

Practical Approaches to Making Impractical Things

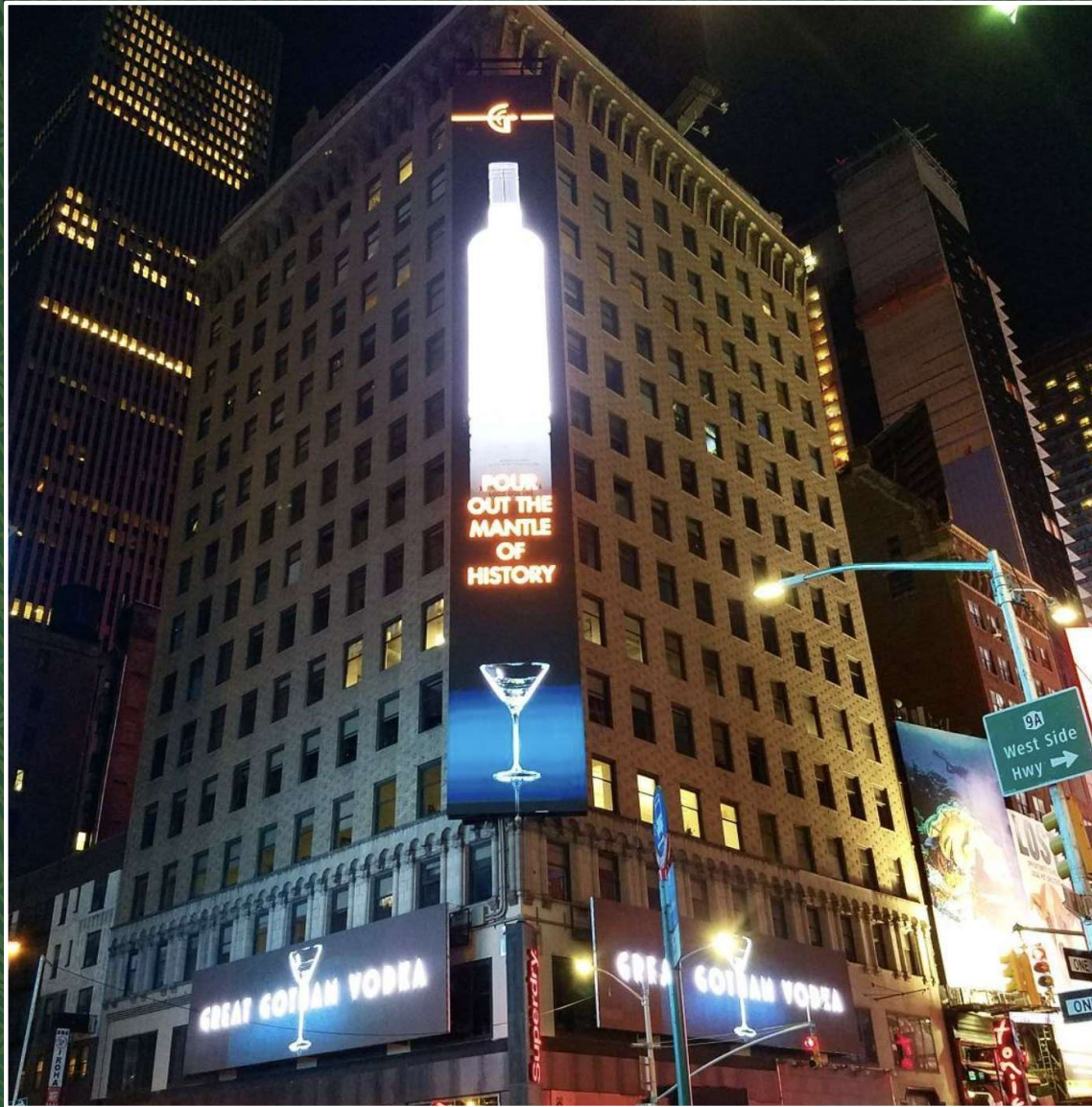
Theresa Piazza

The image features a dark, almost black, central rectangular area. This central area is bordered at the top and bottom by a thin, horizontal green line. Above and below these green lines are decorative borders consisting of a repeating pattern of dark, stylized, geometric shapes that resemble a series of parallel lines or a woven texture.

