



Getting Started Guide

# Using Mindjet Software and Templates for IT Project Planning

**“68% of IT projects fail. Poor requirements analysis causes many of these failures, meaning projects are doomed right from the start.”**

—ZDNet

**E**xperienced IT Managers are the first to acknowledge that the challenge of thoroughly validating stakeholder requirements, along with lack of management buy-in on schedules and resources, can doom projects from the start.

Mindjet® software helps drive IT project success through better business alignment. As an IT Manager you know the importance of being fully in sync with both user needs and executive expectations. Mindjet gives you a means to get all stakeholders on the same page right from the beginning of the project. With Mindjet software you can:

- Improve the process for gathering and validating business requirements using an interactive visual framework for capturing and organizing input, displaying priorities, and enabling all stakeholders to instantly view and contribute to requirements statements
- Develop more realistic project plans by clearly mapping out resource assignments and dependencies so that executives can quickly understand staffing and budget impact
- Present detailed timelines to gain commitment on schedules
- Communicate status and collaboratively edit project maps with extended teams via any web browser
- Integrate with existing tools for managing project implementation

This guide will walk you through how to get started using Mindjet software and custom templates to leverage information more effectively and drive better IT project planning.

All the capabilities we'll show you are available with Mindjet software, which includes Mindjet MindManager® 2012, Mindjet Connect®, and Mindjet Mobile.

#### **Mindjet MindManager 2012**

Information mapping software that fosters active collaboration, enabling users to brainstorm, plan, strategize, and present more effectively using interactive information maps that illustrate the big picture, yet contain all relevant details in a single view. MindManager is integrated with the Mindjet Connect free online service, so visual Mindjet maps can be easily shared across teams and devices.

#### **Mindjet Connect Free and Business Editions**

An online service for sharing and collaborating that extends the value of mapping to your entire team or organization. Mindjet Connect allows you to securely store and manage Mindjet maps and files online, invite anyone to contribute and collaborate without the need for additional software, and access your work anytime, from virtually anywhere, and from any device.

#### **Mindjet Mobile**

Create, collaborate, and access your maps and files on the go. Use Mindjet's mobile apps to take your work with you. Stay in sync with your team anytime, anyplace, and from any mobile device.

## Project Plan Map Template

In this guide we're going to use Mindjet's standard Project Plan template. Let's walk through a scenario in which an IT Department has been tasked with implementing a new Payroll system we'll call Cloudpay. The template is just a starting point. You don't need to use all of the elements, and you can customize it to your own needs.

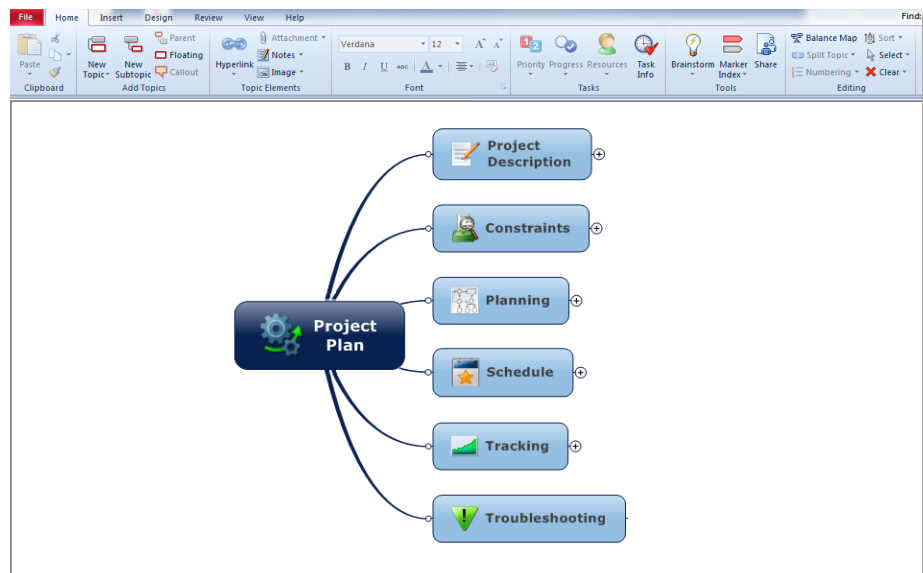
This example assumes that the IT Project Team Lead has chosen to use MindManager 2012 to create Mindjet maps, because the client intends to use some of the project planning

capabilities offered in MindManager 2012. He accesses Mindjet Connect's sharing capabilities directly from within MindManager. The rest of the project team simply log into Mindjet Connect to review and contribute to the map—since Mindjet Connect includes map creation and editing capabilities, they can edit the map right from their browsers.

