



Top Tips for Project Management

WHAT IS A PROJECT?

Projects can take many forms:

- a quality improvement project
- a construction project
- a project to involve staff in decision making
- a project aimed at problem solving
- a project to introduce new technology.

Projects always have:

- limited timescales
- defined outputs
- unique identities
- a team focus
- a change orientation.

THE PROJECT WAY OF WORKING

Projects differ in terms of:

- scale
- formality.

Projects can:

- be effective means of getting things done
- enable you to cross traditional boundaries
- increase flexibility
- be fun to work on.

Projects present new challenges to managers:

- you have to achieve outputs within a defined timescale
- you may have to work in unfamiliar areas
- you may have to manage people whom you do not usually manage or who are senior to you
- you may have to network across your organisation
- you face conflicting demands.

Know ; WHO'S WHO IN your PROJECTS

Key people in project are:

- the project manager
- the project team
- the project sponsor
- the customer
- the stakeholders.

Managing projects involves:

- managing the project team including the conflict
- managing the project life cycle in stages using a plan
- managing the stakeholders and maintaining the relationship.

THE PROJECT LIFE CYCLE

All Projects follow a number of stages: Know which stage your in

- definition
- planning
- implementation
- completion and evaluation.

Project definition involves agreeing:

- the role of the project
- its aims and objectives
- a broad idea of timescales and resources
- likely outputs of the project.

Planning involves identifying:

- project phases leading up to milestones
- activities and tasks
- timings and resources
- dependencies
- roles and responsibilities.

Planning tools include:

- Gantt charts
- critical path diagrams
- computer software.

Implementation involves managing and monitoring:

- the project plan
- uses of the resources
- team performance
- stakeholders.

Completion and evaluation include:

- handing over to the customer
- winding down the project team
- evaluating project outcomes
- learning from success and failure
- broadcasting success.