MILESTONE

*Providing Stepping Stones
Along the Path to Success*

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CHECKLISTS FOR
PROJECT SUCCESS
PART 2

In this Milestone, we will finish looking at what is needed to construct a project management checklist. In our previous issue, we looked at the first five sections of a general project management checklist. In this issue, we will finish the list.

Hash out your project budget (including direct and indirect costs)
The project's required resources will influence the budget. When estimating the budget, it's easy to remember to include the direct costs related to the project (supplies and equipment). But don't forget to consider the indirect costs as well (insurance or advertising).

Run a risk assessment to avoid roadblocks
Risk is a part of every project. Before the project begins, do a risk assessment. Try to anticipate any potential risks that could arise and develop a plan for if they do. If a similar project has been done previously, find its Lessons Learned to learn what risks it encountered and how they were handled. Remember, not all risks are negative. Some risks you encounter may be opportunities!

Come up with a communication plan to keep your team in sync
Effective communication is an essential ingredient for project success. If there is a breakdown in communication, changes won't be shared, milestones will be missed, and the project could fail. When you're defining your stakeholders, determine how often information should be shared with them (daily, weekly, monthly) and how they would like the information (email, in person, video chat).

If a person solely wants to be informed on how the project is going, he or she probably won't need daily updates. A RACI (Responsible, Accountable, Consult, Inform) chart is a great way to organize stakeholders and their communication needs. This is a useful tool to use to ensure clear assignment of roles and responsibilities when the team consists of internal and external resources.

Decide how you'll document everything
Regardless of what project management methodology you choose to use, documentation is very important. Granted, traditional project management requires more documentation than an Agile methodology, but it is needed in both. Some documentation is needed to stick to the project plan. It is also used when conducting a lessons learned or retrospective session at the end of the project or iteration.

Assess the progress and success of your project
During this final box to cross off in the checklist, look back on how the project went. Did you finish it on time? On budget? What did you learn during the project that can be used in the future? Look at what was done well and what could be improved upon. We must take what we learn in past and current projects to make future projects more efficient and successful.

Preparing for a project requires planning. Using a checklist will help make sure that you've thoroughly thought through the details.

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

MASTERING PROJECT MANAGEMENT - 3 DAY

PDUs - 19.5

PMI's Talent Triangle Breakdown
Technical - 18.75
Leadership - 0.75

face-to-face

virtual
instructor-led

Course Description: This three-day course will provide an overview of the project management process. It will include applicable hands-on activities and team exercises to reinforce project management core competencies. Participants will learn tools and techniques which will help them run their projects faster and more effectively. This course will follow the Project Management Institute's process groups and knowledge areas of the *PMBOK® Guide*.

Course Objectives:

Objective 1: Recognize the process groups and knowledge areas of project management
Identify the benefits of project management
Describe the project manager's role in project management
Describe project charter
Distinguishes the scope of a project including scope statement and scope definition

Objective 2: Analyze activity sequencing and various tools: precedence diagramming method, arrow diagramming method, conditional diagramming methods
Examine various estimating tools: analogous estimating, parametric estimating, PERT estimating, etc.
Examine tools for schedule development including critical path method, duration compression, simulation, and critical chain method
Interpret quality planning and examine tools such as benefit cost analysis, benchmarking, and flow charting
Examine communication planning

Objective 3: Discuss cost estimating and cost budgeting
Explain earned value analysis including:
- Schedule variance
- Cost variance
- Cost performance index
- Schedule performance index
Define and recognize procurement planning
Examine contract types: fixed price, cost reimbursable, time and materials, unit price, and target price
Discuss the solicitation process

Objective 4: Define and describe the following:
Project team
Characteristics of effective and ineffective teams
Destructive and supportive roles of team members
Team motivation

Objective 5: Evaluate how to perform quality assurance
Discuss scope verification, control, and reporting
Analyze ways to handle scope changes
Identify scope creep
Discuss schedule control

Objective 6: Summarize ethical considerations

Objective 7: Examine the process of closing a project including contract closure

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VALUES STATEMENT

Every person has worth and should be treated with respect.

AREAS OF EXPERTISE

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