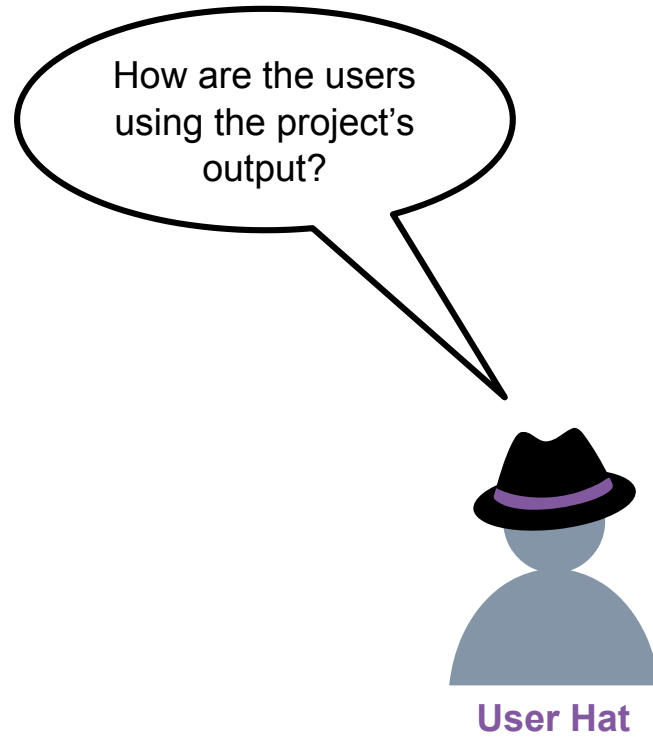
Project Initiation

Weekly Closure

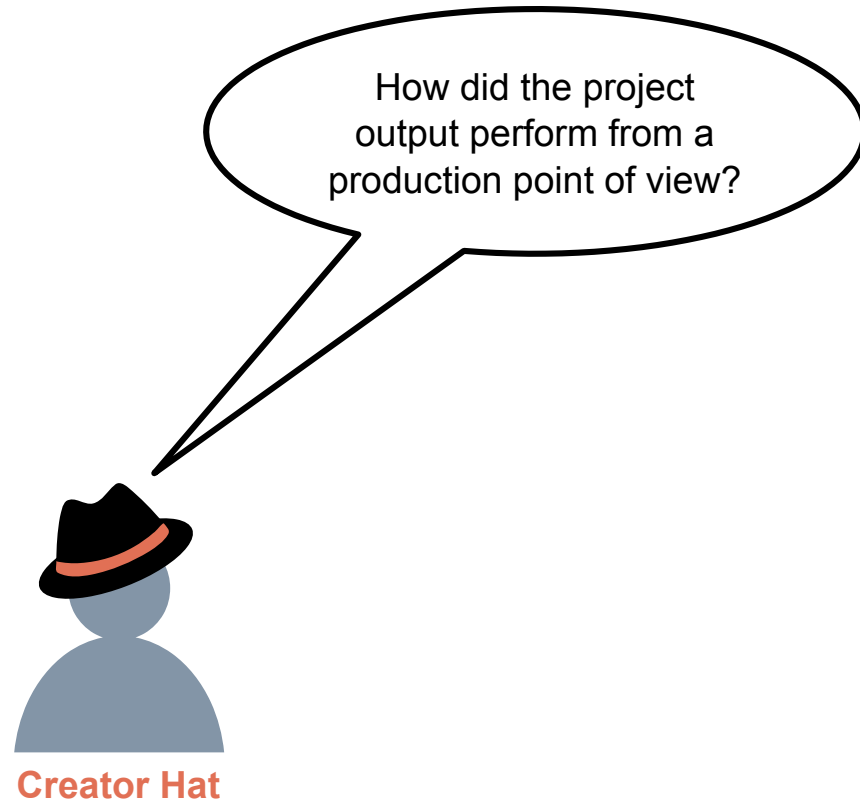
G3 G2 G1



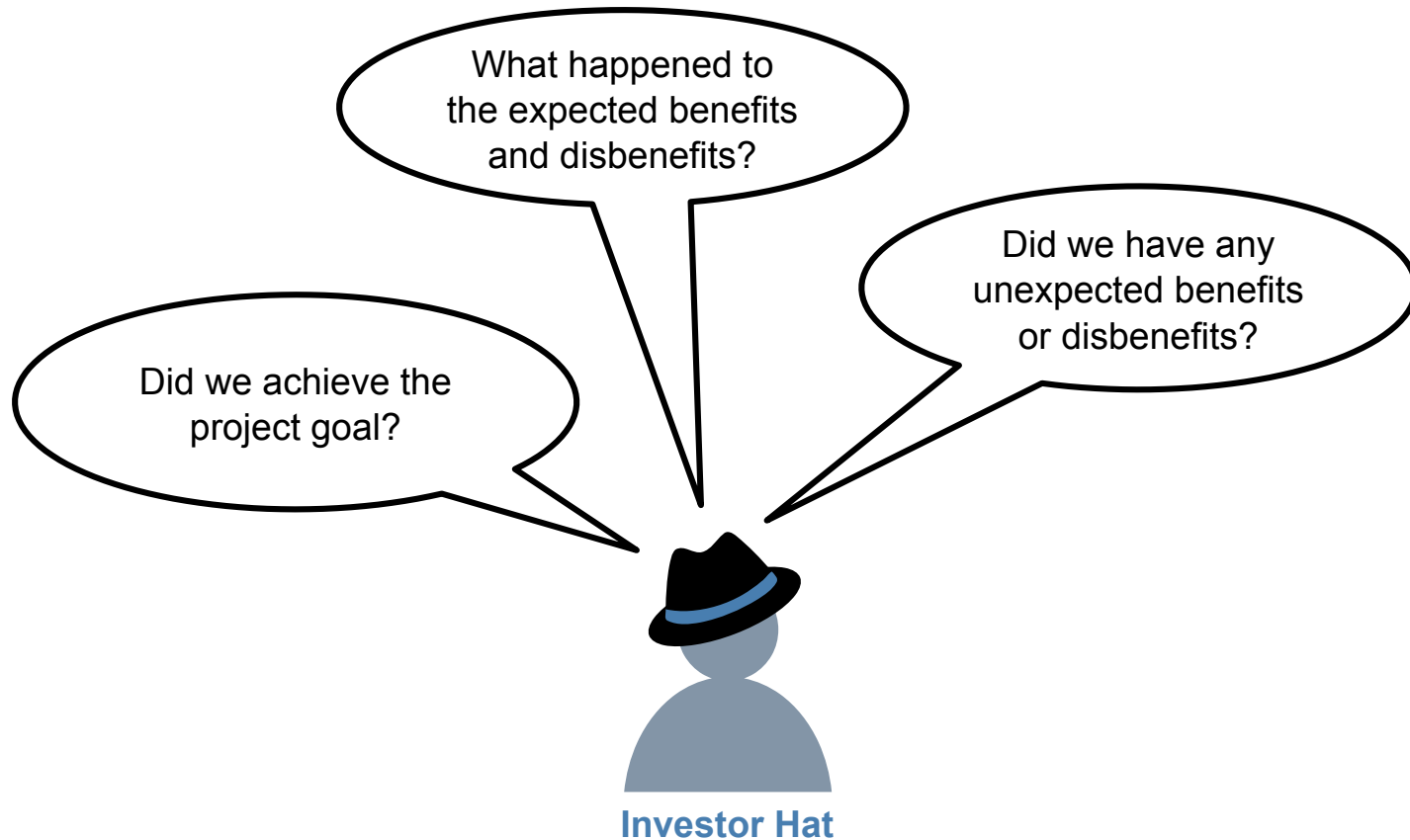
## G1 – Evaluate the benefits



## G1 – Evaluate the benefits

