



## Linda's 5 minutes presentation

### The 25% Rule

- Use "high touch" approach to building partnership & acceptance
- Structured articulation of all incoming projects. Sell value of projects
- Knowledgeable about "management reserve" in government
- Knowledgeable about mandates and government initiatives

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## Top Management only need to know

- How much **5 & 25% Rule**
- When?
- What will be the result?
- Value of your proposal \_\_\_\_\_
- 1-2 pages of presentation is enough to be heard

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October 2009

- Be concise, be brief, and to the point

## Selling Points

Elaborate to decision makers value of service to constituents

- Strategic Planning for automated & non-automated projects
  - Project Management Office
    - Educational training on Procurement Management
      - » Grant writing
      - » RFP , others strategies such as Terms & Conditions
      - » Statutes requiring "Purchase Orders" for commodities, services, supplies

- State/ Provincial/Local government request

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## Government Process Approval

Economically Feasible	Operationally Feasible
<ul style="list-style-type: none"> <li>• Cost – One time development cost</li> <li>• Funding Source                             <ul style="list-style-type: none"> <li>-Cash Fund</li> <li>-General Fund</li> <li>-Matching Grant</li> </ul> </li> <li>• Funding Request for Annual or Biennial Budget                             <ul style="list-style-type: none"> <li>-YES</li> <li>-NO</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• When will project start/finish</li> <li>• Legislation approved                             <ul style="list-style-type: none"> <li>-YES</li> <li>-NO</li> </ul> </li> <li>• Mandated                             <ul style="list-style-type: none"> <li>-Sunset Law</li> <li>-YES</li> <li>-NO</li> </ul> </li> </ul>

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## Justification to legislature & appropriations committee of project

- Introduction of "Sunset Law"
  - Funding Scheme
- Cost Benefit Analysis
  - With or Without Project
  - Burden Rate
  - Hurdle Rate
  - Turnover
  - ROI- Payback period expressed in Years
  - Labor Cost Analysis (Personnel)

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- ## Applicability of Project Management on State Funded Projects that have country, state/provincial or local strategic importance
- All state agencies/ministry and public higher education institutions using "appropriate information technology" should adopt project management and implementation procedures.
  - All political subdivisions and major public service organizations should adopt similar policies to guide project management and

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# Understanding Difference Funding Recommendation

- **Ministry Strategic Objectives**  
Project will have significant effect on departmental business
- **These may involve interfaces from other organizations, provide data to or receive information from other**

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## THANK YOU

LINDA SALAC, MA, MIT title style  
lindasaludsalac@aol.com  
402-464-0019

Moral: A word on being Moral: *If we are 95% sure of something we know is good, of 100 instances we expect to be right 95 times and wrong 5 times*

## Communicating with Ease 4 Peak Performance Value

- **Communication skills** — Wide range of skills, techniques, strategies relying on the organizations assumption that one single person has all the strengths
- **Functional abilities** — required with awareness of the wider environment in which team operates in the organization and awareness of government policies, procedures, educational background and general knowledge of purchasing requirements, use of project management tools,
- **Technical abilities** — negotiation skills, cost and benefit analysis, administration skills, etc.
- **Overall performance**

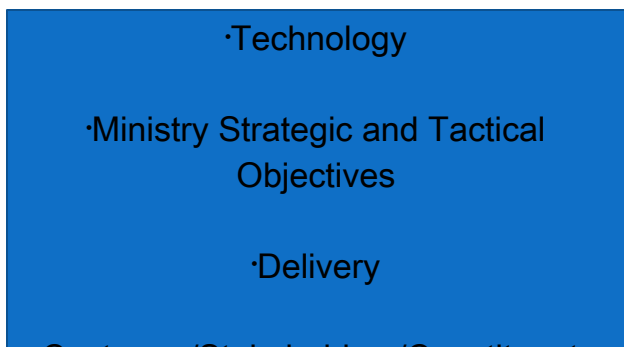


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## Summary



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