

MILESTONE

*Providing Stepping Stones
Along the Path to Success*



A WOMAN-OWNED
SMALL BUSINESS

CHECKLISTS FOR
PROJECT SUCCESS
PART 1

Checklists are used in countless ways during a project. You may utilize a checklist when preparing a business case, creating a proposal, or conducting a post-implementation review. They are numerous possibilities for a checklist, however, this month I want to focus on constructing a general project management checklist. There is so much information to share, however, that it will be divided into two Milestones.

Start with a clear goal statement

Knowing what you are doing and why will help keep the focus of the project. Having a quick reference to why the process is necessary, what outcomes you want to see, and how you're going to do it will keep your team on track. This will state the vision of your project, which makes it the foundation of a project management checklist.

Define your stakeholders

Stakeholders are anyone who has a personal stake in the project. This is more than simply the project team. Your stakeholders will also include management, contractors, vendors, the customer, and anyone who has to approve a portion of the project before you can move on to the next section. The list will be longer than you first anticipate. Find out who your stakeholders are and how they will contribute to the project. You can chart stakeholders on a Power/Interest Grid to identify if they want to manage the project closely, be kept informed of the progress, or simply monitor it. Some stakeholders will have more influence in the project than others. It's important to know who will be in each group.

Determine your deliverables

What will be the final product when the project is finished? Use your goal statement to create a list of deliverables your project will accomplish. When considering the goal statement of the project, this should be a pretty straightforward process.

Figure out the resources required to complete the project

Resources are necessary for the success of any project. Resources include more than just the money required to fund it. Think about what people, equipment, materials, and scheduled/plans will also be needed (all of which will influence your budget).

Map out your schedule and milestones

Use milestones to help create a realistic schedule. There are great tools available to help with this. The Critical Path Method will assist in estimating the minimum project length duration and determine the amount of schedule flexibility. Determining the schedule aligns with the resources required to complete the project. Knowing when the needed resources are available will help you create a realistic schedule.

Our next Milestone will look at the final five sections in a project management checklist.

Content adapted from
www.teamwork.com/blog/project-management-checklist/

UPCOMING FREE WEBINAR

CREATING CHECKLISTS FOR PROJECT MANAGEMENT SUCCESS

FRIDAY,
JUNE 10

10:00 - 11:00 AM CST

1 PDU

TO REGISTER, GO TO
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HYBRID PROJECT MANAGEMENT - 2 DAY

BLENDING TRADITIONAL AND AGILE APPROACHES FOR PROJECT SUCCESS

PDU's - 13

PMI's Talent Triangle Breakdown

Technical - 6.25

Leadership - 2.00

Strategic - 4.75



face-to-face



virtual
instructor-led

Course Description: Hybrid Project Management is popular because it combines both Traditional and Agile project management methodologies to plan any project regardless of the industry. This course includes teaching and activities that move beyond using the two popular approaches. It includes seldom discussed areas such as adjusting organizational culture, communication, and authority to support a hybrid environment.

This two-day, fast-paced course gives participants skills and techniques for blending a project approach that matches the project to increase success, as well as expand the participants' principles and core knowledge of hybrid project management.

This course is expansive and includes areas left out of other hybrid courses because it goes further than introducing methodologies and processes to openly discuss issues on authority, communication, and culture changes due to the hybrid methodology.

Course Objectives:

Objective 1: Discuss the definition of hybrid project management

Define the Hybrid Manifesto

Objective 2: Evaluate the need for hybrid project management

Identify why hybrid projects fail

Discover the benefits of using the hybrid model over Traditional or Agile methodologies

Define the value-added processes for hybrid

Identify the roles and responsibilities for each method

Validate the goals and outcomes of the project

Understand the principles of both Traditional and Agile methodologies

Assess the process for adjusting the processes from Traditional or Agile to a customized hybrid approach

Create a customized hybrid process for the organization

Objective 3: Create a checklist for selecting process components from various methodologies

Contrast basics of Scrum and its various roles

Compare the foundations of Kanban

Build success factors of hybrid

Objective 4: Examine skills for a hybrid project manager

Paraphrase the qualities of a hybrid project manager

Discuss management's role in supporting hybrid project management in the organization

Analyze supervision techniques and processes to support hybrid

Examine the characteristics of a well-run hybrid team

Objective 5: Compare conditions that are best suited for Traditional, Agile, and Hybrid

Create a hybrid process

Discuss hybrid project methodology

Discuss hybrid performance metrics and how to verify each team member is working

Compile qualities of what must change in an organization's culture for hybrid to work



A WOMAN-OWNED SMALL BUSINESS (WOSB)



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