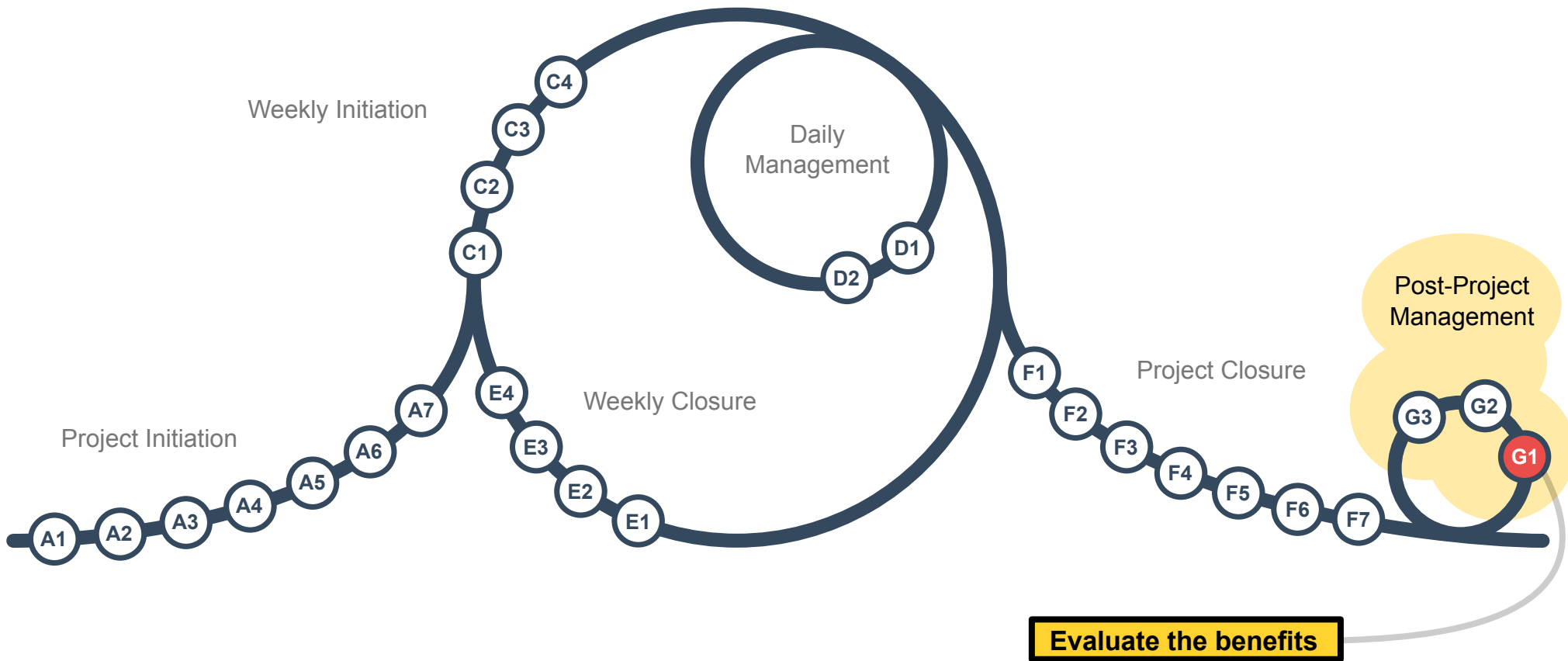


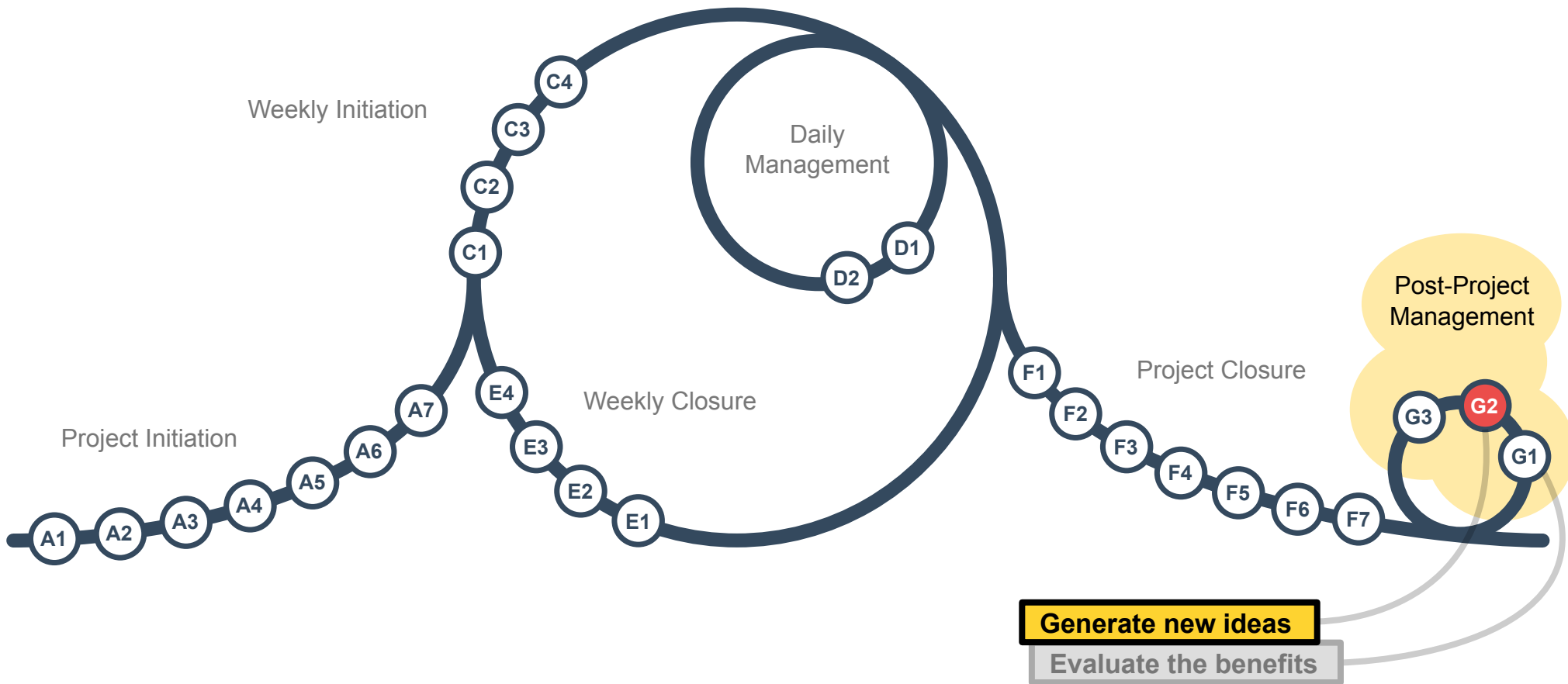
## G1 – Evaluate the benefits



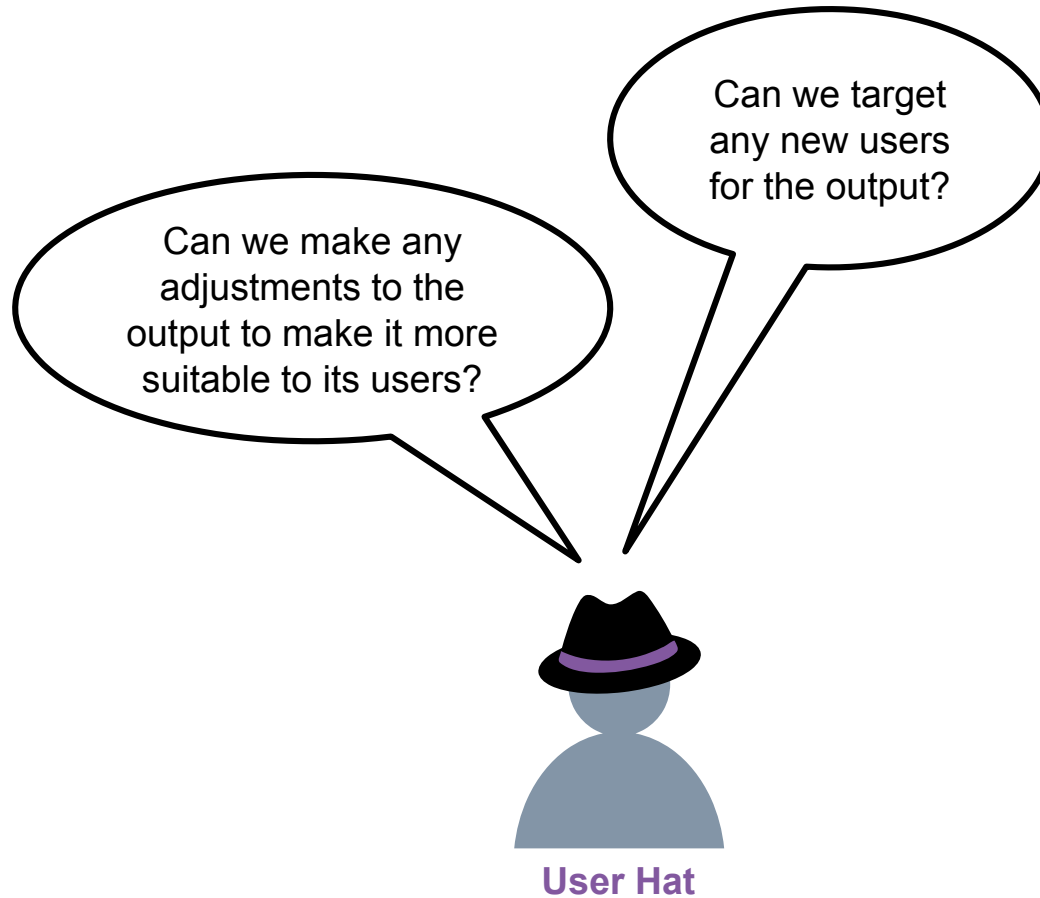
## G1 – Evaluate the benefits



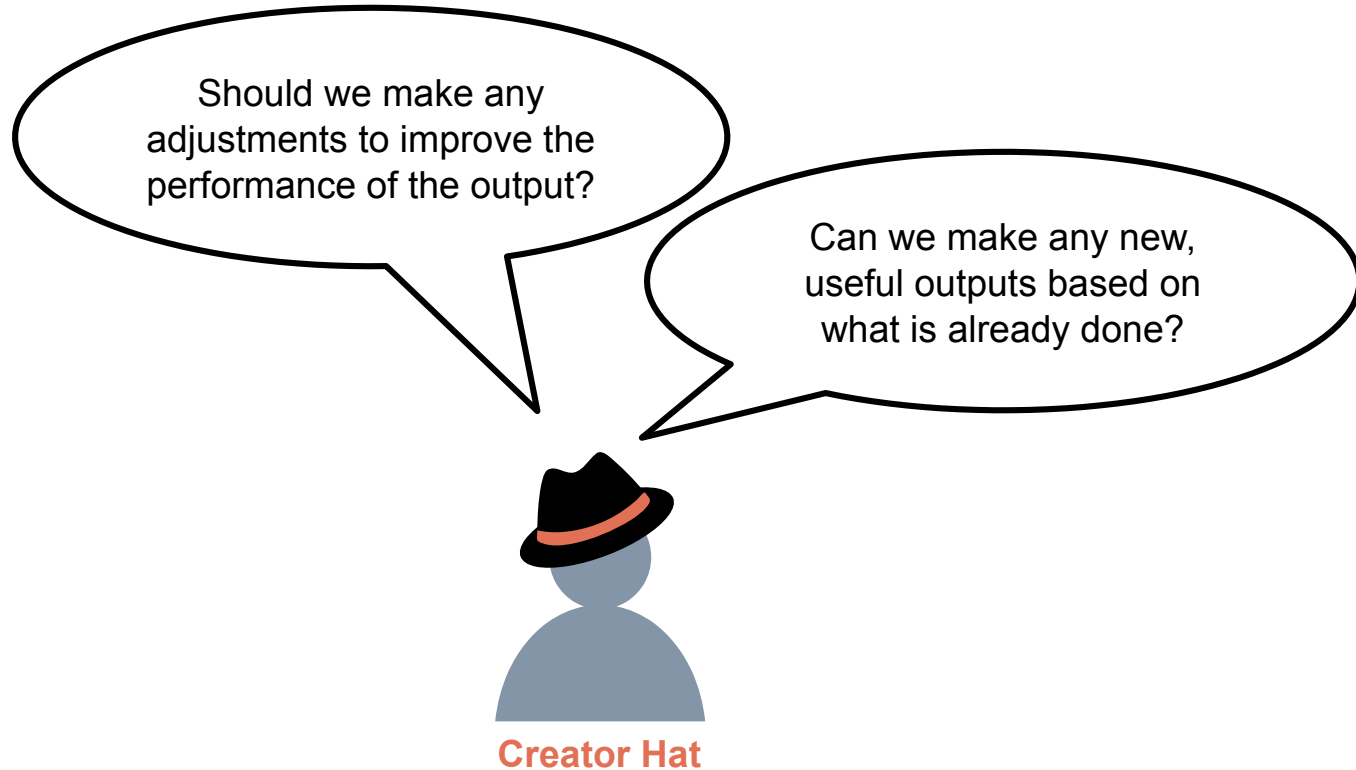




