

2026 S-STEM New PI Bootcamp

Project Management & Data Tracking

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Project Management?

5280PMO Strategy into Execution: *"Turning Vision Into Action Without*

Top 10.com: *"Project management software is your all-in-one system for planning, organizing, and tracking projects. These project management systems keep your team aligned, tasks visible, and deadlines achievable. Whether you manage marketing campaigns, IT builds, or construction projects, it replaces*

PMI. Ensure that program objectives are met in a timely manner"-NSF.gov *Practice of project management is the application of knowledge, skills, tools, and techniques to project activities to meet project requirements. It's the practice of planning, organizing, and executing the tasks needed to turn a brilliant idea into a tangible product, service, or deliverable.*

There are all types of projects across various industries, which means each one needs tailored according to its unique needs. So, Project Managers often rely on one of many approaches.

Waterfall Project Management, Agile Project Management, Adaptive Project Management, Hybrid Project Management."



Project Management VS. Project Operations



Effective Project Management



Project Management

VS.

Project Operations



Effective Project Management

...a working model for an S-STEM PI

**Establish objectives, plan program structure,
and devise preliminary allocation of
resources:**

COMPLETED DURING PROJECT PROPOSAL PHASE

**Relationships within and beyond your
leadership team:**

BUILD RELATIONSHIPS THAT ARE BENEFICIAL OVER THE
LONG-RUN

Collection and analysis of data:

FOR BOTH REPORTING PURPOSES AND ONGOING
ASSESSMENT

Effective and on-going communication:

MORE THAN JUST SENDING REGULAR EMAILS

Effective Project Management

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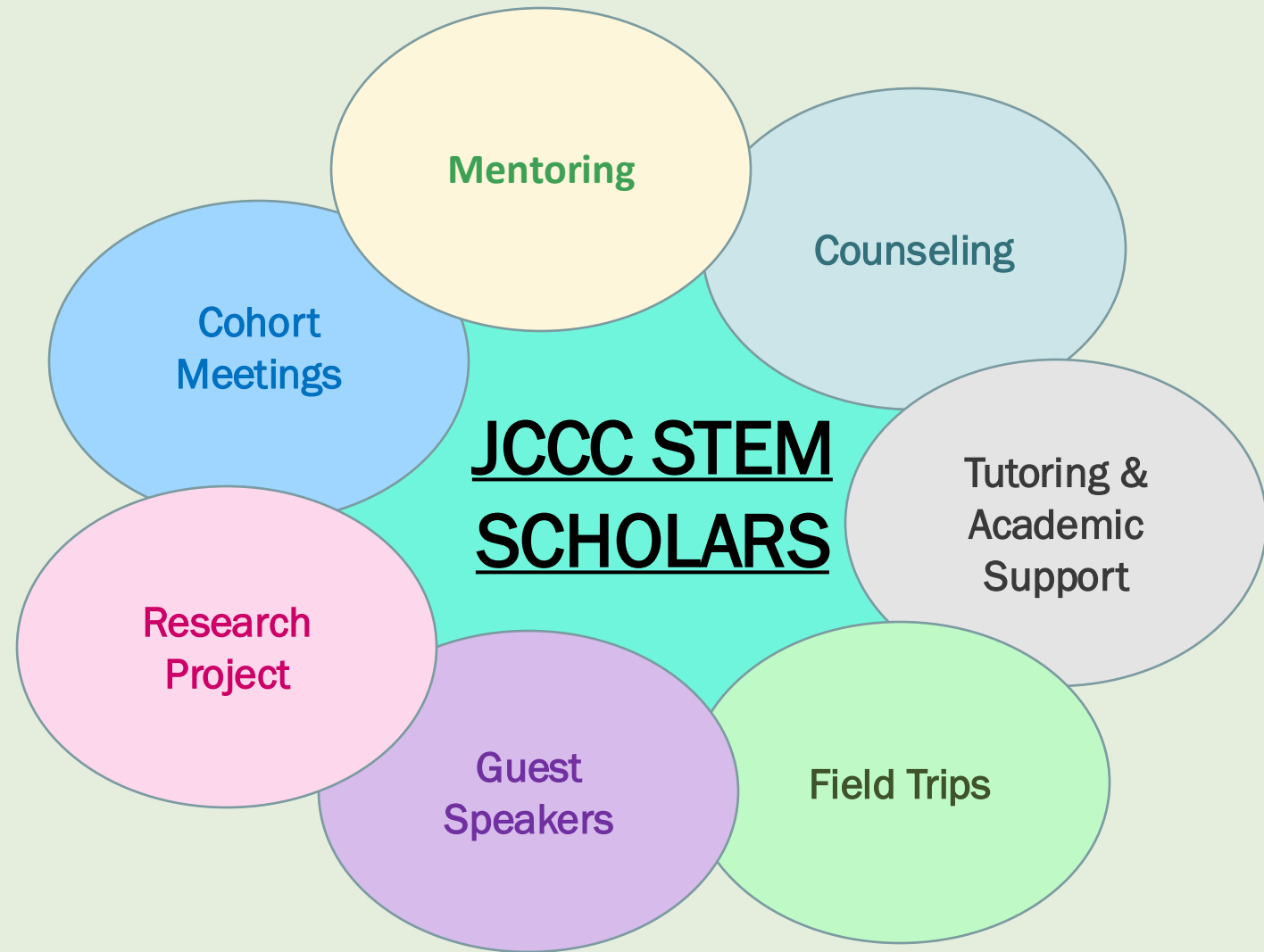
MORE THAN JUST SENDING REGULAR EMAILS

5 Essentials for Supporting Your Project Management Efforts

Relationships, Communication, Data

1. Effective and articulated vision that you intend to follow.
2. Building a team out of your leadership team.
3. Managing your other resources.
4. Supporting students in achieving their goals.
5. The supremacy of data in 1 - 4.