To follow the steps, simply download the template and open it in either MindManager 2012 or Mindjet Connect.

### Getting Started

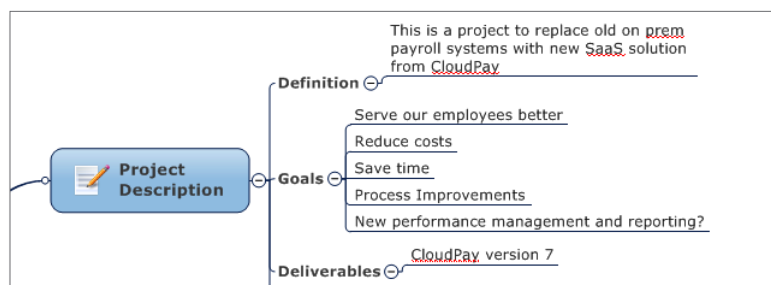
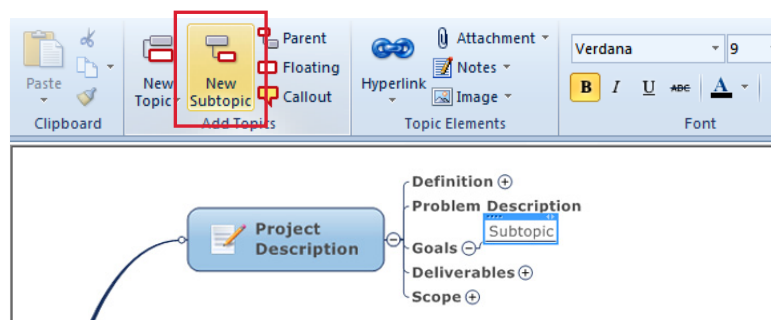
When you open the template, it will look like this. If you're not already familiar with the menus, take a moment to review the ribbon and the map topics.



### Creating Topics and Subtopics

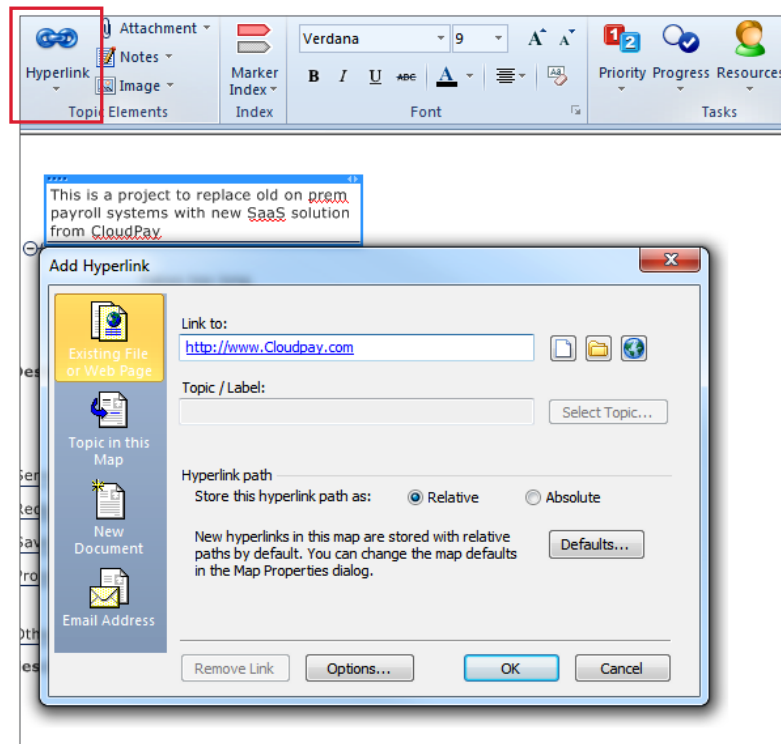
The first step you might want to take is to enter the project description, including the goals and scope of the project.