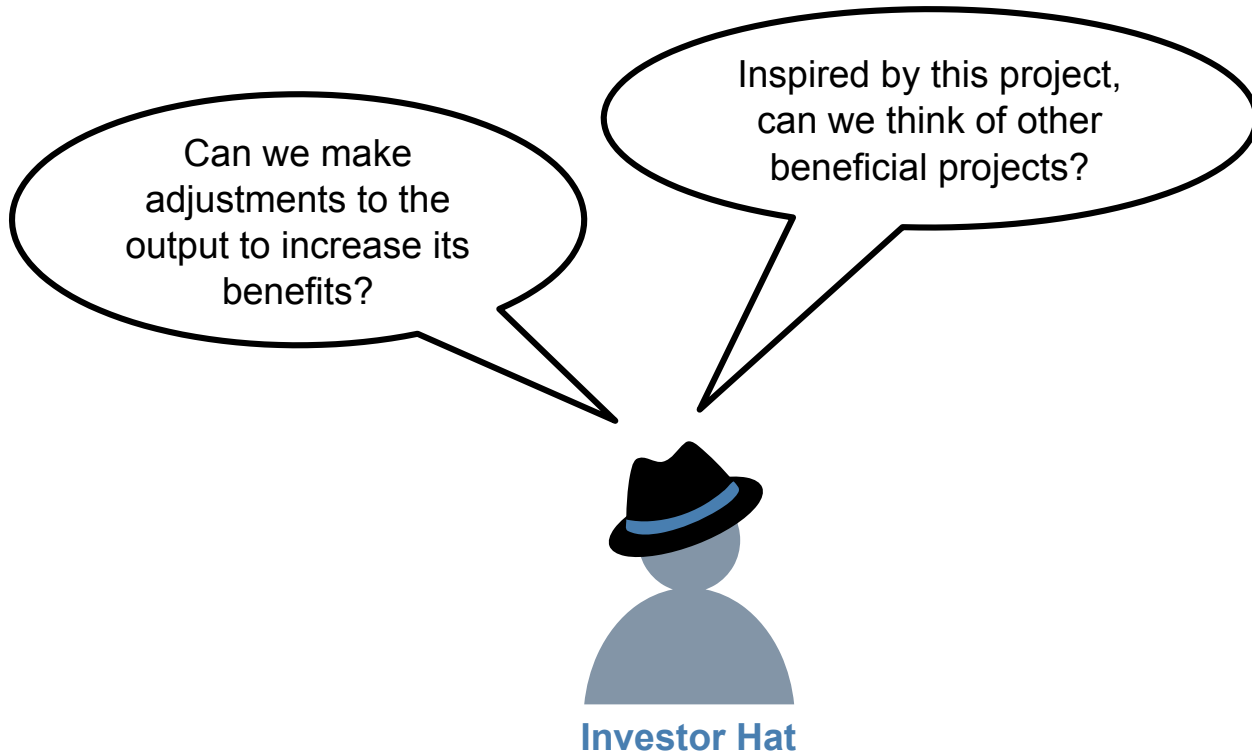
## G2 – Generate new ideas

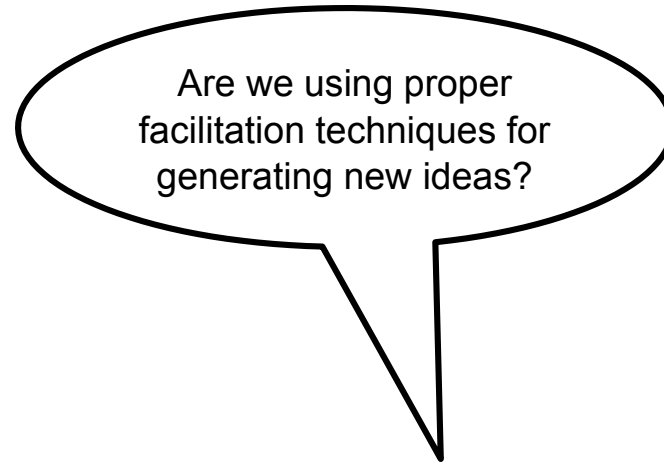


## G2 – Generate new ideas

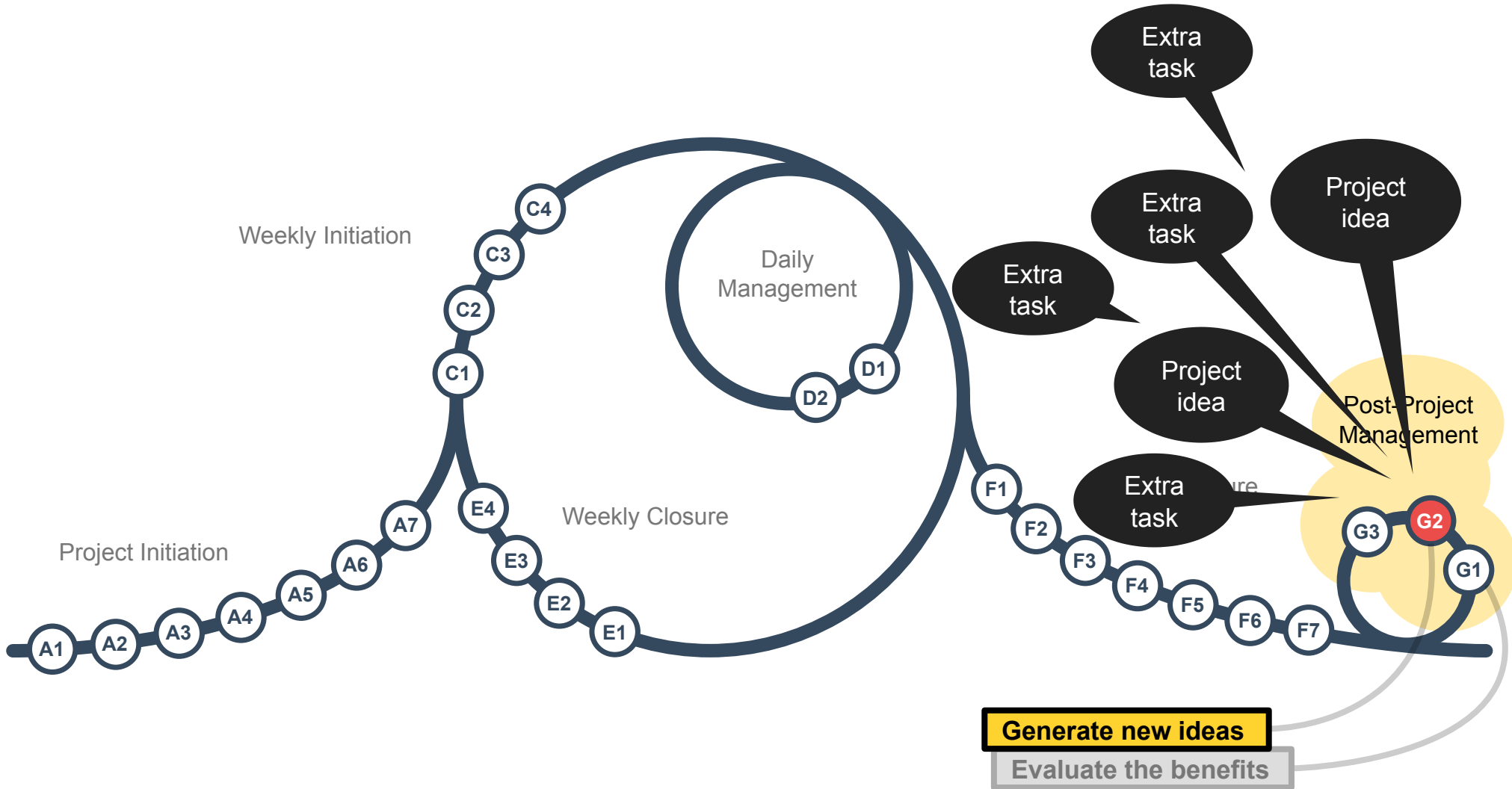


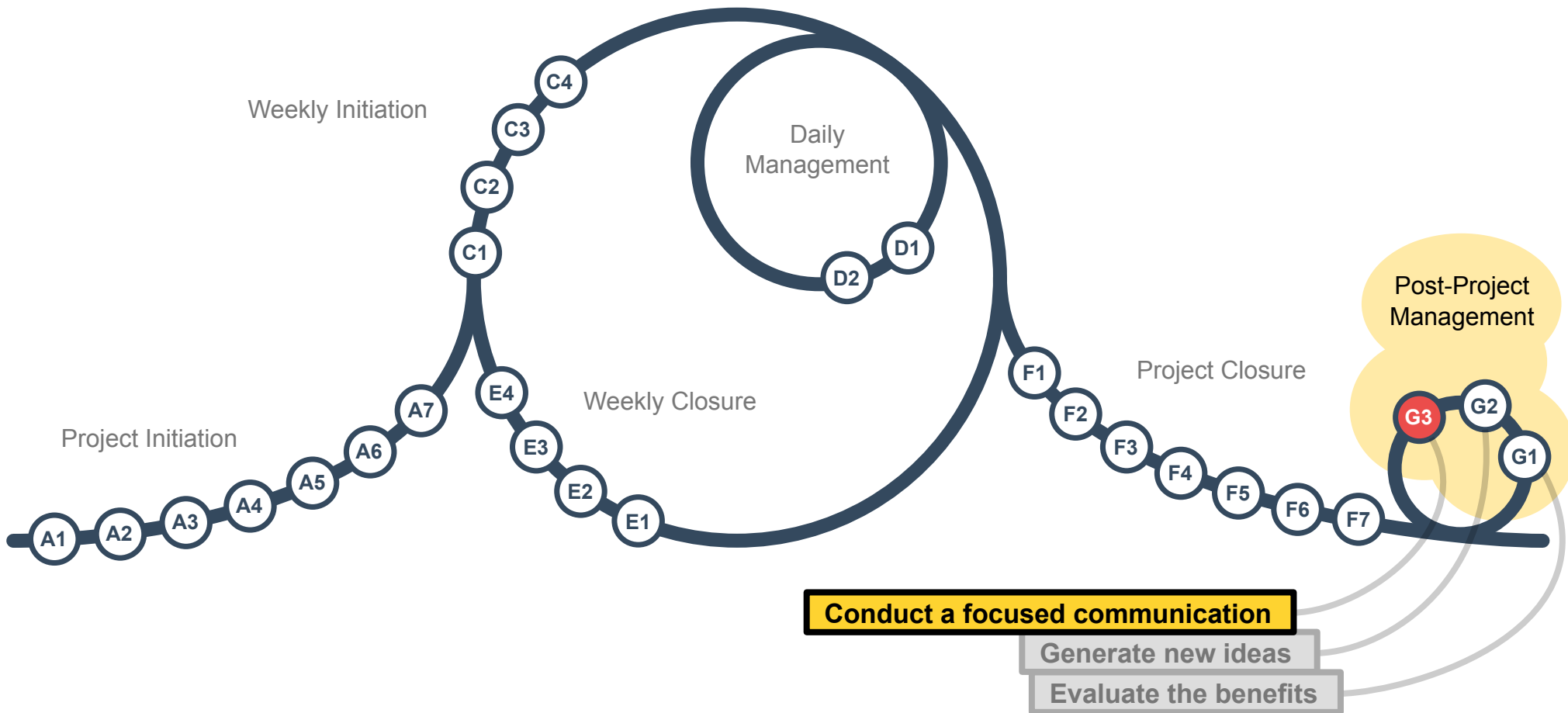