**Creating impractical
things is fun**









**Impractical things are rarely
created in one day...**

...and rarely finished in one task



GREAT GOTHAM
CHALLENGE

The image features a dark, almost black, central rectangular area. This central area is framed by a thin, light green horizontal line at the top and another at the bottom. The top and bottom borders of the image are decorated with a repeating geometric pattern of dark, parallel lines that create a sense of depth and movement, resembling a stylized architectural or technological motif.

**How do you manage all these
tasks?**

Welcome to...

project management

Now before everyone recoils in fear...

1 Use Again

2

3

4

5

6

BA PMO Status Update Color Guide

Priority Levels should use the following color scheme to ensure consistency across projects:

- High** (Red)
- Medium** (Yellow)
- Low** (Green)

Stage Gate Status should use the following color scheme to ensure consistency across projects:

- Complete** (Green)
- Not Started** (Grey)

Project Stage Gate High-Level Overview

	Stage 0: The Hopper	Stage 1: Initiation	Stage 2: Planning	Stage 3: Execution	Stage 4: Measuring	Stage 5: Closure
Stage Name	High-level business case	Define and scope the project	Develop a detailed business case	Execute the project plan	Monitor and report on project performance	Close the project
Stage Owner	BA PMO	BA PMO	BA PMO	BA PMO	BA PMO	BA PMO

[Project Name] Project Brief

Stage 0: The Hopper
Everything in the section below must be completed in Stage 0 of the Stage Gate Process.

Project Decision	Not Started
Project Recommendation	Not Started
Project Manager (Assigned after passing Gate 0)	Not Started
Current Project Stage	Stage 0 (not to be updated as the project moves past gates)