1. Vision



Relationships, Communication, Data

1. What is your vision?

1. What is YOUR vision?

- Take time to educate your partners about the requirements of your program - informed by your vision - which is informed by your own research.
- Educate higher-ups about your vision along with the structure of the program to reach that vision.
- Stick to your vision and supporting structure (despite potential lack of support or outright critique from outside, or even inside, actors) - if your data supports this.
- Update your program structures to support your vision as needed - if your data calls for this. Don't be afraid to try something new.

2. Managing the Team

Leadership

- Empower everyone around you to be successful.
- Be ready to handle the uncomfortable tasks.
- Frequently monitor whether team members are on the right track.
- Don't assume that anyone ever remembers anything.
- Work to make all partners feel valued.
- Try not to count your (or others') hours.
- Listen first, then talk.
- Remember that all constituents want everyone associated with the program to be the best of the best.

3. Managing Your Resources

- **Mentors:** Find or design your mentoring model, provide mentors and mentees with needed guidance to achieve success in that relationship.
- **Counseling/Academic Advising:** You should define who? what? when? why?
- **Administrative Assistant:** Meeting notes, record keeping, setting appointments and scheduling, program announcements, etc. Find other ways to use them: frontline communication with students,
- **Other key campus resources that contribute to the success of your program:** Marketing, Financial Aid, Purchasing, if CC-Transfer Office, Grants Accounting Manager, administrators/board members

But don't forget that these are not 'offices' they are people.

- **Other constituent resources that will be of value to your program:** Area industrial and academic partners, selection committee members, potential speakers, if CC-transfer partners.

These are often positions where people may rotate in/out. You may need to update contact lists.

4. Managing the Students

Risk Management

Academics

How intrusively will you advise students...

- to determine if they are taking appropriate semester course loads that reflect a progressing STEM student.
- in danger of poor grades in a given semester.
- to determine whether they are making appropriate progress in their program semester over semester.
- to determine if a student has made the decision to switch majors (safety net) or leave STEM altogether .

4. Managing the Students

Risk Management

Ancillaries

There are many potential "sticking points":

- distribution of scholarship funds.
- curricular, co-curricular, and extra-curricular activities for scholars.
- meetings: cohort meetings, mentor meetings, meetings with program leadership, meetings with counselor/academic advisor etc., etc., etc.
- emotional, physical, mental health of your students.

There may be value in learning what your students feel are the most meaningful parts of your program both during their time with you and after they graduate.

5. Data Collection, Analysis, and Use

The External Evaluator

- You may find that the external evaluator will be the driving force in reporting on your grant objectives and grant outcomes. However, only you know your project.
- Allow this relationship to be a two-way street.
- Starting early to build a workable relationship and to set the tone is crucial.
- Things you will need to map out early:
 - Handshake and data transfer with Institutional Research
 - Deadlines for your annual reporting
 - Frequency and content of student surveys, constituent surveys/interviews, etc.
 - Purpose and frequency of meetings between grant leadership and the external evaluator
 - Support for conference attendance, dissemination of program information, etc.

5. Data Collection, Analysis, and Use

Sample Student Survey Questions

Name the most beneficial aspects of the "*ABC Program*".

What aspects of the "*ABC Program*" did you find most beneficial?

From the following list, choose the 3 aspects of the "*ABC Program*" that you found most beneficial for you.

Rate each of these aspects of the "*ABC Program*" as 1 2 3 4 5 with 5 being most beneficial.

My faculty mentor helped me to identify needed campus resources: Strongly Agree, Agree, Disagree, Strongly Disagree

FWIW. . .

Recognize the contrast between "managing" the entire group of students and managing the individuals.

Don't ever use hindsight to doubt the correctness of accepting a particular student into your program.

Remember that if a student had a top academic record AND a safe and supportive home life AND the best strategies for success AND plenty of financial resources, they very likely don't need your program.

Use the phrase "We'll take care of that later", only sparingly.

Centralized electronic storage & communication location(s) may prove helpful.

Your program is unique and innovative which is the reason you were selected for funding. You must not expect others to buy in without at least some educating. You must also accept small failures without letting them halt positive progress.

FWIW...

Celebrate student successes, program successes, your successes



Loud and proud and often!

*He who toot-eth not his own horn get-eth it not tooted.
-Gayle Bowen Turner*

Make a start. . .

At your table...

- **Formulate one or more working definitions/models for Project Management, OR**
- **Share particular parts of your Project Management plan, OR**
- **Share some strategies you have included in your Project Management plan, OR**
- **Share ideas you may wish to add to your Project Management plan, OR**
- **Discuss/reflect on this session.**



Thank you

Questions?

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