## G2 – Generate new ideas





**Project Manager Hat**

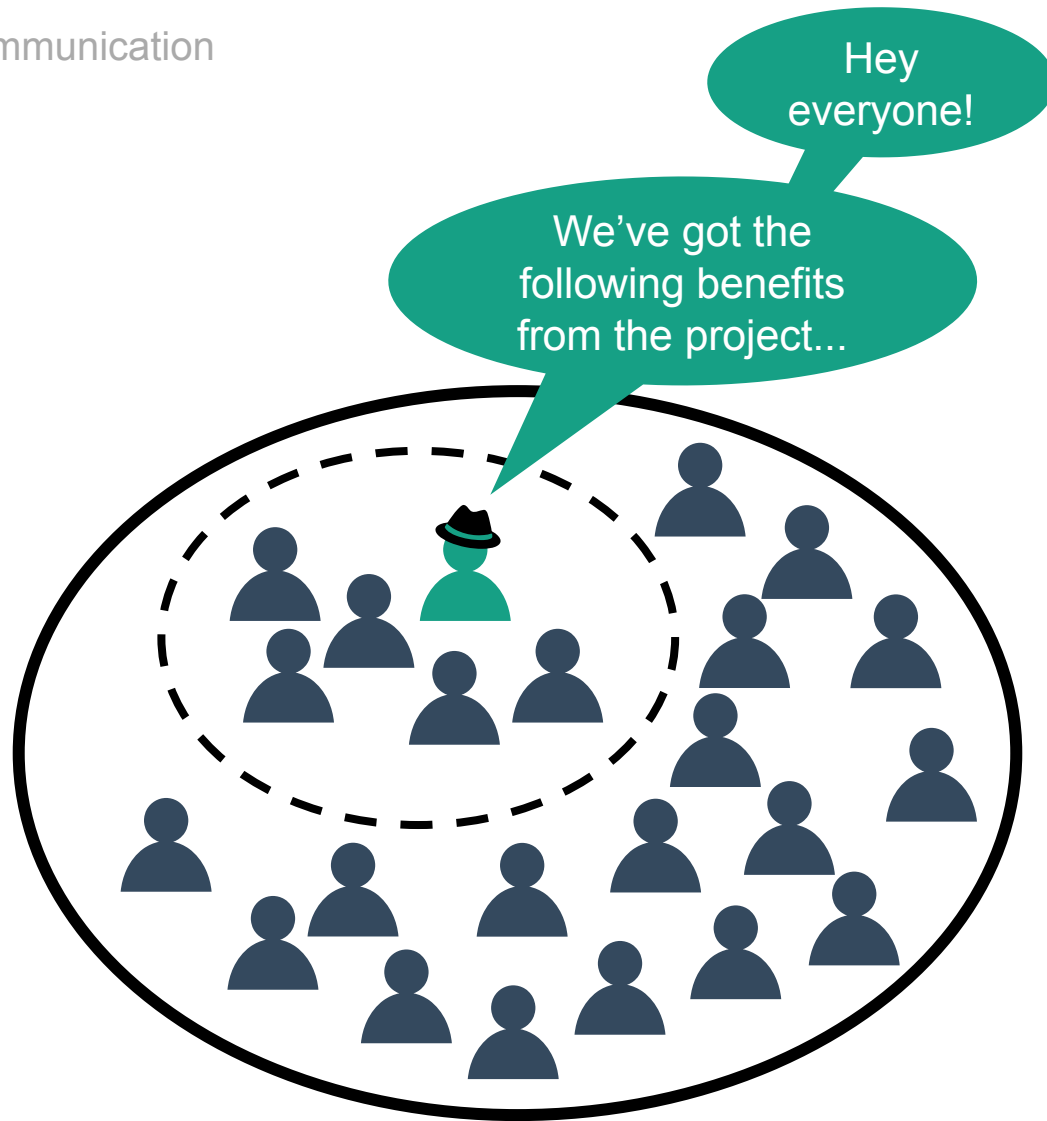




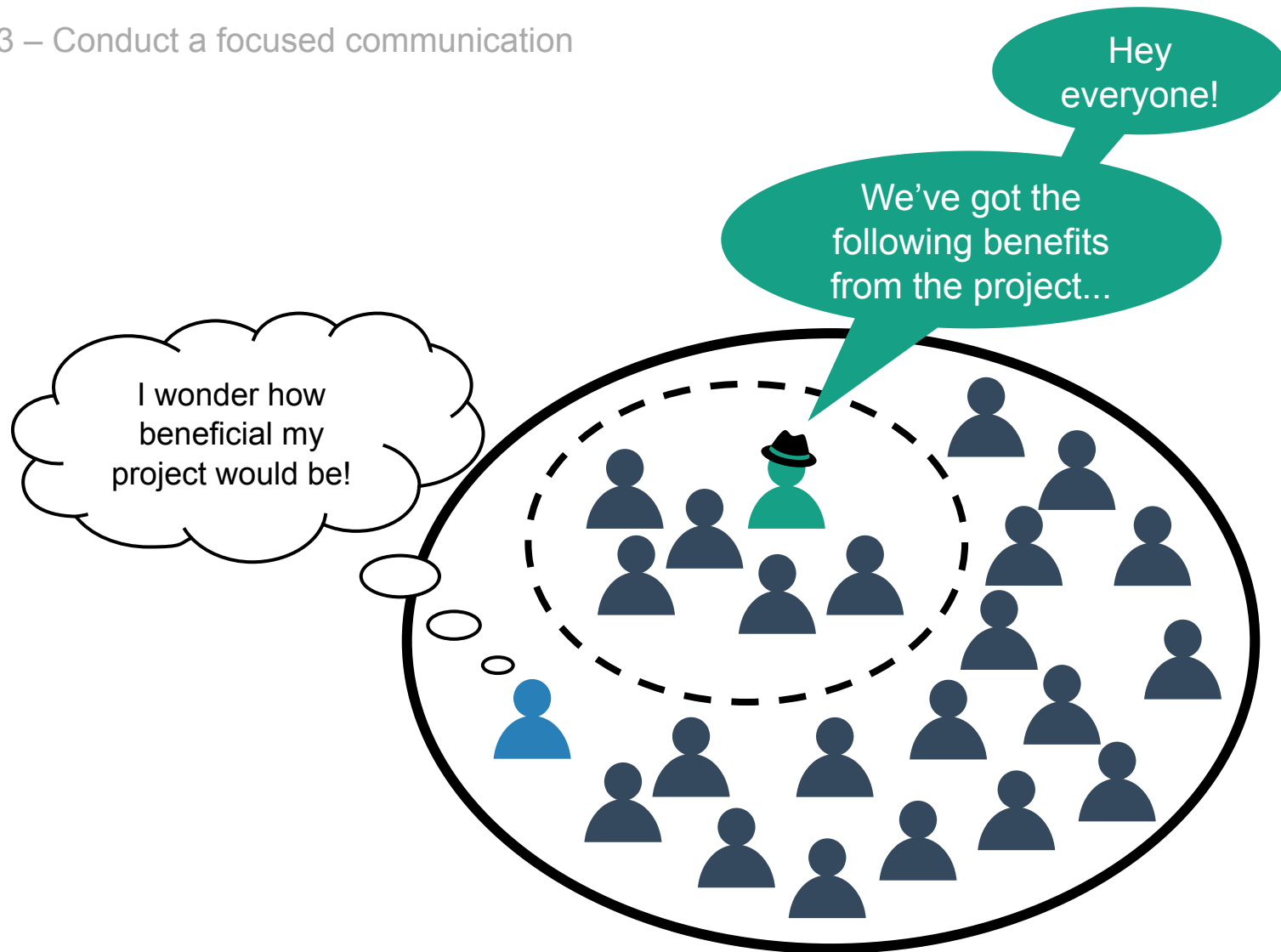
What are the advantages of informing everyone in the organization of the benefits realized from past projects?