Project Purpose

- Provide the purpose (What problem are we trying to solve?)
- Is this project (or other strategic initiative) (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) (bs) (bt) (bu) (bv) (bw) (bx) (by) (bz) (ca) (cb) (cc) (cd) (ce) (cf) (cg) (ch) (ci) (cj) (ck) (cl) (cm) (cn) (co) (cp) (cq) (cr) (cs) (ct) (cu) (cv) (cw) (cx) (cy) (cz) (da) (db) (dc) (dd) (de) (df) (dg) (dh) (di) (dj) (dk) (dl) (dm) (dn) (do) (dp) (dq) (dr) (ds) (dt) (du) (dv) (dw) (dx) (dy) (dz) (ea) (eb) (ec) (ed) (ee) (ef) (eg) (eh) (ei) (ej) (ek) (el) (em) (en) (eo) (ep) (eq) (er) (es) (et) (eu) (ev) (ew) (ex) (ey) (ez) (fa) (fb) (fc) (fd) (fe) (ff) (fg) (fh) (fi) (fj) (fk) (fl) (fm) (fn) (fo) (fp) (fq) (fr) (fs) (ft) (fu) (fv) (fw) (fx) (fy) (fz) (ga) (gb) (gc) (gd) (ge) (gf) (gg) (gh) (gi) (gj) (gk) (gl) (gm) (gn) (go) (gp) (gq) (gr) (gs) (gt) (gu) (gv) (gw) (gx) (gy) (gz) (ha) (hb) (hc) (hd) (he) (hf) (hg) (hh) (hi) (hj) (hk) (hl) (hm) (hn) (ho) (hp) (hq) (hr) (hs) (ht) (hu) (hv) (hw) (hx) (hy) (hz) (ia) (ib) (ic) (id) (ie) (if) (ig) (ih) (ii) (ij) (ik) (il) (im) (in) (io) (ip) (iq) (ir) (is) (it) (iu) (iv) (iw) (ix) (iy) (iz) (ja) (jb) (jc) (jd) (je) (jf) (jg) (jh) (ji) (jj) (jk) (jl) (jm) (jn) (jo) (jp) (jq) (jr) (js) (jt) (ju) (jv) (jw) (jx) (jy) (jz) (ka) (kb) (kc) (kd) (ke) (kf) (kg) (kh) (ki) (kj) (kk) (kl) (km) (kn) (ko) (kp) (kq) (kr) (ks) (kt) (ku) (kv) (kw) (kx) (ky) (kz) (la) (lb) (lc) (ld) (le) (lf) (lg) (lh) (li) (lj) (lk) (ll) (lm) (ln) (lo) (lp) (lq) (lr) (ls) (lt) (lu) (lv) (lw) (lx) (ly) (lz) (ma) (mb) (mc) (md) (me) (mf) (mg) (mh) (mi) (mj) (mk) (ml) (mm) (mn) (mo) (mp) (mq) (mr) (ms) (mt) (mu) (mv) (mw) (mx) (my) (mz) (na) (nb) (nc) (nd) (ne) (nf) (ng) (nh) (ni) (nj) (nk) (nl) (nm) (nn) (no) (np) (nq) (nr) (ns) (nt) (nu) (nv) (nw) (nx) (ny) (nz) (oa) (ob) (oc) (od) (oe) (of) (og) (oh) (oi) (oj) (ok) (ol) (om) (on) (oo) (op) (oq) (or) (os) (ot) (ou) (ov) (ow) (ox) (oy) (oz) (pa) (pb) (pc) (pd) (pe) (pf) (pg) (ph) (pi) (pj) (pk) (pl) (pm) (pn) (po) (pp) (pq) (pr) (ps) (pt) (pu) (pv) (pw) (px) (py) (pz) (qa) (qb) (qc) (qd) (qe) (qf) (qg) (qh) (qi) (qj) (qk) (ql) (qm) (qn) (qo) (qp) (qq) (qr) (qs) (qt) (qu) (qv) (qw) (qx) (qy) (qz) (ra) (rb) (rc) (rd) (re) (rf) (rg) (rh) (ri) (rj) (rk) (rl) (rm) (rn) (ro) (rp) (rq) (rr) (rs) (rt) (ru) (rv) (rw) (rx) (ry) (rz) (sa) (sb) (sc) (sd) (se) (sf) (sg) (sh) (si) (sj) (sk) (sl) (sm) (sn) (so) (sp) (sq) (sr) (ss) (st) (su) (sv) (sw) (sx) (sy) (sz) (ta) (tb) (tc) (td) (te) (tf) (tg) (th) (ti) (tj) (tk) (tl) (tm) (tn) (to) (tp) (tq) (tr) (ts) (tt) (tu) (tv) (tw) (tx) (ty) (tz) (ua) (ub) (uc) (ud) (ue) (uf) (ug) (uh) (ui) (uj) (uk) (ul) (um) (un) (uo) (up) (uq) (ur) (us) (ut) (uu) (uv) (uw) (ux) (uy) (uz) (va) (vb) (vc) (vd) (ve) (vf) (vg) (vh) (vi) (vj) (vk) (vl) (vm) (vn) (vo) (vp) (vq) (vr) (vs) (vt) (vu) (vv) (vw) (vx) (vy) (vz) (wa) (wb) (wc) (wd) (we) (wf) (wg) (wh) (wi) (wj) (wk) (wl) (wm) (wn) (wo) (wp) (wq) (wr) (ws) (wt) (wu) (wv) (ww) (wx) (wy) (wz) (xa) (xb) (xc) (xd) (xe) (xf) (xg) (xh) (xi) (xj) (xk) (xl) (xm) (xn) (xo) (xp) (xq) (xr) (xs) (xt) (xu) (xv) (xw) (xx) (xy) (xz) (ya) (yb) (yc) (yd) (ye) (yf) (yg) (yh) (yi) (yj) (yk) (yl) (ym) (yn) (yo) (yp) (yq) (yr) (ys) (yt) (yu) (yv) (yw) (yx) (yy) (yz) (za) (zb) (zc) (zd) (ze) (zf) (zg) (zh) (zi) (zj) (zk) (zl) (zm) (zn) (zo) (zp) (zq) (zr) (zs) (zt) (zu) (zv) (zw) (zx) (zy) (zz)

Stage 1: Initiation
Everything in the section below must be completed in Stage 1 of the Stage Gate Process.

