



HMIS Project Management and Annual Calendar of Expectations

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Learning Objectives

Learn how to:

- Distinguish project management from other kinds of management
- Identify HMIS Lead responsibilities as an annual task list (by category)
- Prioritize HMIS Lead responsibilities according to time of year
- Develop a more stable, predictable, and efficient HMIS Administration environment
- Use the HMIS Lead Standards and other published tools to your advantage

Project Management vs. Other Management

All *management* concerned with:

- ✓ Planning
- ✓ Executing
- ✓ Monitoring
- ✓ Controlling

Project management has two distinct features:

- ✓ Finite time frame (temporary)
- ✓ Unique, one-time product/service/result

Project Management for HMIS Leads

- Reporting deadlines become your “projects”
- Contract and monitoring dates, hiring deadlines, training events can all be “projects” as well
- Apply the principles of project management to each deadline
 - On time
 - On budget
 - Within scope
- Treat each project with care, specificity, and oversight
 - Define! Define! Define!
 - Who? What? When? Where? How? Why?

A Year in the Life: Reporting & Funding

Jan -
Mar

PIT/ HIC/
SPM

LSA

Calendar
Year-End
Reporting

Apr -
Jun

CoC
Competiton

Federal
Partner
Competition

DST & HMIS
Rpt Updates

Jul -
Sep

Local Fiscal
Year-End
Reporting

CoC
Competition

DST & Rept
Roll Out

Oct -
Dec

Federal Fiscal
Year-End
Reporting

LSA

Gear up for
PIT/HIC/SPM

A Year in the Life: Meetings

Jan -
Mar

SA Call

Local shelter
meetings

NAEH

Apr -
Jun

SA Call

Quarterly
governance
meetings

NHSDC

Jul -
Sep

SA Call

Board retreats
& Strategic
Planning

NAEH

Oct -
Dec

SA Call

Annual Agency
meetings

NHSDC



A Year in the Life: Trainings

Jan –
Mar

New user

Refresher

Security

Apr –
Jun

New user

Refresher

Security

Jul –
Sep

New user

Refresher

Security

Oct –
Dec

New user

Refresher

Security

A Year in the Life: Contracts/Monitoring

Jan -
Mar

Vendor contract

90 day renewal
process

Apr -
Jun

HMIS
Lead/Governance
contract

90 day renewal
process

Jul -
Sep

HMIS Agency
Agreements

30 day renewal
process

Oct -
Dec

HMIS End User
Agreements -
renew/clean
accounts

End user
survey/satisfaction

8





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(2020, 2024)

Tips and Tools for Success

- Proactive vs Reactive
- How to handle competing priorities
- Communication
- Transparency
- Managing staff
- Delegate!
- Using Technology to manage yourself, your teams, your tasks

When does technology end and the human begin and vice versa?

May be vendor-specific

Audience Tips & Tricks

Community Example: Colorado Springs/El Paso County CoC

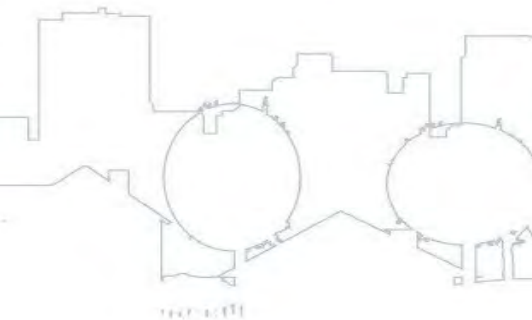
Date (mm/dd/yyyy MDT)	Location	Available Slot	 Calendar View
04/11/2019 (Thu. 9:00am - 12:00pm)	CHP at Plaza of the Rockies South Tower 	HMIS 201 (10) prerequisite: HMIS 101	Sign Up 
04/19/2019 (Fri. 9:00am - 12:00pm)	CHP at Plaza of the Rockies South Tower 	HMIS 301 (10) VI-SPDAT Training	Sign Up 
04/22/2019 (Mon. 9:00am - 12:00pm)	CHP at Plaza of the Rockies South Tower 	HMIS 201 (10) prerequisite: HMIS 101	Sign Up 
04/30/2019 (Tue. 9:00am - 12:00pm)	CHP at Plaza of the Rockies South Tower 	HMIS 401 (10) Reports Training	Sign Up 

Community Example: Washington Balance of State CoC

HMIS Training Registration Calendar (WA Commerce)

Mar 2019 (Pacific Time - Los Angeles)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25 PIT Count HMIS Data TBRA HMIS Data	26	27	28 9am - Olympia - 1pm - Olympia -	1	2
3	4 PIT Count HMIS Data TBRA HMIS Data	5	6	7 1pm - Webinar -	8 10am - Webinar - 1pm - Webinar -	9
10	11 PIT Count HMIS Data TBRA HMIS Data	12	13	14	15 9am - Olympia - 1pm - Olympia -	16
17	18 PIT Count HMIS Data TBRA HMIS Data	19 10am - Webinar - 11am - Canceled	20	21 1pm - Webinar -	22	23
24	25 PIT Count HMIS Data TBRA HMIS Data	26	27	28 9:30am - Port 12:30pm - Port	29 9:30am - Port 1:30pm - Port	30
31	1 TBRA HMIS Data	2	3	4 1pm - Webinar -	5	6