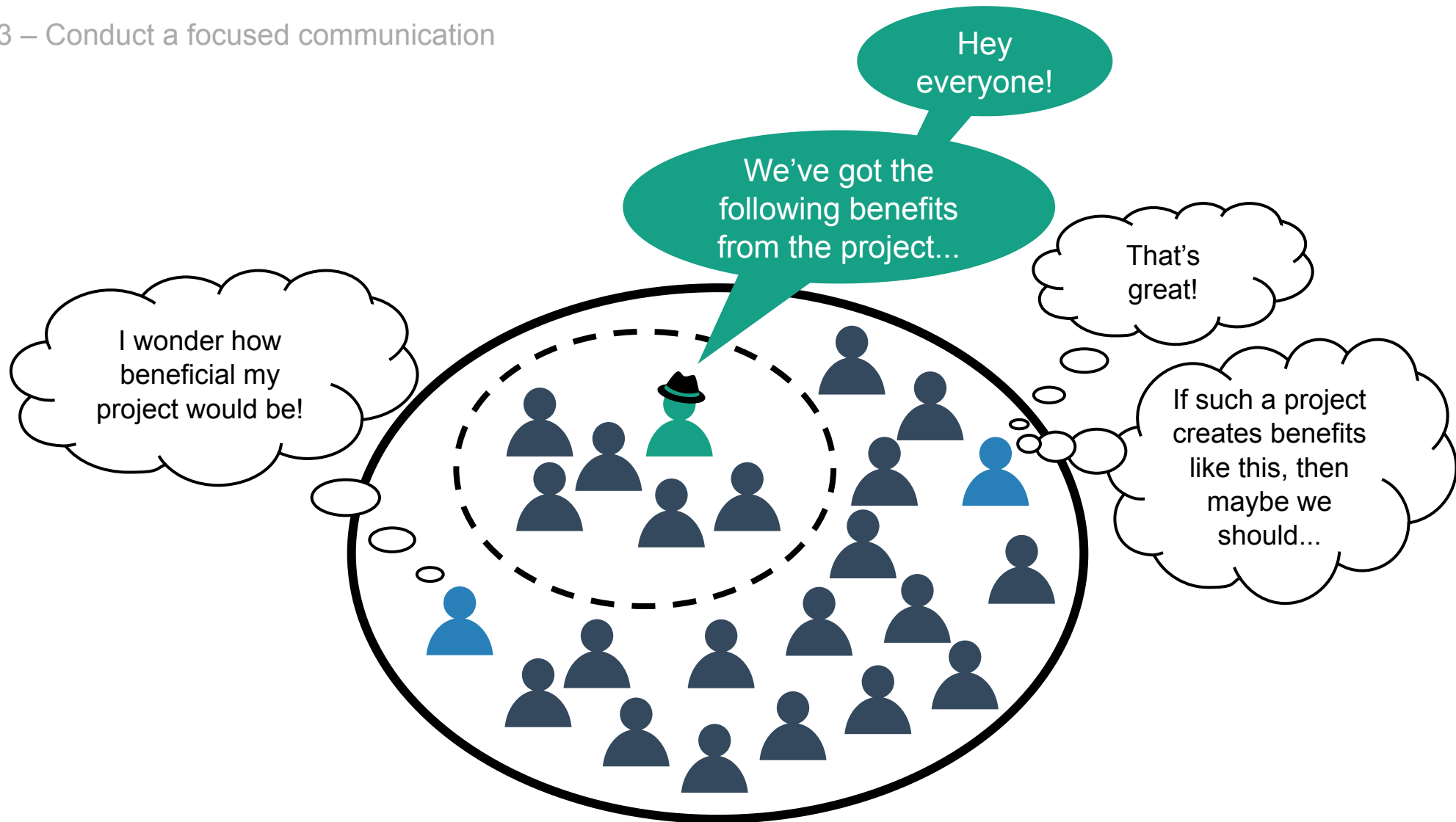
## G3 – Conduct a focused communication

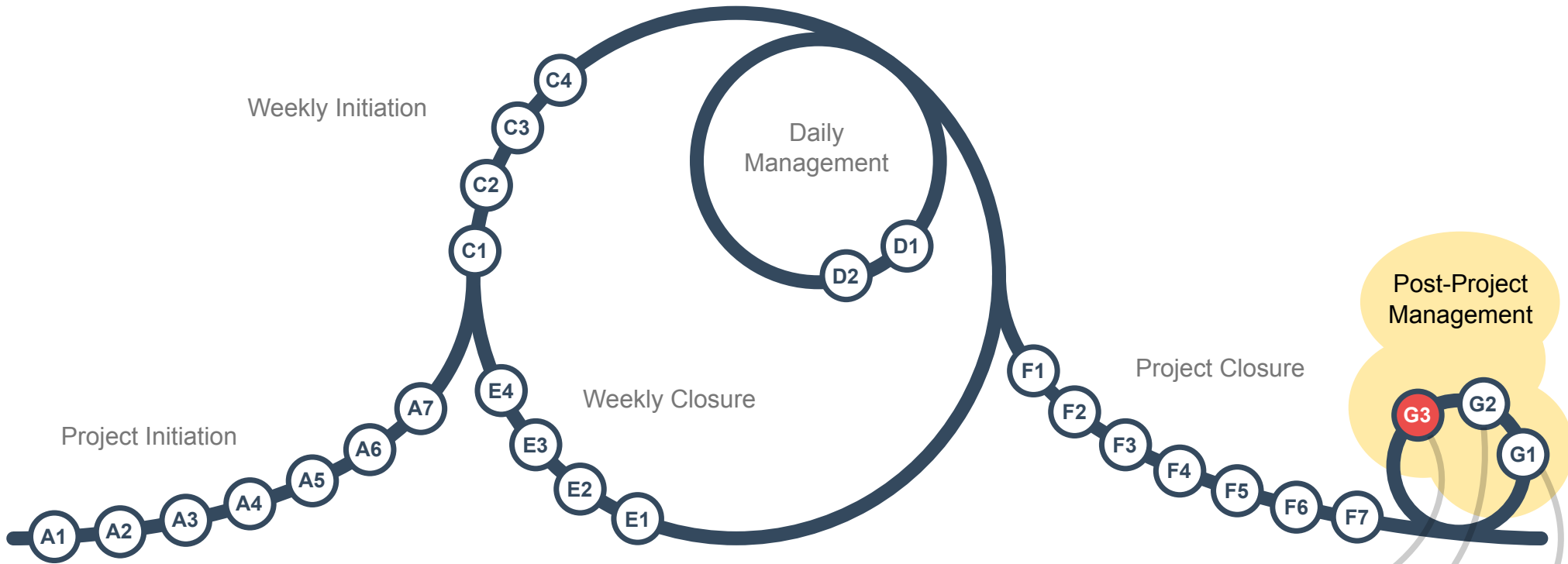


## G3 – Conduct a focused communication



### G3 – Conduct a focused communication

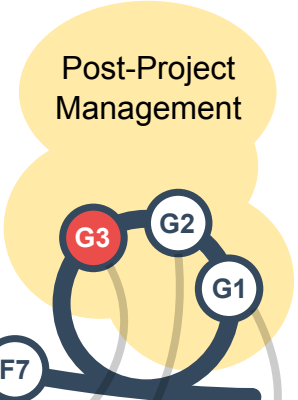


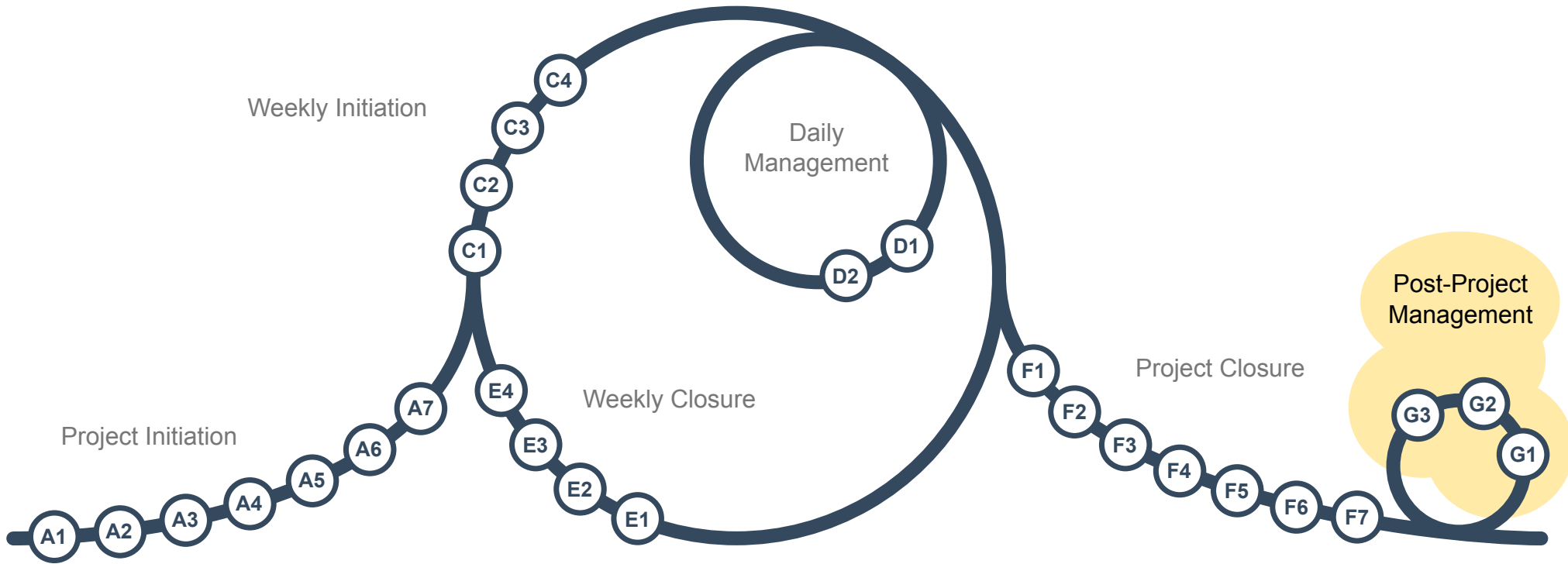


**Conduct a focused communication**

Generate new ideas

Evaluate the benefits





Project Initiation

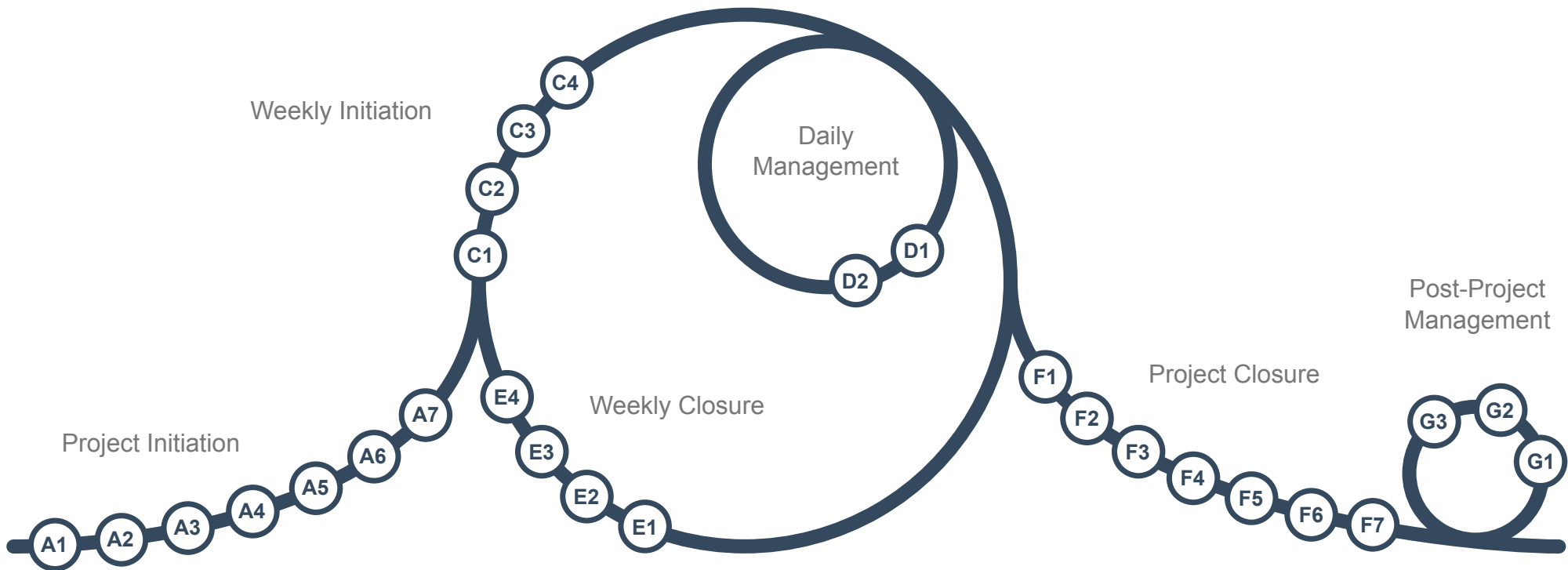
Weekly Initiation

Daily Management

Weekly Closure

Project Closure

Post-Project Management



① High-level overview

② Full review

 ③ NUPP

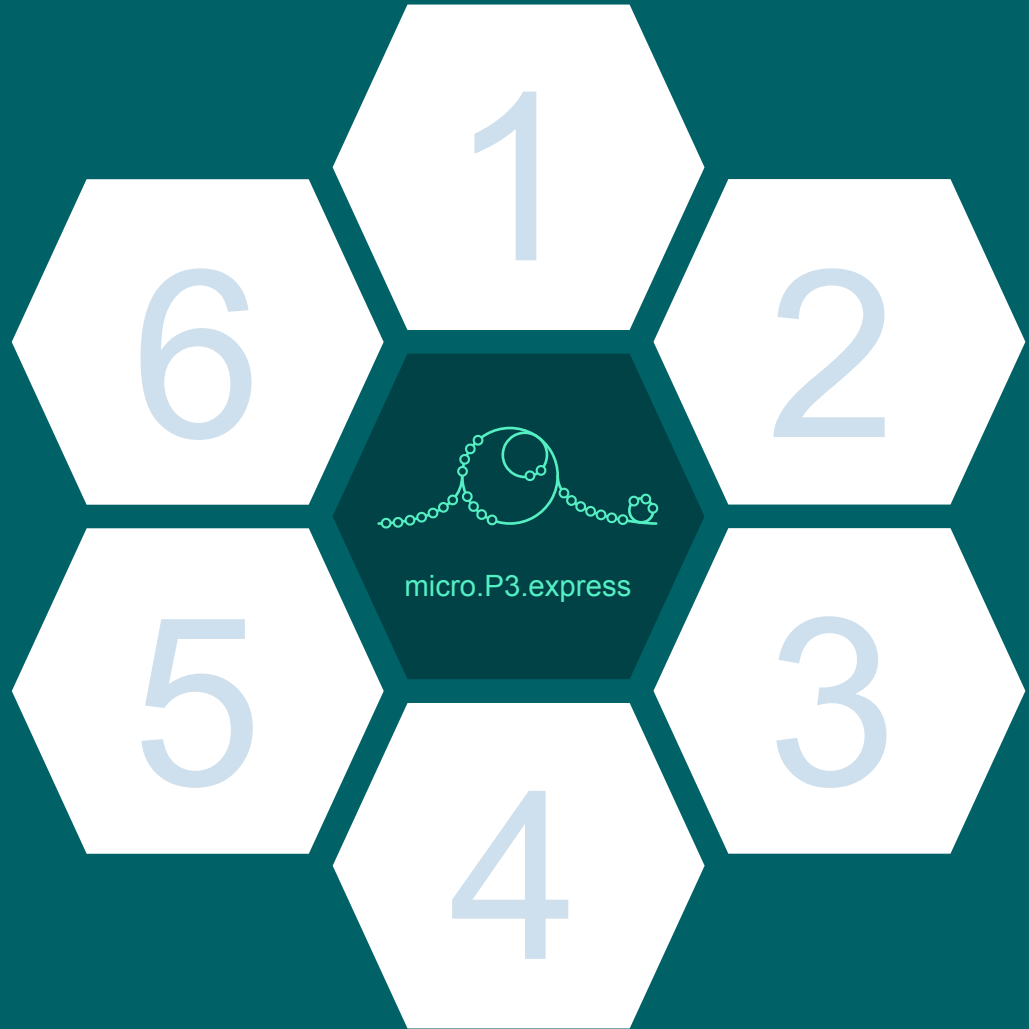
④ Tailoring

⑤ Context

⑥ Certification

# NUPP

Nearly Universal Principles of Projects