Project Team

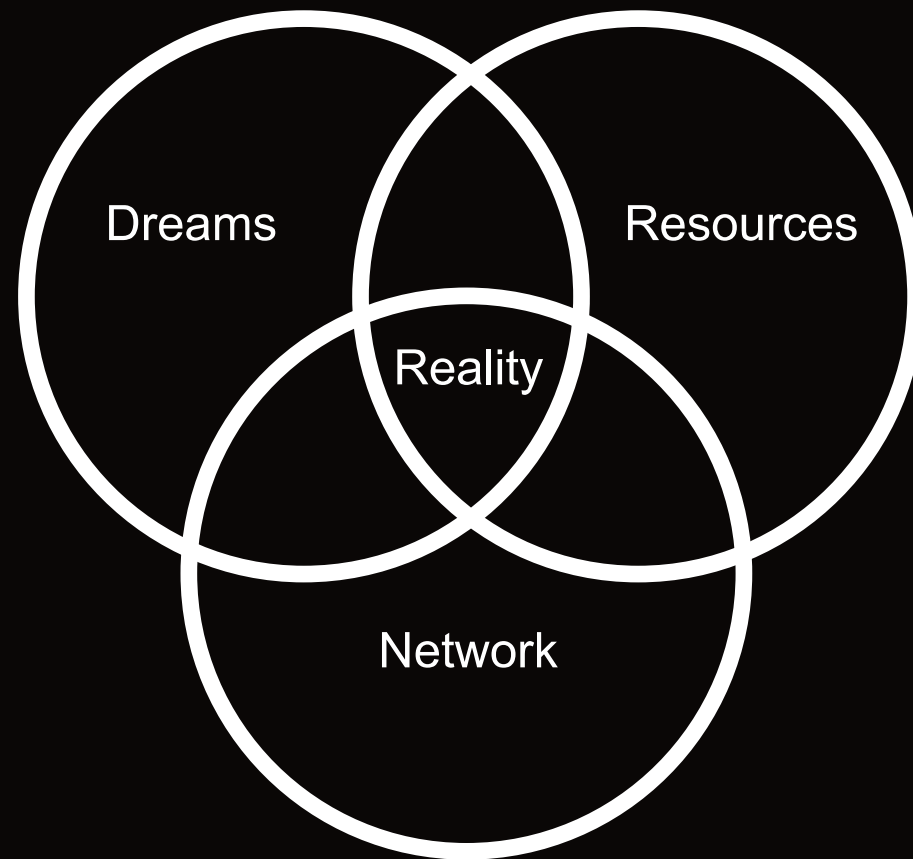
- Complete the PMO for decision-making framework for this project. [Link to PMO](#)

Pre-Scoping Notes:



Takeaways

1. Project management is approachable
2. There are real benefits to project management
3. You can take action today



project:

**a temporary, organized endeavor
designed to produce a unique
product, service, or result.**



**Everyone think of
a project**

A decorative border at the top of the slide featuring a repeating geometric pattern of dark gray and black lines forming a series of parallel, slightly offset rectangular shapes.

Got one?

A decorative border at the bottom of the slide, identical to the top one, featuring a repeating geometric pattern of dark gray and black lines.



A decorative border at the top of the slide featuring a repeating geometric pattern of dark gray and black lines forming a series of nested, slanted rectangles.

Now you're in charge!

A decorative border at the bottom of the slide, identical to the top one, featuring a repeating geometric pattern of dark gray and black lines forming a series of nested, slanted rectangles.



Project Management How To

The background features a dark, solid central rectangle. Above and below this rectangle are horizontal bands with a repeating geometric pattern of parallel lines and chevrons in shades of dark gray and black. A thin, bright green horizontal line runs across the width of the slide, positioned just above and just below the central dark area.

**How do I
project management?**



On Time

On Budget



Start by picking any task tracking tool...



Google Sheets



miro



asana



MS Project



Trello



smartsheet



Jira



Notion

**Ideally the tool is free
and easy to use**

Every task needs:

- A clear definition of done—when it can be marked as finished
- A single owner
- A target due date
- A current status

Task	Owner	Due Date	Status
Order clarified coffee cups	Ryan Patch	7/13/26	In Progress





