Getting Stuff Done



Capture and share stories and insights

Build on what you already have

Learn continually

Manage knowledge

Reflect on practice, experience, and results

Draw on the experience of others

Learn from experience

Agree stuff to be done & why



Iteratively define purpose and agree value to be delivered

Ensure aligned vision between relevant parties

Plan action to achieve objectives

Document requirements

Periodically re-visit the agreement and the why

Make informed choices that balance people, planet and profit

Consider impact on the environment and future generations

Ensure what you are doing is of value

Prepare users to accept the work that you have completed

Look after yourself and others

Work sustainably



Guiding principles for being productive

Guide the journey



Honour agreements

Manage expectations

Use facilitation to achieve goals

Plan, sequence and dynamically adjust the work

Maintain commitment, momentum and direction

Take action

Facilitate creativity

Embrace change

Enable direction, decisions and alignment with purpose

Make timely decisions in face of uncertainty

Prioritise and manage personal time

Work within structures of decision making and control

Apply ethical reasoning with integrity

Take initiative

Be courageous in making risky or unpopular decisions

Make decisions



Deal with uncertainty



Explore diverse views

Consider consequences

Be resilient

Use imagination

Be proactive and forward thinking

Set expectations

Foster collaboration



Establish a compelling proposition

Build relationships based on trust

Proactively communicate with stakeholders

Employ humour and sense of perspective

Appreciate and respect others

Stimulate an open and creative environment

Cultivate team performance

Getting Stuff Done

The GAPPS frameworks are intended to be used by individuals, teams, initiatives, and organisations globally. They may be used "as is" or adapted to local needs. Other GAPPS guiding frameworks address roles and practices related directly to projects and programs. This guiding framework is aimed at a broader audience including anyone involved in getting stuff done.

Further information or copies of the frameworks can be found at www.pmprofessions.org.

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Getting Stuff Done can be used in many ways:

- Download it
- · Use it yourself
- · Share it with others
- Use it as a complement to applicable methodologies, organisational or industry standards or other context specific requirements
- · Adapt it to suit your specific use and context.

Let us know how you are using Getting Stuff Done

Feedback Send us feedback on how you are Getting Stuff Done by

completing this guick survey at (web address or link)

#GettingStuffDone Share your experiences via LinkedIn and other social media

Media enquiries info@pmprofessions.com

Examples of how you might use Getting Stuff Done

Individuals

- · When you find yourself having to get stuff done, manage a project or other initiative
- Accidental and professional project managers who don't need to comply with a project management methodology – or to make sense of one
- · To guide personal, school, research projects and other initiatives
- · As a subject matter expert contributing to a larger initiative
- · Short term, gig work or casual contracts
- · For sponsors to review the health of an initiative for which they are responsible

Teams

- To guide behaviours and ways of working together
- · As a basis for a Team Charter
- · To guide community and volunteer initiatives
- · To improve productivity
- · For collaborations

Initiatives

- Supplier, contractor, sub-contractor contributing to a larger project
- · Guide a re-set of approach or shift of methodology on a challenged initiative
- · As a roadmap for initiatives that need flexibility or are just getting started

Organisations

- To get stuff done with minimal process and management overhead
- As a basis for a consistent and effective organisational approach to getting stuff done
- As an input to design of an organisational project management methodology