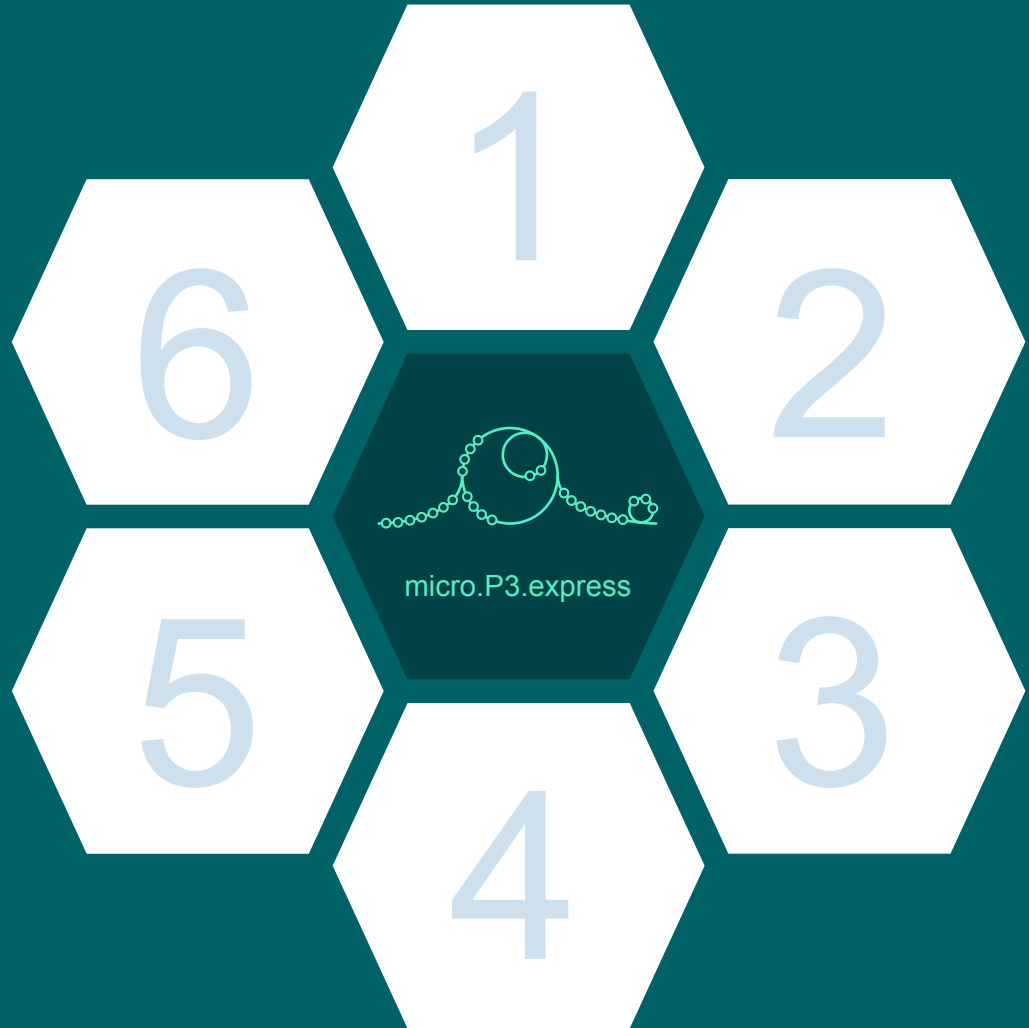


# NUPP

Nearly Universal Principles of Projects

Applicable to

- P3.express
- micro.P3.express
- PRINCE2 PjM
- DSDM
- Scrum
- XP
- PM<sup>2</sup>
- PMBOK Guide
- Etc.



# NUPP

Nearly Universal Principles of Projects

Examples:

- “Agile vs. waterfall”
- Continuous learning
- Openness



# NUPP

Nearly Universal Principles of Projects

Examples:

- The 80/20 rule
- Decision fatigue
- Etc.



# NUPP

Nearly Universal Principles of Projects

Examples:

- Risk management
- Critical thinking
- Etc.



# NUPP

Nearly Universal Principles of Projects

Examples:

- Deadlines
- Cherry picking
- Etc.



# NUPP

Nearly Universal Principles of Projects

Examples:

- “Business case”
- Simplicity
- Tailoring
- Etc.

