

PROJECT MANAGEMENT

6 Steps to Achieving Goals



"He who fails to plan is
planning to fail"

- Sir Winston Churchill

Proper

Planning

Prevents

Poor

Performance





STEP 1: TEAM

- Meet with Project Sponsors & Key Stakeholders
- Ask & Answer:
 - What are needs & expectations?
 - Project Scope (In & Out)
 - Budget
 - Timeline
- Document in Project Management Template
- Send recap to Sponsors & Stakeholders
- Identify Project Team Members
 - Do you have any skills missing from team?
 - Utilize Stakeholders & Sponsors to gain missing team members

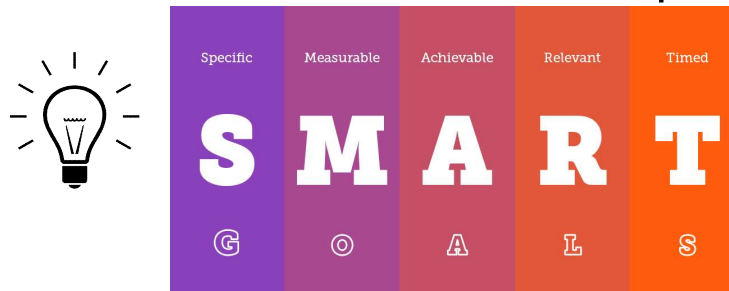


A green ceramic mug filled with dark coffee sits on a white, textured paper napkin. The napkin is placed on a dark wooden surface. To the left of the napkin, the tip of a silver and black pen is visible. The napkin has a handwritten quote in black ink.

A GOAL
WITHOUT
A PLAN
IS JUST
A WISH

STEP 2: SET & PRIORITIZE GOALS

- Prioritize the needs & expectations of project
 - “*BUT EVERYTHING IS IMPORTANT*” – Having trouble prioritizing? Start Ranking goals by urgency & importance
- Set specific project objectives
 - Project objectives must be measurable and contain key performance indicators that will be used to assess a project’s success.



- These indicators will often encompass areas such as budget, quality, and time to completion



***Excellent point to check-in
with Consumers of project
output!***

***- Avoid non-value added
activities by pulsing with your
Consumers!!***

- Does this deliver value?

STEP 3: DEFINE DELIVERABLES

- Identify the deliverables & project steps to deliver goals
 - *What are the specific outcomes you expect to produce?*
- Estimate due dates for each deliverables
 - Set firm milestones for essential deadlines and deliverables.
 - Track your progress once work begins to ensure you complete tasks on time and keep stakeholders happy.



STEP 4: CREATE PROJECT SCHEDULE

- For each deliverable, define series of tasks must be completed to accomplish each one
 - *Define the amount of time for each task*
 - *Include resources required*
 - *Owner of task*
- Identify Dependencies
 - Do you need to complete certain tasks before others can begin?
 - Input deliverables, dependencies, and milestones
- *“I can count on you!”*
 - Involve team into the planning process.
 - The people performing the work have important insights into how tasks get done, how long they'll take, and who's the best person to tackle them.
 - Draw on their knowledge! You'll need them to agree with the project schedule and set expectations for work to run smoothly
- Staying Connected
 - Determine where project plan will be housed for team (including key documents)
 - Determine Team Rules



STEP 5: IDENTIFY RISKS

- No Project is Risk FREE
 - *Any issues you know of upfront that will affect the project planning*
 - *Team Vacations, Holidays, Material Delays, Busy Seasons*
- Prevent Risk or Limit Impact
 - Review project plan and add steps to limit risks impact
 - TIP: Tackle high risk items EARLY
 - TIP: Add “Buffer” Time to help keep project on track



STEP 6: COMMUNICATION STRATEGY

- Share Project Plan with Stakeholders
 - *Explain how your plan addresses stakeholders' expectations, and present your solutions to any conflicts.*
 - *Make sure your presentation isn't one-sided.*
 - *Have an open discussion with stakeholders instead*
 - *Be clear on what you expect of stakeholders (actions needed)*
- Determine Roles
 - Who needs to see which reports, and how often?
 - Which decisions will need to be approved, and by whom?
- Project Plan

RETROSPECTIVE

Post – Project:

- ✓ Understand what can be improved
- ✓ Celebrate **SUCSESSES**



KEYS TO SUCCESSFUL PROJECT MANAGEMENT

- 1. SCOPE:** Stakeholders must agree on definition of success (i.e. Final Outcome)
 - a. MOST IMPORTANT:** Identify what is NOT included within project scope
- 2. PLANNING = 80 - 90% of Project Management**
 - a. Proper Planning Prevents Poor Project Performance**
- 3. SKILLS REQUIRED:** Consider skill-set needed for team members
- 4. COMMUNICATION:** How will you communicate with your team?
- 5. RISKS:** Understand risks & discuss with team on how to manage challenges
- 6. RETROSPECTIVE:** After completing – always discuss what worked & what didn't so you can continue to improve