Repeat for all remaining tasks

200+ tasks
completed in 4
months

Task	Category	Person	Due Date	Status
Meet about Flagship	Flagship 2026	Emma Jon	4/15/26	Complete
Finalize Maze Cup Concept	Flagship 2026	Jon	4/22/26	Complete
Make Maze Cup Maze	Flagship 2026	Jon	4/22/26	Complete
Maze Cup Design	Flagship 2026	Emma	4/24/26	Complete
Assign Maze Cup Design				
Scout Nom Wah Tea Parlor				
Scout / Contact Gotham Park	Fung Wah Bus: Design and Send Bus Clings	Trevor	7/1/26	Complete
Scout Metrograph Theater	Respond to Kevin's questions about snake game	Ryan	7/1/26	Complete
Scout East Broadway Mall	Order cluified coffee cups	Ryan	7/1/26	Complete
Scout LES Bodega	order chinese takeout containers	Emma	7/2/26	Complete
Order Maze Cup	order 3 more wallets	Emma	7/2/26	Complete
Confirm Gotham Park	Order Weaving Puzzles			
Confirm East Broadway Mall	take a rough pass at flagship call sheet	email zaidis	7/17/26	
emma order more coffee cups	Create rental contract for Halal cart for both	EBM: Re-send final details / reminders to Jacky and Phillip	7/17/26	
Get Price on Theater	design and order stickers for next to medallion	EBM: Confirm Jacky Wong payment and update team	7/17/26	
Make image for flagship email	Confirm a 4th location for east broadway mall	EBM: Send reminder to East Chinatown / Mr. Ye	7/17/26	
Present Flagship Location options to tea	Confirm a translator for Flagship	Gotham Park: Send reminder to Ariel Wilson	7/17/26	
order envelopes and money for chinese	emma follows up with irene at hi tech	Coffee Cart: send reminder details to Islam	7/17/26	
email flagship details to zaidis	Assign Cluetext	Bus: Send reminder to Nihayha	7/17/26	
Update Nom Wah Tea Parlor	write medallion puzzle	update hall of champs for 7/18 winners	7/19/26	
Flagship Course Set	Find us Bike Solution	send results for 7/18	7/19/26	
Put Trevor on a Bus	generic size wedding dress	emma to email new hi tech about payment	7/20/26	
Write Spec for Chinatown Bus Game	Trevor to email Rachael to pay remaining d	update pull list to include camera bag and battery pack in bag	7/20/26	
Get answer from Union Square Coffee C	order instax camera and film	Can we get a credit for Zaidis? (we didnt use them during the flagship) or maybe a refund for 7/25? I'd also just be happy to take future credit	7/20/26	
jon tests and gives feedback to weaving	design board	Research and share veggie option for Saturday	7/21/26	
get credit card nfcs made	order ribbon	Talk to Coffee about all coffee no empty cups	7/22/26	
have path forward with audio for new hi	manufacture puzzle boards for starting line	If approved, submit veggie order for Saturday	7/22/26	
Present Ribbon Puzzle concept and talk	buy push pins	Share Bus Decal shipping tracking number	7/22/26	
Fung Wah Bus: Design and Send Bus C	Confirm starting line for flagship waves	ryan to speed up kingpins with adjusted text	7/22/26	
	Share bus decal tracking with Emma	Make new EoA version with Website	7/22/26	
	email natalia back	write CM documentation for saturday	7/23/26	
	Draft of Cluetext	Make EoA website work	7/23/26	
	all flagship clues in airtable	Sort payment for MMXXVI new york times	7/26/26	
	Proof New Weaving Puzzle	update hall of champs for 7/25 winners	7/26/26	
		send results for 7/25	7/26/26	
		Receive payment for Kellys 7/25 team	7/28/26	
		make sure link for bus credit card goes somewhere	7/31/26	

The background features a dark, solid-colored central rectangle. Above and below this rectangle are horizontal bands with a repeating geometric pattern of parallel lines and chevrons in shades of dark gray and black. Two thin, horizontal green lines separate the dark central area from the patterned borders.

**Now that you have a list of
tasks, how do you use it?**

A decorative border at the top of the slide featuring a repeating geometric pattern of dark gray and black lines forming a series of parallel, slightly offset rectangular shapes.

Find the critical path

A decorative border at the bottom of the slide, identical to the top one, featuring a repeating geometric pattern of dark gray and black lines.



Critical Path

- April 20 - Put tickets on sale
- May 1 - Scout course
- May 20 - Create all puzzles
- June 7 - Test all puzzles
- July 10 - Write all clue text
- July 17 - Send starting line information
- July 18 - Host the experience

Refine the critical path
with your team



Your Project Team

A decorative border at the top of the slide featuring a repeating geometric pattern of dark gray and black lines forming a series of parallel, slightly offset rectangular shapes.

Who's on your team?

A decorative border at the bottom of the slide, identical to the top one, featuring a repeating geometric pattern of dark gray and black lines.