Investments in Training

- Initial investments in training pays dividends in time, resources, and data quality
- Use feedback loops (reports, surveys, score cards, and dashboards) to identify training needs and target high-value areas
- Fires are put out, freeing up your time for strategic work



1-2-4-All Challenge

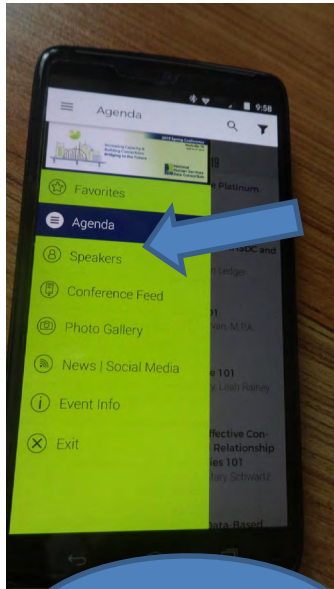
- What is your data/reporting, funding, meeting and contracting schedule?
- What are regular activities you are a part of or participate in?
- Do you have predictable busy periods/slow periods? Why?

Challenge!

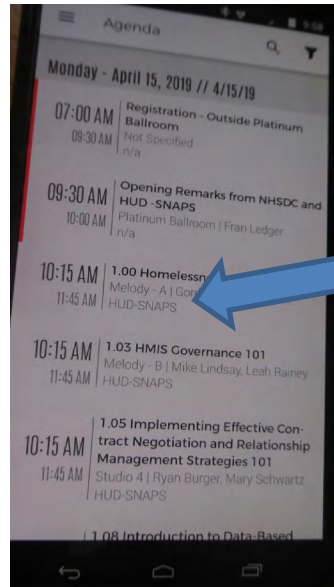
- Alone – write down your calendar of events each year – predictable, challenging, resource-intensive
- Report out to the whole group: what are some important events you identified?

Evaluate This Session on Your Conference App! (It takes 5 minutes to complete)

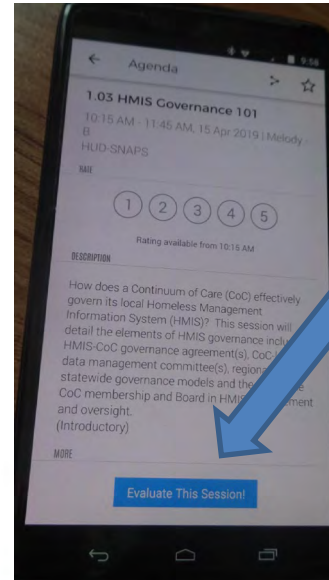
1) Select “Agenda” from the navigation menu.



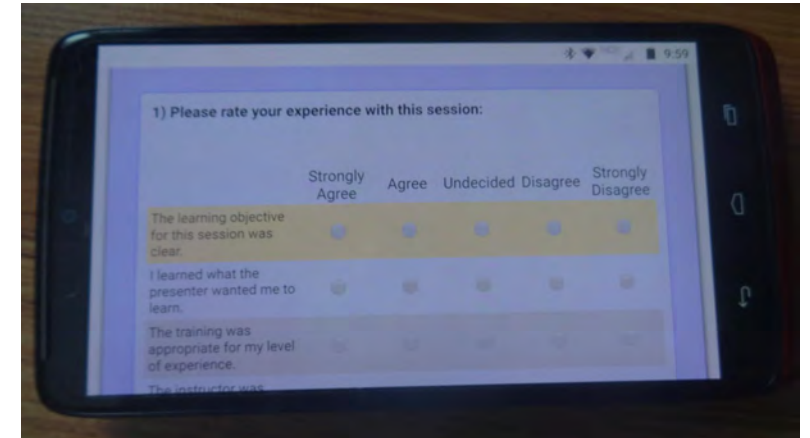
2) Select the name of the session.



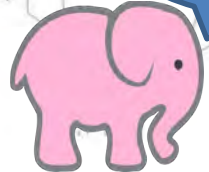
3) Select the blue “Evaluate This Session”.



4) Complete the Evaluation and Select “Finish”.



Rate Me!



TIP:

Turn your phone horizontally to see rating options.

20



HUD Certificate-of-Completion

Reminder: HUD is offering a Certificate-of-Completion for completing at least 4 sessions within either track:

- 1) HMIS Fundamentals Track
- 2) System Planning with Data Track

To earn credit for completion of this session, please complete the evaluation on the conference app and include contact details when prompted

Contact Us

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