To create a new topic you can either use the Task Bar or click the Enter key. To create a new subtopic, such as defining your various goals, you can also use the Task Bar or hit the Insert key.



**Centralizing Information**

You can attach notes, links, PowerPoint® presentations, Word docs, Excel® files, and images to your tasks. And you can add links to search engine results and other web resources. In this example, since the team may not be familiar with the new Cloudpay solution, you've attached a link to the company's website.

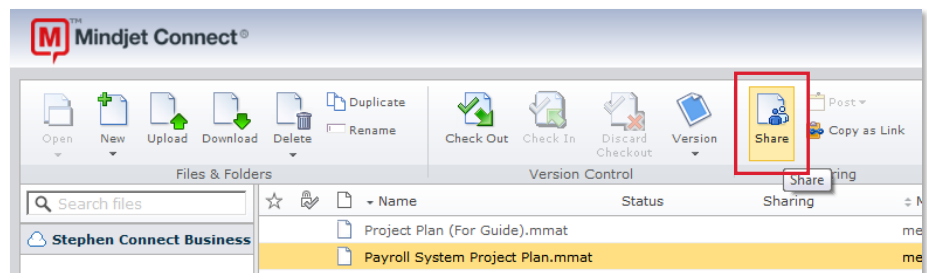
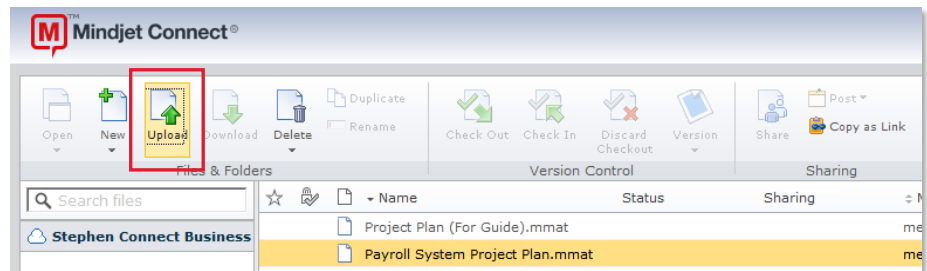


**Share**

A key part of successfully implementing any project is making sure that everyone with an assigned task is on track and working on their portion of the project. As the IT Project Lead, you also need to be able to communicate project status to anyone, anywhere.

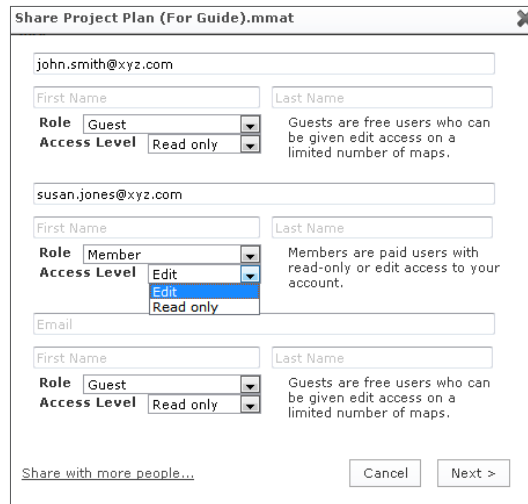
With Mindjet Connect, you're able to communicate status and collaboratively edit project maps with extended team members via any web browser.

To share your maps, first upload your map by clicking the Upload button, then click the Share button.