Standups

Check-ins

Project Meetings

Catch Ups

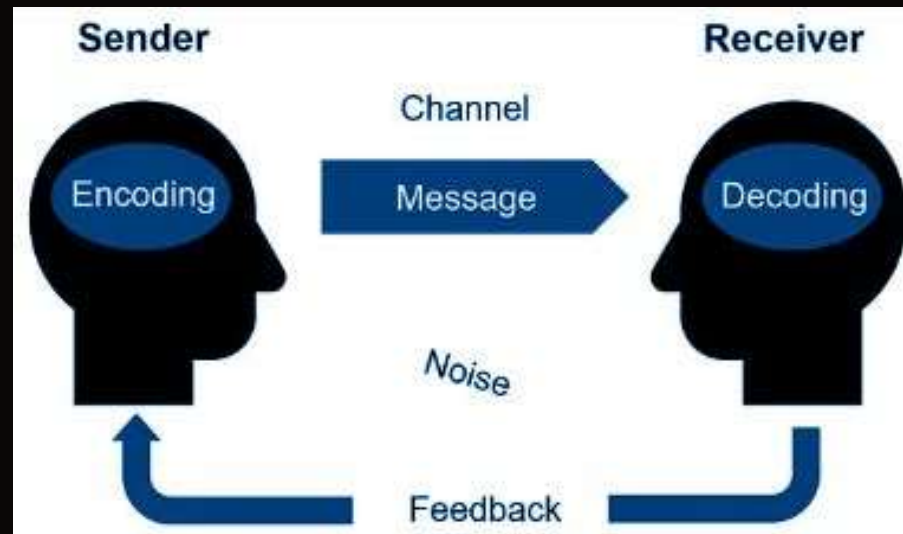
Huddles

Touch Bases

The image features a dark, almost black, central rectangular area. This central area is bordered at the top and bottom by a thin, horizontal green line. Above and below these green lines are decorative borders consisting of a repeating pattern of dark, stylized, parallel lines that create a sense of depth and movement, resembling a woven or architectural texture.

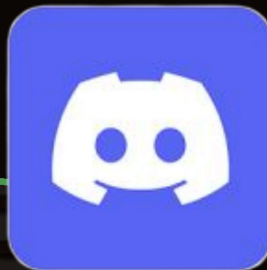
**Actively manage
your meetings**

Communication is complicated





Know your channels





**Set clear expectations and
hold everyone
accountable equally**

**Say the honest, truthful thing,
even when it's uncomfortable**





Closer to launch = more frequent meetings



Benefits



**You will accomplish
more**

A decorative border at the top of the slide featuring a repeating geometric pattern of dark gray and black lines forming a series of nested, slanted rectangles.

You will stay focused

A decorative border at the bottom of the slide, identical to the top one, featuring a repeating geometric pattern of dark gray and black lines forming a series of nested, slanted rectangles.

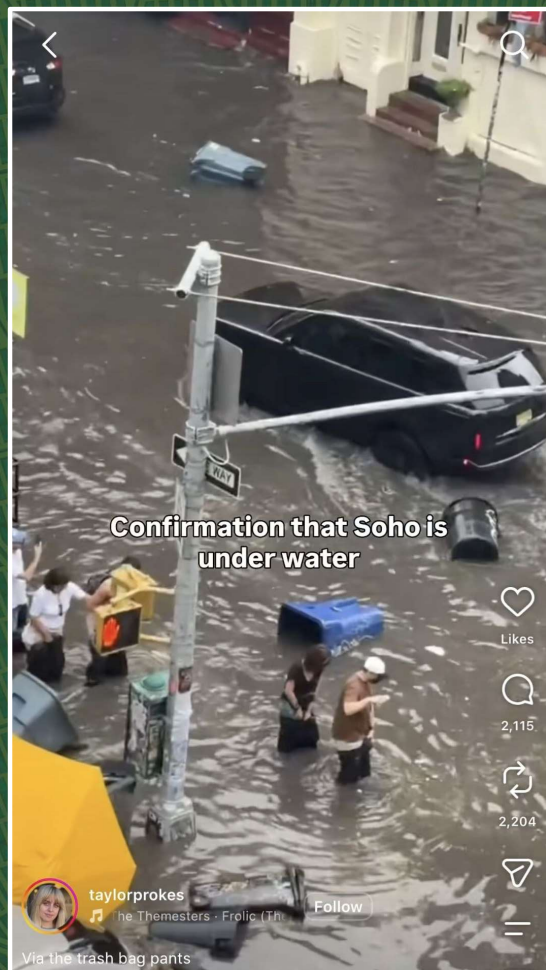


**You will be better
prepared for
curveballs**



Thunderstorms, Flooding and Strong Winds Sweep the Northeast

Forecasters warned of winds over 70 miles per hour in New York City, Philadelphia, Baltimore and Washington.



**GGC wouldn't exist
without project
management**



Project management saves

Projects

Friendships

Companies





**The last time you failed to bring
a new idea to life,**



**could project management have
helped?**



Next Steps

Go create impractical things!!

*...with the help of
✨ project management ✨*