


# Guidelines, Timelines, and Deadlines, Oh My!

## A Project Management Discussion



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# Communication is Key



Planning



Avoiding Scope Creep



Team Communication

# Communication is Key – Your Turn

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What do you do to communicate effectively when managing a project?

# The Importance of Staying Organized



**Multiple Projects**



**To Do Lists**



**Calendars**

# The Importance of Staying Organized - Your Turn



How do you stay organized while managing a project or multiple projects?

# Meeting the Deadlines



Avoid Scope Creep



Expect the Unexpected



Short timelines

# Meeting the Deadlines – Your Turn



How do you meet deadlines when the unexpected happens?

# References

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Kubilus, N. J. (2016, June 27). Project Management, a Curse and a Blessing: Inside Higher Ed. Retrieved December 13, 2019, from <https://www.insidehighered.com/blogs/call-action-marketing-and-communications-higher-education/project-management-curse-and>.