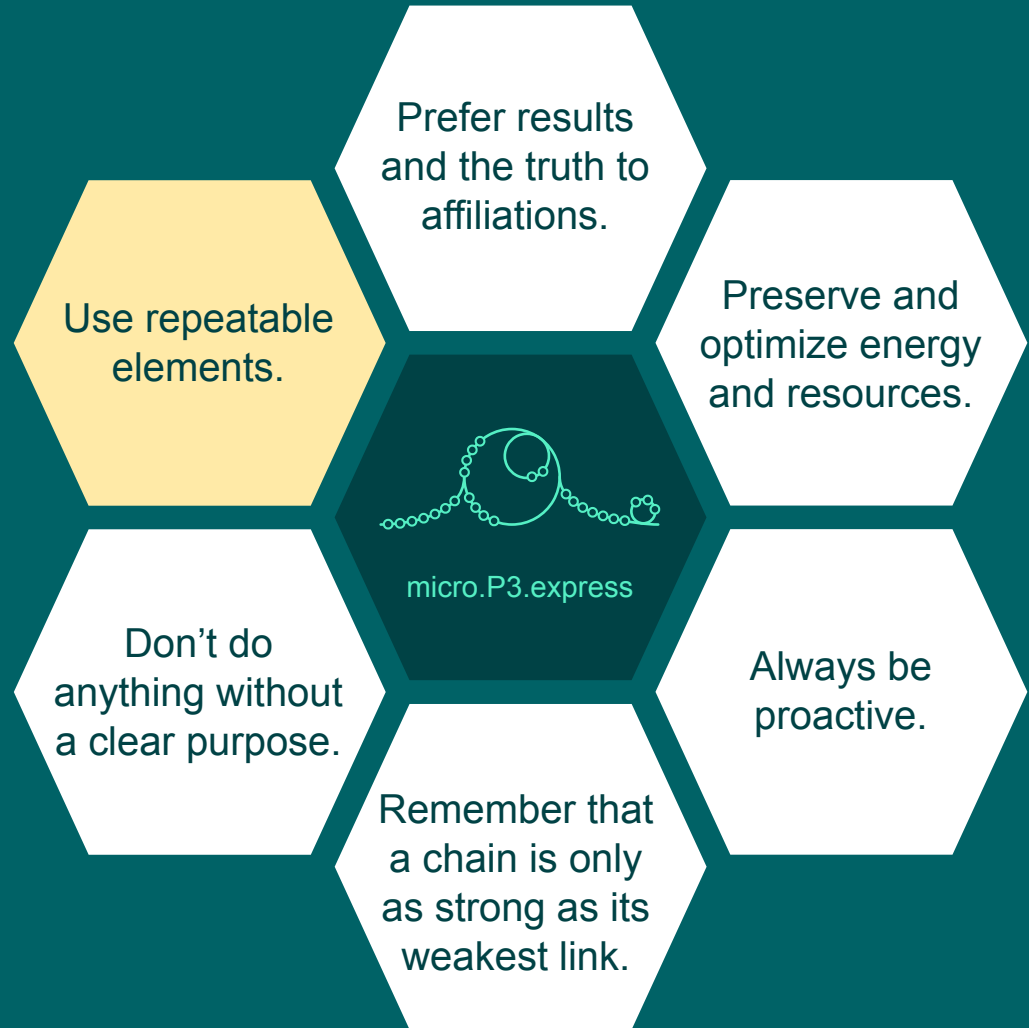


# NUPP

Nearly Universal Principles of Projects

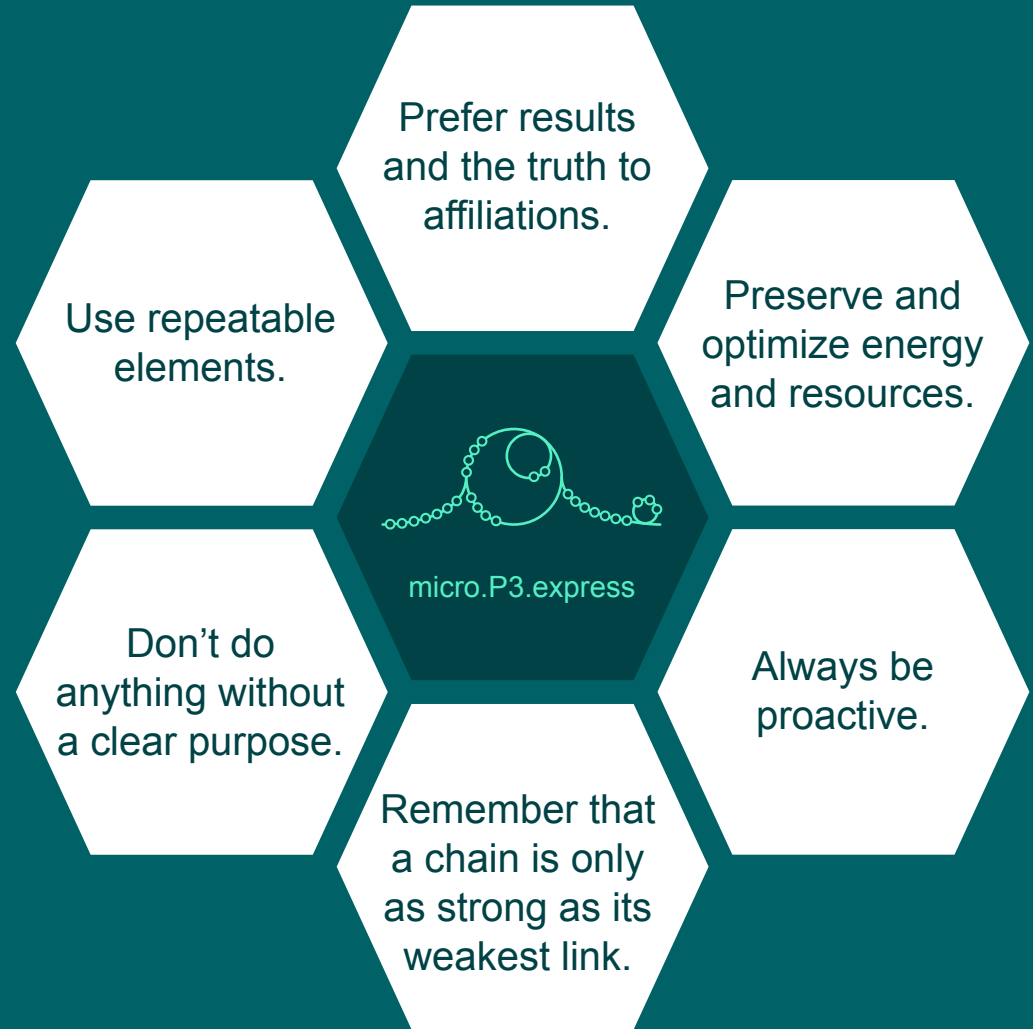
Examples:

- Checklists
- Cycles
- Methods
- Etc.



# NUPP

Nearly Universal Principles of Projects



① High-level overview

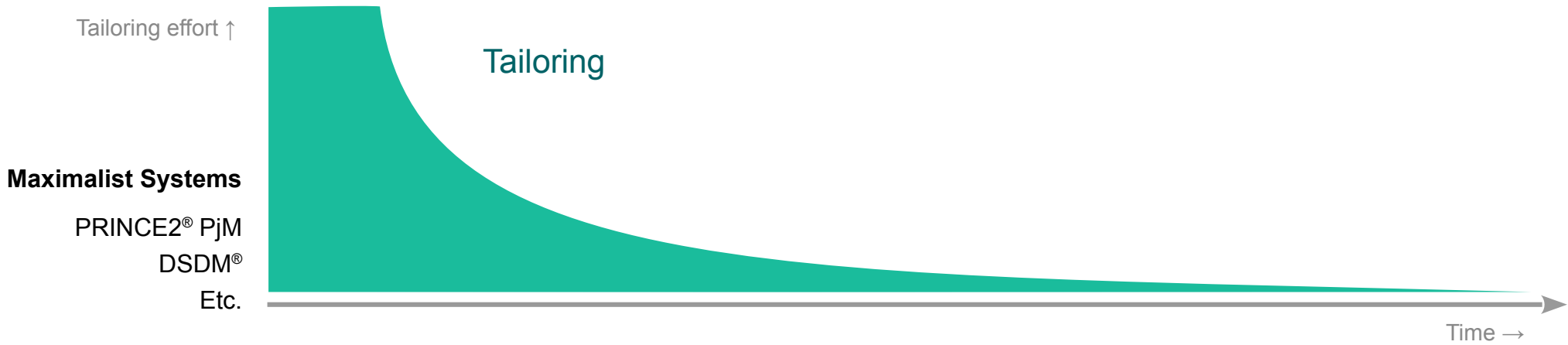
② Full review

③ NUPP

 ④ Tailoring

⑤ Context

⑥ Certification



Upfront  
Tailoring

Continuous  
Tailoring

**Minimalist Systems**

P3.express  
micro.P3.express  
Etc.



Tailoring effort ↑

**Maximalist Systems**

PRINCE2® PjM  
DSDM®  
Etc.



Time →

Upfront  
Tailoring

Risky!

Continuous  
Tailoring

**Minimalist Systems**

P3.express  
micro.P3.express  
Etc.



**Maximalist Systems**

PRINCE2® PjM  
DSDM®  
Etc.

Time →

Upfront Tailoring

Risky!

Continuous Tailoring

Always necessary

**Minimalist Systems**

P3.express  
micro.P3.express  
Etc.



**Maximalist Systems**

PRINCE2® PjM  
DSDM®  
Etc.

Time →

**Minimalist Systems**

P3.express  
micro.P3.express  
Etc.

Upfront  
Tailoring

Risky!