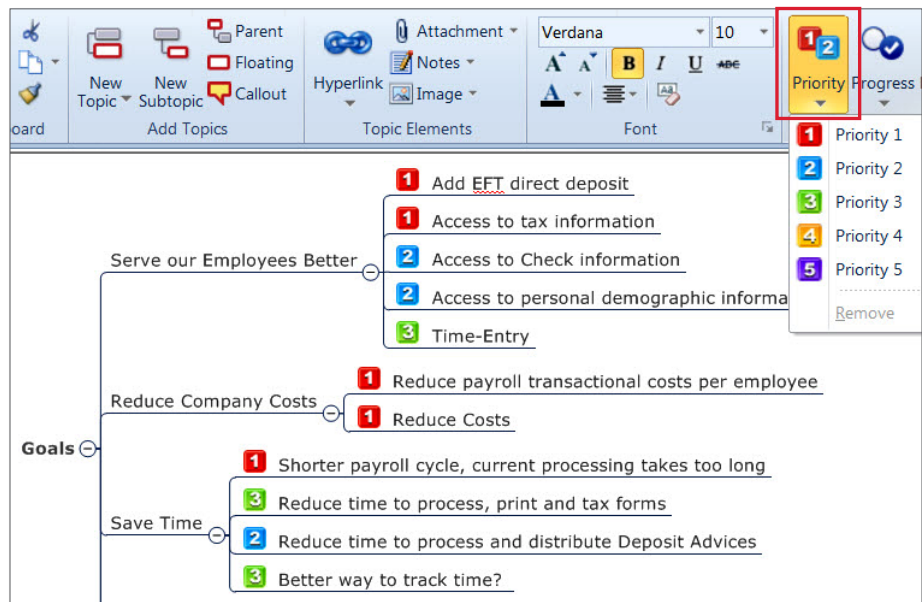
**Share (continued)**

You'll then be prompted to set your sharing rules, identifying recipients as Guests or Members, and determining whether they have Read-only or Edit capabilities.



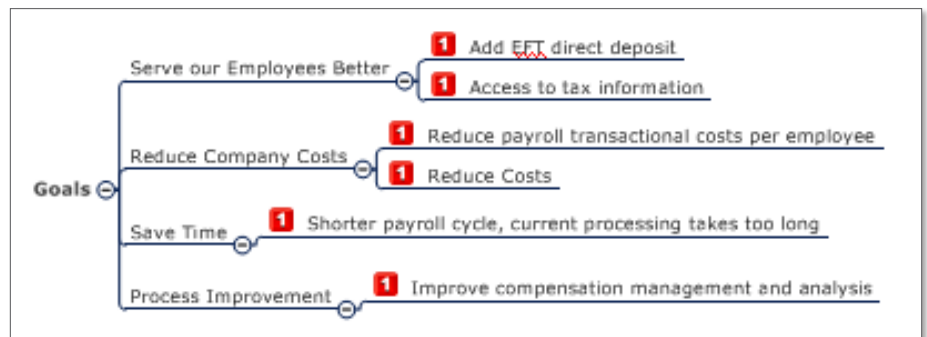
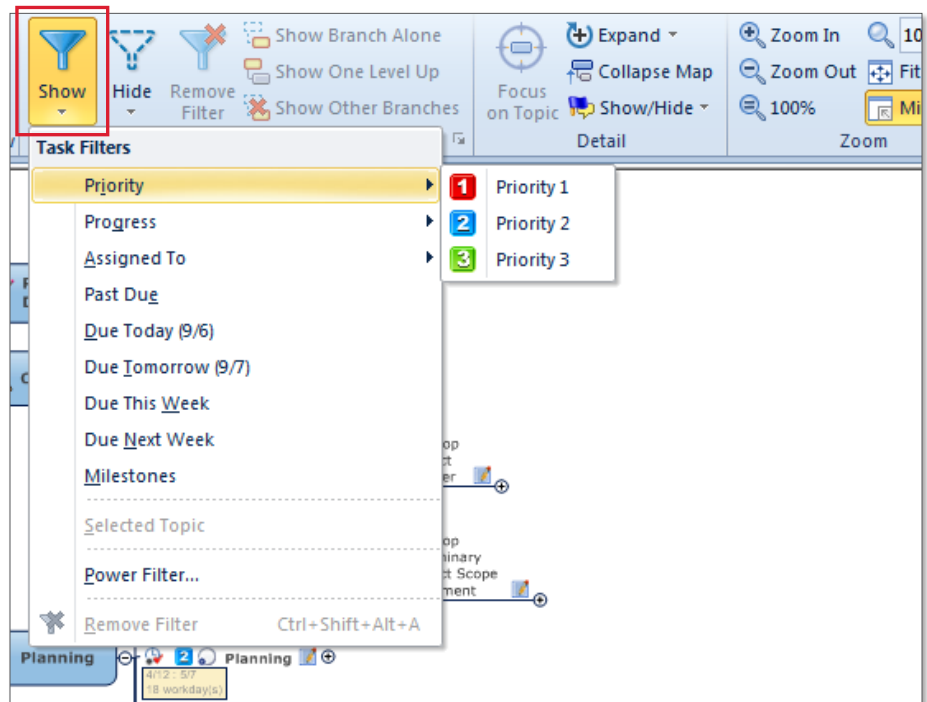
**Prioritize**

Next, you can work with the team to prioritize the goals using the drop down in the Mindjet Connect Task Bar.



