Virtual Project Management - Getting Your Team Organized

Using pictographs to quickly and effectively:

• Organize your team
• Align effort with policy/process (SOP)
• Identify skills and allocate resources
• Manage and track activities
RETIRED FROM FAA – DEC 2019 (28 YEARS)

10-YEARS PRIVATE INDUSTRY (PEC SOLUTIONS, DIGITAL NET, BAE NA, BOOZE, ALLEN, HAMILTON)

15 YEARS DOD (AIRFORCE/MD ARMY NATIONAL GUARD)

SECRETARIAT – FAA OPERATIONS INVESTMENT GOVERNANCE BOARD

FAA WHISTLE BLOWER INVESTIGATOR

DOT AND FAA TECHSTAT LEAD

FORMER – FED GOV’T CO-CHAIR NDIA CAIWG

TRAINED AS PROJECT MANAGER

EDUCATION – LAW ENFORCEMENT

PUBLIC ADMINISTRATION/PUBLIC POLICY
WHAT I HAVE LEARNED OVER THE PAST SEVERAL WEEKS

“Everyone Wants to Help One Another”
A U.S. Department of Labor study found that people remember **65% more details** when a task is coupled with visuals? Compared to less than 10% after a meeting where you simply talk with them sharing verbal information.
The Federal Information Security Management Act (FISMA) is United States legislation that defines a comprehensive framework to protect government information, operations and assets against natural or man-made threats. FISMA was signed into law part of the Electronic Government Act of 2002.

The National Institute of Standards and Technology (NIST) outlines nine steps toward compliance with FISMA:

1. Categorize the information to be protected.
2. Select minimum baseline controls.
4. Document the controls in the system security plan.
5. Implement security controls in appropriate information systems.
6. Assess the effectiveness of the security controls once they have been implemented.
7. Determine agency-level risk to the mission or business case.
8. Authorize the information system for processing.
9. Monitor the security controls on a continuous basis.
The 24 Chief Financial Officer (CFO) Act agencies must undergo an annual OIG Audit and report on the status of all metrics on a quarterly basis, at a minimum, in accordance with the guidance established in OMB M-20-01.

These reporting requirements also fulfill the requirement for agencies to conduct regular risk management assessments established in Executive Order (EO) 13800 “Strengthening the Cybersecurity of Federal Networks and Critical Infrastructure.”

OMB also provides guidance to agencies in the event that OMB requires agencies to report on their performance on a more frequent basis.
Implementing a Standard Operating Procedure (SOP) is one of the essential steps towards ensuring more streamlined and effective Public Policy process continuity, one that allows organizations and teams to focus on the more substantial and high-value activities, such as in-depth analysis and implementing improvements…
**IF:** I Could Translate the SOP into Plain Language Pictograph

- Activities Aligned
- Resources Assigned
- Activities Prioritized
- Activity Progress Tracked
- Depicted Activities and Tasks in Satellite Clusters to form the Activity Constellation

**THEN:** I Could Facilitate and Promote an environment of open dialogue, feedback, improved task transparency, and fresh ideas so everyone can continue moving forward independently and more expeditiously.

**ELSE:** We Could be Hopelessly Trapped in our Current Situation
INTRODUCING THE PICTOGRAPH AS A VIABLE VISUAL PROJECT MANAGEMENT TOOL

- A Pictograph (or Pictogram) is a symbol representing a concept, object, activity, place or event by illustration.

- Pictography is a form of writing in which ideas are transmitted through drawing.

- Such pictographs are characterized by their simplified style, which omits all details that are unnecessary to the desired communication.

- Because of their graphical nature and fairly realistic style, they are used in a universal manner, so as to be more widely understood.
Federal Information Security and Privacy Management Reporting

Policy Governance Business Process

IG AUDIT Action Item Tracking
- Reformat SOP
- Sequence SOP Activities & Tasks
- Manage Response Activity Tracking
- Update Maintain Tracking Matrix
- Validate Dashboard Results

External Reporting
- Submit Reports
- Validate Reporting Data

Dashboard Optimization New Use Cases
- Align Programs to Metrics MULTI_DIMENSIONAL
- Develop SOP RACI MATRIX
- Incorporate Scoring Logic PREDICTIVE ANALYSIS
- Correlate Action Items to IG/CIO Metrics DRILL DOWN

Data Sheet Management
- Update Data Sheets
- Validate Dashboard Results

Dashboard Modifications
- Revise Dashboards

Team Lead Support

Key:
- 1 = Not Started
- 3 = Assigned
- 7 = Under Control
Resist the urge to break out the Spreadsheets and Scheduling software FOR NOW Skip Team dissection and review of the SOP – TIME CONSUMING and INEFFECTIVE

Everyone describes in Plain Language what they believe their role and responsibilities are

First Meeting
1 hour

Within 2 hours after the initial meeting the minutes are distributed

Minutes prepared & validated

6 hours

SOP Translated into Plain Language Pictograph

• Activities Aligned
• Resources Assigned
• Activities Prioritized
• Activity Progress Tracked
• Meetings More Effective
• Task Transparency Improved
• Satellite Clusters form the Activity Constellation

1 hour
2nd Weekly Meeting

Follow up Weekly Work Sessions

20 mins
### RASCI Matrix

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Description</th>
<th>ROLE/FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite 1.</td>
<td>M/CIO Coordination of the Annual FISMA Audit with OIG</td>
<td>R C C C S I A C</td>
</tr>
<tr>
<td>Prerequisite 2.</td>
<td>M/CIO/IA Coordination of the Annual FISMA Audit with the M/CIO POCs</td>
<td>R S</td>
</tr>
<tr>
<td>Prerequisite 3.</td>
<td>M/CIO/IA Coordination of Post-FISMA Audit Activities</td>
<td>S R</td>
</tr>
<tr>
<td>Prerequisite 4.</td>
<td>M/CIO/IA Management of the FISMA Roadmap</td>
<td>R</td>
</tr>
<tr>
<td>Prerequisite 5.</td>
<td>M/CIO/IA Review, Distribution, Reporting of Quarterly FISMA CIIO Metrics</td>
<td>R</td>
</tr>
<tr>
<td>Prerequisite 6.</td>
<td>M/CIO/IA Management of FISMA Performance Data and Dashboards</td>
<td>R S</td>
</tr>
<tr>
<td>Prerequisite 7.</td>
<td>M/CIO/IA Management and Submission of CyberScope Requirements</td>
<td>R</td>
</tr>
<tr>
<td>Prerequisite 8.</td>
<td>Privacy Team Preparation and Submission of SAOP Metrics</td>
<td>R</td>
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</tbody>
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**Definitions of the RASCI Categories**

- **Responsible**: person who performs an activity or does the work.
- **Accountable**: person who is ultimately accountable and has Yes/No/Veto.
- **Supporting**: Person who can provide resources, information or will generally support the person responsible for getting the work done.
- **Consulted**: person that needs to feedback and contribute to the activity.
- **Informed**: person that needs to know of the decision or action.
KANBAN Boards
THANK YOU

Questions

Comments

Feedback

Gerard.Jones@Eagleone.us