Continuous  
Tailoring

Always  
necessary

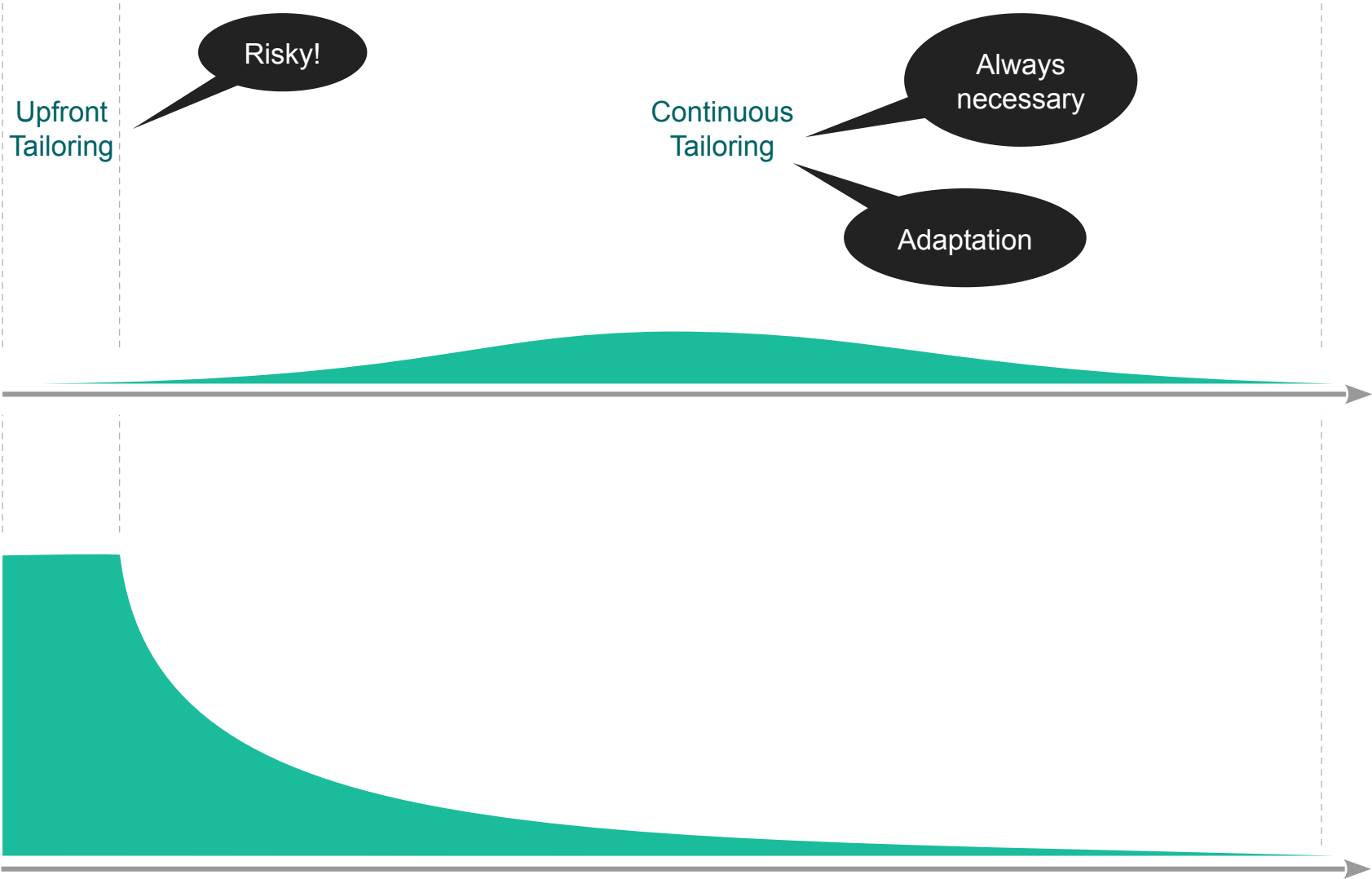
Adaptation

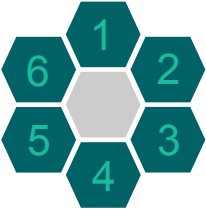
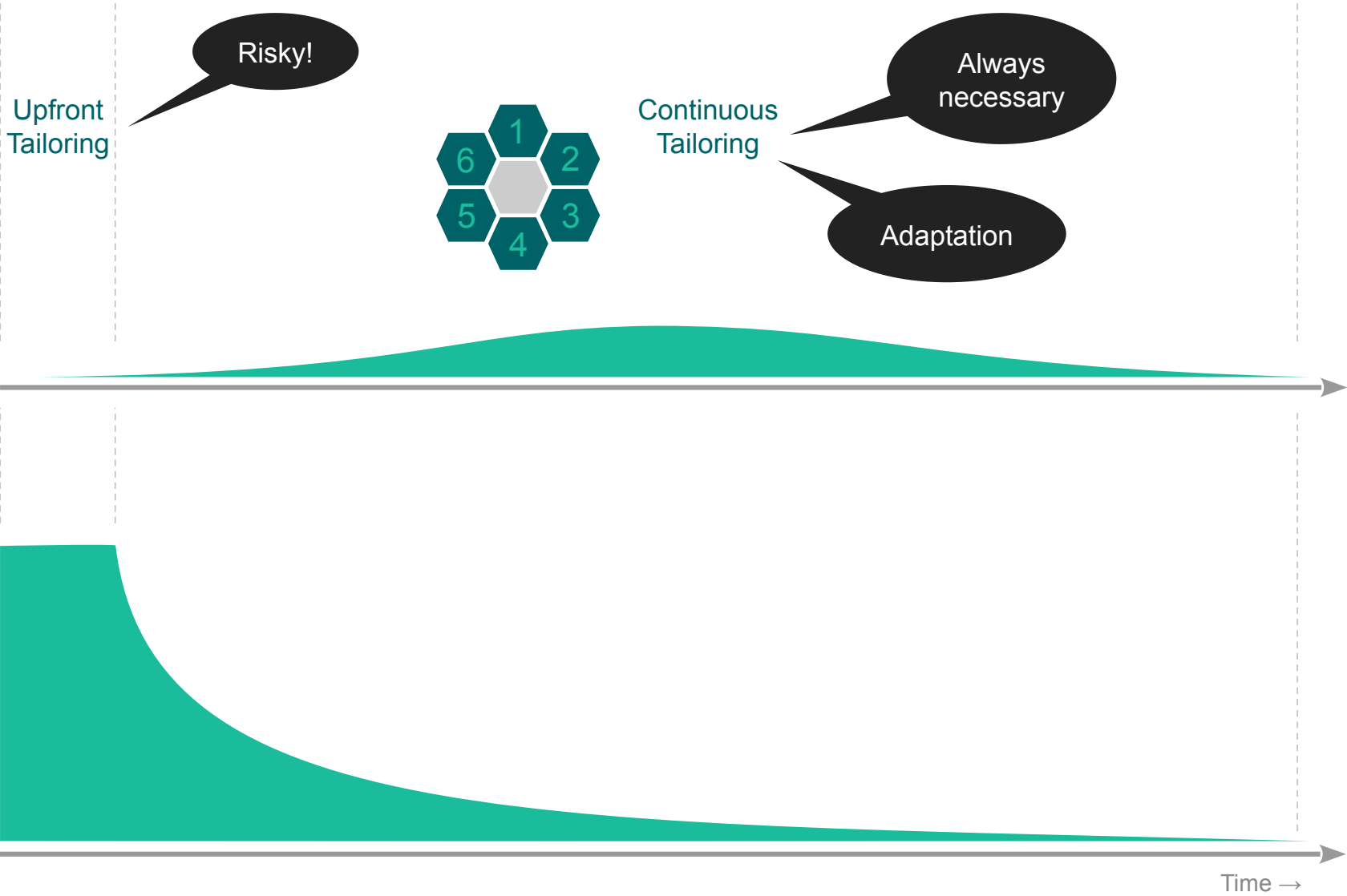
**Maximalist Systems**

PRINCE2® PjM  
DSDM®  
Etc.

Tailoring effort ↑

Time →





① High-level overview

② Full review

③ NUPP

④ Tailoring

 ⑤ Context

⑥ Certification



## **OMIMO's Vision**



## OMIMO's Vision

We envision a future where our target projects<sup>(1)</sup>

- are run efficiently,
- fulfill their purposes, and
- leave a positive social and ethical footprint.

This vision is desirable to us because improving projects helps improve our world.



## **OMIMO's Mission**



## OMIMO's Mission

To achieve our vision, we develop and maintain management modules for the project ecosystem<sup>(2)</sup>. The modules must be realistic, yet ambitious, but not idealistic. They must have the fundamental OMIMO attributes:

- Open<sup>(3)</sup>
- Minimalist<sup>(4)</sup>
- Modular<sup>(5)</sup>

The supporting context of the modules should

- be driven by voluntary community contributions rather than commercial transactions, and
- comply with the General Code of Conduct.



## **General Code of Conduct**



# General Code of Conduct

1

2

3



## General Code of Conduct

- 1 We respect human freedom and avoid discriminatory speech or actions.
- 2
- 3



## General Code of Conduct

- 1 We respect human freedom and avoid discriminatory speech or actions.
- 2 We remain open yet critical when engaging with topics in the project ecosystem<sup>(2)</sup>.
- 3



## General Code of Conduct

- ① We respect human freedom and avoid discriminatory speech or actions.
- ② We remain open yet critical when engaging with topics in the *project ecosystem*<sup>(2)</sup>.
- ③ We act with honesty and transparency.



## General Code of Conduct

- 1 We respect human freedom and avoid discriminatory speech or actions.
- 2 We remain open yet critical when engaging with topics in the *project ecosystem*<sup>(2)</sup>.
- 3 We act with honesty and transparency.



## **μP3P Code of Conduct**



# **μP3P Code of Conduct**

1

2

3

4

5

6



## **μP3P Code of Conduct**

**1**

I consider project management to be a key element in the betterment of societies, and as such, regard my role in project management as a social responsibility;

**2**

**3**

**4**

**5**

**6**



## **μP3P Code of Conduct**

**1**

I consider project management to be a key element in the betterment of societies, and as such, regard my role in project management as a social responsibility;

**2**

I commit to striving to continuously improve my project management skills;

**3**

**4**

**5**

**6**



## μP3P Code of Conduct

- 1 I consider project management to be a key element in the betterment of societies, and as such, regard my role in project management as a social responsibility;
- 2 I commit to striving to continuously improve my project management skills;
- 3 I respect human freedom, and I avoid engaging in discriminatory speech or actions in my projects, related to matters including but not limited to gender, age, race, nationality, sexual orientation, political affiliation, and beliefs;
- 4
- 5
- 6



## **μP3P Code of Conduct**

- 1** I consider project management to be a key element in the betterment of societies, and as such, regard my role in project management as a social responsibility;
- 2** I commit to striving to continuously improve my project management skills;
- 3** I respect human freedom, and I avoid engaging in discriminatory speech or actions in my projects, related to matters including but not limited to gender, age, race, nationality, sexual orientation, political affiliation, and beliefs;
- 4** I respect the resources invested in the project;
- 5**
- 6**



## **μP3P Code of Conduct**

- 1** I consider project management to be a key element in the betterment of societies, and as such, regard my role in project management as a social responsibility;
- 2** I commit to striving to continuously improve my project management skills;
- 3** I respect human freedom, and I avoid engaging in discriminatory speech or actions in my projects, related to matters including but not limited to gender, age, race, nationality, sexual orientation, political affiliation, and beliefs;
- 4** I respect the resources invested in the project;
- 5** I always remain open and yet critical to project management topics, without sacrificing professionalism for affiliations, personal gain, or loyalties, and I will encourage my coworkers to do the same; and
- 6**



## μP3P Code of Conduct

- 1 I consider project management to be a key element in the betterment of societies, and as such, regard my role in project management as a social responsibility;
- 2 I commit to striving to continuously improve my project management skills;
- 3 I respect human freedom, and I avoid engaging in discriminatory speech or actions in my projects, related to matters including but not limited to gender, age, race, nationality, sexual orientation, political affiliation, and beliefs;
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- 6 I will be honest and transparent in my professional work.



## μP3P Code of Conduct

- 1 I consider project management to be a key element in the betterment of societies, and as such, regard my role in project management as a social responsibility;
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- 6 I will be honest and transparent in my professional work.



## Definitions



## Definitions

### (1) Our target projects

On the one hand, it's not realistic to target all projects, and on the other hand, the dominant project types shouldn't make us forget the diversity of project types. Therefore,

- our primary target is all projects that are
- not exceptional and
- not considered trivial by their owners.

This target group includes a wide range of projects, such as

- technical, scientific, educational, cultural, artistic, humanitarian, recreational, ...,
- simple and complex,
- internal and external,
- large and small,
- commercial and non-commercial,
- Etc.



## Definitions

### (2) Project ecosystem

The project ecosystem includes the 5 management layers defined in OMIMO's landscape, as well as general management concepts surrounding them:

- Layer-specific modules
  - Layer 5: Portfolio management
  - Layer 4: Program management
  - Layer 3: Project management
  - Layer 2: Team management
  - Layer 1: Task management
- Cross-layer modules
  - decision making and critical thinking
  - conflict resolution
  - facilitation
  - Etc.



## Definitions

# OMIMO

### (3) Open

All first-party OMIMO resources will be provided with a Creative Commons license (usually Creative Commons Attribution). This means that they respect the freedoms of the users and don't limit them by copyright restrictions. Legally, the rights granted to the users are permanent and cannot be revoked in the future.



## Definitions

# OMIMO

### (4) Minimalist

All modules will focus on the essentials instead of becoming bloated by trying to cover all possible aspects. This keeps the modules small and easy to learn, use, and teach.



## Definitions

# OMIMO

### (5) Modular

All modules will be designed with clear, minimal interfaces and allow users to easily combine them with OMIMO and non-OMIMO modules. This respects user freedom by avoiding vendor lock-in.

① High-level overview

② Full review

③ NUPP

④ Tailoring

⑤ Context

 ⑥ Certification

# micro.P3.express Practitioner ( $\mu$ P3P)

## Certification Program

$\mu$ P3P is a global certification program that defines the minimum level of expertise required to

- take a leadership role in projects that use micro.P3.express, and
- coach others to implement and use micro.P3.express in their projects.

This certification targets micro-projects with approximately 1 to 7 team members. The P3.express Practitioner (P3P) certificate is suitable for larger projects.



# micro.P3.express Practitioner ( $\mu$ P3P)

Certification Program

## Requirements:

- Accepting the  $\mu$ P3P Code of Conduct
- Passing the  $\mu$ P3P exam



# micro.P3.express Practitioner ( $\mu$ P3P)

Certification Program

## Validity:

- Valid for life, but attributed to the year of issue
- Free re-certification



# micro.P3.express Practitioner ( $\mu$ P3P)

Certification Program

## Validity:

- Valid for life, but attributed to the year of issue
- Free re-certification

$\mu$ P3P-2023  
 $\mu$ P3P-2024  
 $\mu$ P3P-2025  
...



# micro.P3.express Practitioner ( $\mu$ P3P)

Certification Program

## Validity:

- Valid for life, but attributed to the year of issue
- Free re-certification



- One free attempt,
- during the first 3 months of each year,
- for practitioners who have the previous certificate.



# micro.P3.express Practitioner ( $\mu$ P3P)

Certification Program

## Exam format:

- Open book
- 50 questions
- 70 minutes
- 67% passing score
- No penalty for wrong answers



# micro.P3.express Practitioner ( $\mu$ P3P)

Certification Program

## Format of questions:

- **Multiple-choice**
  - with 2 or more choices
  - where only one choice should be selected
- **Multiple-answer**
  - with 3 or more choices
  - where more than one choice should be selected



# micro.P3.express Practitioner ( $\mu$ P3P)

Certification Program

## Format of questions:

- **Scenario-based** 70% of questions
- **Direct** 30% of questions



# micro.P3.express Practitioner ( $\mu$ P3P)

Certification Program



## Format of questions:

- |                            |                  |   |
|----------------------------|------------------|---|
| ● <b>Cognitive level 1</b> | 20% of questions | recalling                                   |
| ● <b>Cognitive level 2</b> | 55% of questions | recalling + basic analysis                  |
| ● <b>Cognitive level 3</b> | 25% of questions | recalling + advanced analysis and deduction |

**Number of questions**

**Topic**

3	NUPP
1	License and rights
3	Tailoring
6	Context
3	Project Manager Hat
2	Investor Hat
2	Creator Hat
2	User Hat
4	Sponsor
2	Peer reviewer
2	Custodian
5	Initiations
2	Daily Management
2	Closures
2	Post-Project Management
9	Integrated Project Board



# micro.P3.express

minimalist project management system for micro-projects

