MILESTONE

Providing Stepping Stones
Along the Path to Success

THE
MATHIS
GROUP, INC.

A WOMAN-OWNED
SMALL BUSINESS

PROJECT
MANAGEMENT
MISTAKES PART 1

Project management is a skill which helps deliver the greatest value to the most individuals. During a time when all organizations are faced with tight budgets and limited staff, we must make sure we can complete projects in the shortest and most economical way. Dr. Mathis has identified 21 project management mistakes that cost organizations time, money, and efficiency. Many of these mistakes are not one-time events but are part of the organizational culture.

Most organizations have methods and processes that are very productive and have been able to finish projects on time and within budget even while violating numerous project management fundamentals. However, when an agency creates a realistic timeline and better organizes their staff, they are able to reduce stress and burnout while using their resources in a positive way. In this Milestone, I want to share a few of them.

Mistake #1 - No Established Project Methodology Which Fits Organizational Culture
Aligning project management methodology to fit the current internal organizational culture gives projects room to grow while supporting organizational goals and strategic vision. Project management theories and models should support what is already happening in the organization. When an organization attempts to create methodologies without considering the internal culture, it is likely that they will not be committed to project management in the long haul. Project management methodology and internal culture must fit together like a glove.

Mistake #2 - Planning Before a Customer Interview is Completed
Due to enormous pressure and time crunches, project teams are faced with beginning project activities prior to completing a detailed project plan. This causes many hardships and mistakes, which cost time, money and adds unneeded frustration to the project team. Following a detailed customer interview process will ensure that you will not miss any information or requirements given by the customer.

Mistake #3 - Top-Down Planning with Little Input from Those Working on the Project
The responsibility for planning the project is always a hot topic of debate. There seems to be a consensus that individuals are planning the project, setting deadlines, and establishing budgets with little or no input from the frontline worker. Many forget that while upper management normally has control and understanding of the resources, as well as the organization's larger mission, the people actually doing the project should have some input as well.

Mistake #4 - Creating Teams with Improper Skills
Have you ever been on a project team which was ineffective or did not possess the proper skills? This can be extremely frustrating to the project team, as well as the customer, and can damage the progress and confidence in project planning. Project teams must keep their skill levels strong and effective. This can be done very easily through short training sessions at the end of project meetings.

Identifying mistakes found in your organization's culture, and finding ways to correct them, can increase project success. In future Milestones, we will identify other mistakes encountered during a project.

Join Dr. Mathis on Tuesday, April 19 for our free *The Kanban Experience & Project Management* webinar. If you cannot attend, a replay link will be sent out after the webinar. To register, go to **www.themathisgroup.com/webinars**.

PROJECT MANAGEMENT MISTAKES AND HOW TO AVOID THEM FOR PROJECT SUCCESS - 3 DAY

PDUs - 19.5

PMI's Talent Triangle Breakdown
Technical - 18.00
Leadership - 1.50

face-to-face

virtual
instructor-led

Course Description: This course will explore 21 common project management mistakes made during the life cycle of a project. Mistakes are identified; solutions are developed and applied so that these mistakes are manageable or avoided all together. This course will follow the Project Management Institute's process groups and knowledge areas of the *PMBOK® Guide*. Each student will receive a copy of the book, 21 Deadly Project Management Mistakes by Dr. Keith Mathis.

Course Objectives:

Objective 1: Examine the mistake of no established project methodology with fits organizational culture
Objective 2: Examine the mistake of planning before a customer interview is completed
Objective 3: Examine the mistake of top-down planning with little input from those working on the project
Objective 4: Examine the mistake of creating teams with improper skills
Objective 5: Examine the mistake of vague roles and responsibilities definition
Objective 6: Examine the mistake of little accountability when productivity is low
Objective 7: Examine the mistake of an unrealistic timeline
Objective 8: Examine the mistake of a shallow WBS
Objective 9: Examine the mistake of no implementation plan
Objective 10: Examine the mistake of a limited risk analysis
Objective 11: Examine the mistake of a poor communication plan
Objective 12: Examine the mistake of no project audits
Objective 13: Examine the mistake of inadequate performance appraisals
Objective 14: Examine the mistake of turf battles
Objective 15: Examine the mistake of not monitoring the critical path
Objective 16: Examine the mistake of no system to track change orders
Objective 17: Examine the mistake of conflict with culture and project command
Objective 18: Examine the mistake of overcommitting team members
Objective 19: Examine the mistake of not confronting the status quo
Objective 20: Examine the mistake of no close down plan for ending the project
Objective 21: Examine the mistake of not creating best practices

THE MATHIS GROUP, INC.
A Woman-Owned Small Business (WOSB)

Providing quality, customized training and consulting services that inspire, educate, and equip organizations to be better tomorrow than they are today.

DR. KEITH MATHIS, PMP, PMI-ACP, CSM
WANDA MATHIS, M.ED. PMI-ACP

PROJECT MANAGEMENT TRAINING
OVER 60 PROJECT MANAGEMENT COURSES REGISTERED WITH PMI

PRESENTATIONS THE EDUCATE, MOTIVATE, AND INSPIRE

Since 1993, The Mathis Group has been helping organizations change worker productivity and behavior.

PROJECT MANAGEMENT
MARKETING
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COMPANY MANDATE

The Mathis Group provides training and consulting that will impact the organization and individual while maintaining an outstanding reputation for success and integrity.

VALUES STATEMENT

Every person has worth and should be treated with respect.

AREAS OF EXPERTISE

- Curriculum Design
- Project Management
- Organizational Behavior and Development
- Management
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- Strategic Planning
- Executive Coaching
- Performance
- Team Building
- Emotional Intelligence
- Leadership
- Customer Service
- Creating Customer Value
- Supervisory Leadership
- Coaching and Counseling

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