

Project Management in Seven Easy Steps

POINT OF NOTE - The Key to being successful in a task is to be habit forming

- 1. Be Pro-active**
 - a. Identify Goals
 - b. Control
 - c. Anticipate issues
 - i. Write a risk plan

- 2. Define Clear Goals**
 - a. Get the Scope of the Project right

- 3. Understanding Priorities**
 - a. Using the data gained from identifying goals
 - b. What needs to be done first
 - c. Deliver all the way through the project

- 4. Aim for Success for All ~ A Win- Win Situation**
 - a. Wider business requirements identified and acknowledged throughout
 - b. Understand the aims of all stakeholders involved on the Project
 - c. What does everyone need?
 - d. What you want as project manager

- 5. Be Adaptable**
 - a. Project Managers need to be adaptable to change
 - b. Be prepared for others to change the requirements

- 6. Nurture the Team**
 - a. A project cannot be delivered without the team
 - b. Understand the Team

- 7. Review, Learn and Move On**
 - a. Complete FULL Project Review
 - b. Learn from missed opportunities
 - c. Learn from mistakes
 - d. Do not apportion blame
 - e. Learn from Successes
 - f. Learn what worked
 - i. And worked well
 - ii. What was a surprising success