**Filter**

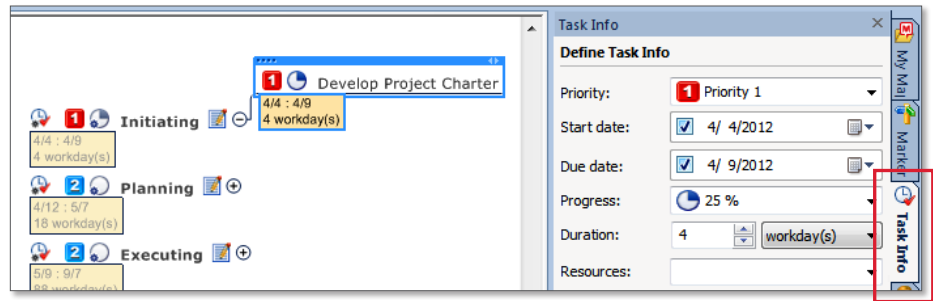
If you develop a long list of priorities, you may want to focus on the top priorities. You can do that quickly using the Filter feature. There is a large set of predefined filters for priority, progress, who the task is assigned to, and more, to make focusing on key tasks in your map quick and easy.



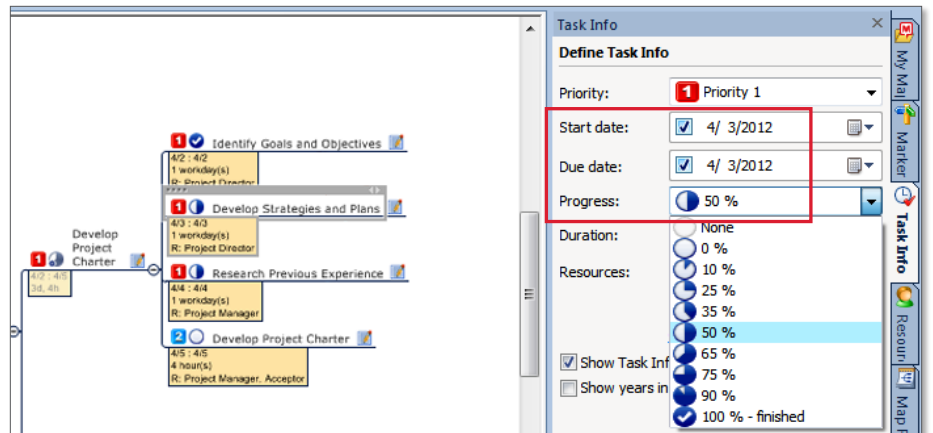
**Task Management**

Now you can use MindManager to quickly move from concept to action plan.

Use the Task Info window to enter all the necessary tasks.

