



# Project management

Managing your project is on the one hand about providing structure and efficiency. On the other hand it also has important emotional and artistic repercussions.

Project management done right will actually give you HEADSPACE. Room to breath and really focus on every aspect of the artistic process while at the same time providing time to deal with the organisational and business aspects of your work.

In this worksheet you will work on three layers of managing your project:

- The overall broad strokes
- The practical outlines & milestones
- The particular details

Every level has its own relationship with time, the first one has a broad horizon and deals with high chunks of time.

The next level starts to fill in relevant milestones, deadlines and project phases.

The final level is about the detail of what is happening in the short term: it deals with scheduled time and commitment to your diary

Once you have tackled these levels you can allow yourself to dedicate your time fully to the tasks at hand. You will have all the HEADSPACE to go all in and embrace the now.

## Level 1 – broad strokes

TRIGGER= START >> DISCOVERY >> DEFINE SCOPE

### What triggered you?

My Drive / Own Experience / Trend / Assignment / Design Brief / Commission / Other

*This trigger usually leads to doing RESEARCH on the topic or challenge at hand. This can be a combination of desk research, field research, material research and even early prototyping. This discovery phase will lead you to make choices about what your project actually entails. You can now define or reframe your design question.*

### Describe your Project Scope:

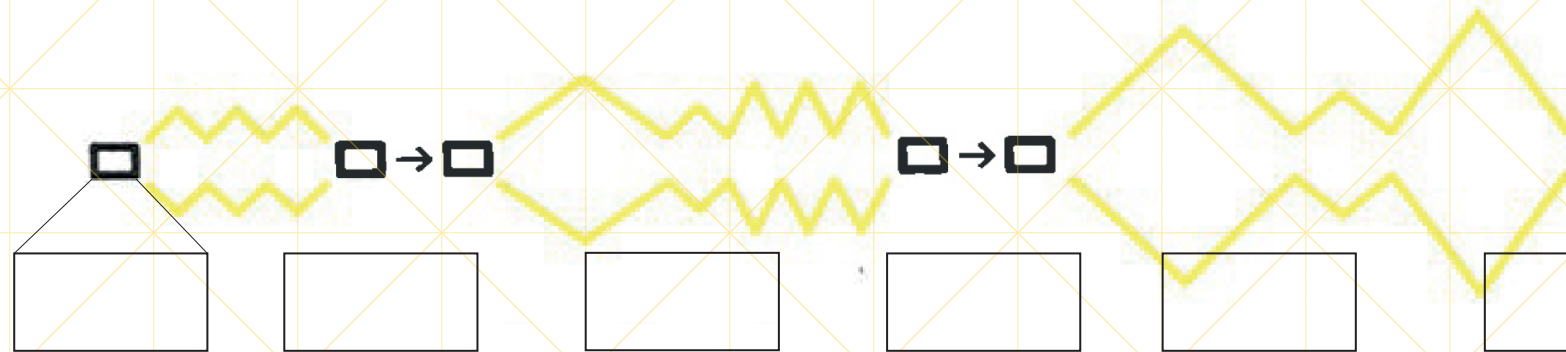
What falls within your topic and responsibilities? Describe your actual project assignment and goals:

## Level 2 – draw the outlines

>> TOTAL TIMELINE >> PHASES >> MILESTONES >>

**Create a timeline** Now that the project scope is defined, let's frame the amount of time that is available. When will the project start? From what date will you commit time to the project? When will the project stop? When are you supposed to deliver an output? Also add time to wrap up, evaluate and archive the project.

Start Date



End Date

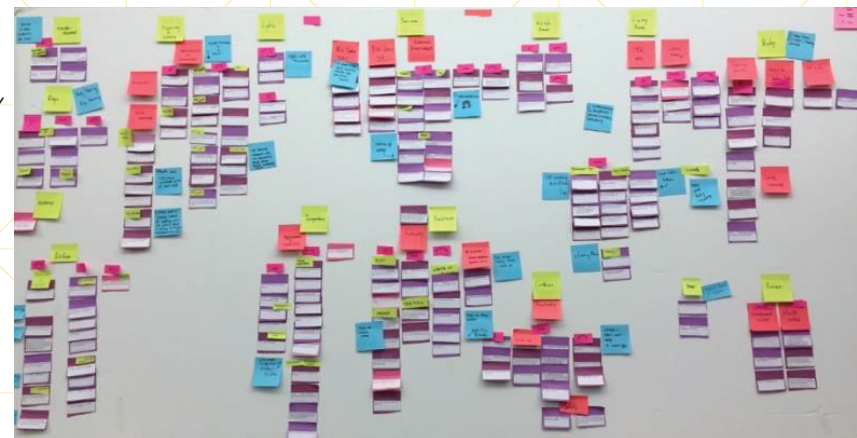
### Milestones

deadlines important meetings project phases

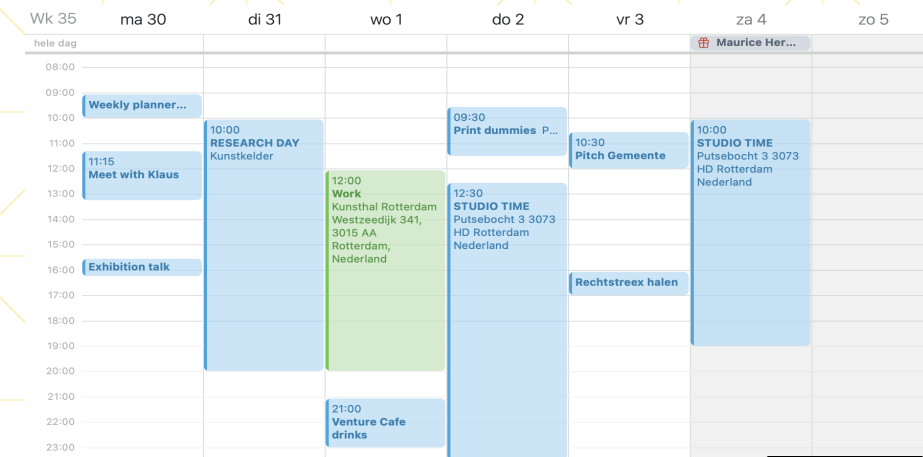
## Level 3 – make it practical

TASKS/TODOS >> CALENDAR = PLAN IT! what-who-when

*Write down all TASKS you can imagine already and cluster on your timeline*



*Create the ultimate peace of mind by granting yourself TIMESLOTS to do what is necessary both organisational and artistically. Put the tasks in your calendar.*



**GO do this for real, right now**  
plaster your wall, window or whiteboard

*"a todo-list is an intention; scheduled into your planner it becomes a commitment"*