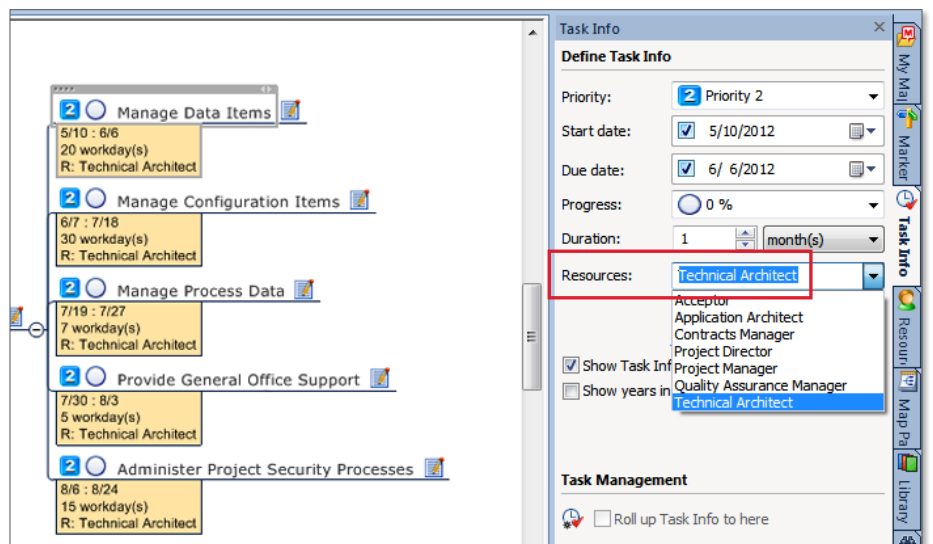


You can identify the duration of each task. Then, based on the team's input, you can use the visual indicators to easily track the level of completion for each task. Just click on the Task Info tab and click the Progress drop down menu.



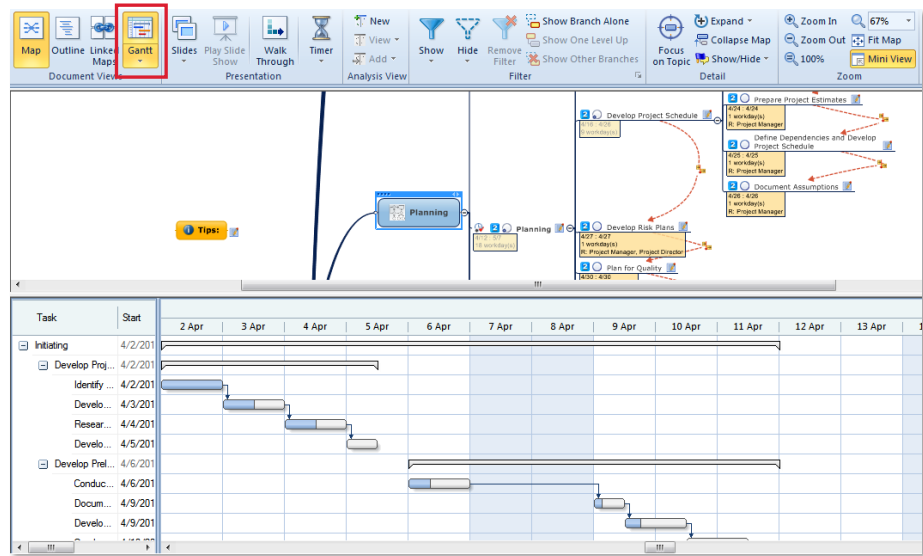
**Resources**

Access the Resource drop down menu in the Task window to assign your team resources and identify dependencies. This way your executives can quickly understand staffing and budget impact.



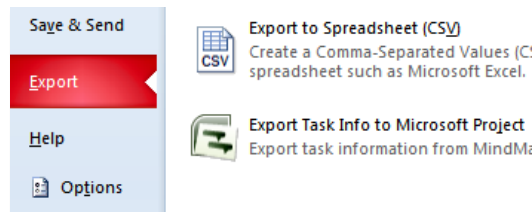
**Gantt Chart**

With one click you can display your tasks in a Gantt chart view.



**Exporting**

One of the most powerful features of MindManager is the ability to integrate with your existing tools, such as Microsoft Excel and Project. As an example, you might want to use MindManager’s own Gantt charting during the planning phase, then once you transition from planning to implementation, you can opt to export to Microsoft Project.



**This Concludes the Getting Started Guide**

You should now be able to build out your own IT Project Plan maps using some of the powerful features illustrated in this guide in order to enhance your ability to capture, organize, plan, and act on ideas and information with your clients in a visual environment that encourages collaboration.

Other common IT Project map templates available for you to use include:

- Project Charter
- Project Control
- Project Dashboard
- Project Status

Please visit our website to find more advanced tutorials and other resources.

**We’d Like Your Feedback!**

Please take a moment to tell us how we can further help you. [www.surveymonkey.com/s/LTL3KFB](http://www.surveymonkey.com/s/LTL3KFB)

**Mindjet**

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