

MILESTONE

*Providing Stepping Stones
Along the Path to Success*



A WOMAN-OWNED
SMALL BUSINESS

PREVENT PROJECTS
FROM FAILING

If I had a magic mirror that could tell you the future of your project, would you take a peek at it? Without a doubt! Regardless of how thorough our planning can be, there is always the nagging fear that something will go wrong. Let's look at five ways to help prevent our projects from failing.

Set realistic expectations

Setting unrealistic expectations just to please a customer, or so that the project falls within a certain budget, will cause problems when the project kicks off. You also need to make sure to set realistic expectations for your team by assigning them tasks based on their abilities and skill set. Discuss all potential risks, threats and issues that may arise and develop appropriate contingency plans.

Properly initiate the project

Never start a project early just so that you can finish it early. Without proper initiation, rushing to kickoff will only backfire on you and your team. Proper project initiation requires discussion, seeking agreement, and documenting the expectations of all the stakeholders. When key stakeholders know what they are getting (and they agree to it), everyone knows exactly what is expected of them to complete the project. Poor initiation, on the other hand, will lead to rework, errors, and omissions unnecessarily extending the project.

Check your resources

Do your team members have the expertise required for the project tasks? Starting a project with a team filled with the wrong skill mix or wrong number of people, will only lead to failure. Limited staff and other resource constraints will result in missed milestones and deadlines, throwing any estimated completion date into jeopardy. To avoid project failure due to lack of resources, check the availability of the required resources before the project kickoff.

Keep clear channels of communication

A breakdown in communications is another common cause of project failure that can be easily avoided. Project managers cannot operate in a vacuum, they need to be accessible to all stakeholders. If your team members feel they are being ignored, it can lead to resentment and poor performance. When a project schedule is created, a preferred form of communication should be agreed on by everyone involved.

Be open to alternative solutions

The point of having a team is to take advantage of a diverse set of skills and experiences. As the project manager, you may think you have the most efficient solutions to any problems that arise, but don't forget to seek input from team members. Listen to their contributions, discuss viable options, and agree on the best solution. Remember, the more invested the stakeholders are, the greater the likelihood of success.

The key to avoiding project failure is to plan well, execute this plan well, and evaluate your actions. Sure, there's Murphy's Law, but the most successful project managers always plan ahead to avoid grappling with vague project scope, resource shortages, and people problems.

Adapted from *5 Tips on How to Avoid Project Failure* by Jordan James. www.zandax.com//management-blog/5-tips-on-how-to-avoid-project-failure

Join Dr. Mathis on Friday, June 11 for our free *Preventing Failed Projects* webinar. If you cannot attend, a replay link will be sent out after the webinar.

To register, go to **www.themathisgroup.com/webinars**.

UPCOMING FREE WEBINAR

PREVENTING FAILED PROJECTS

FRIDAY, JUNE 11

10:00 - 11:00 AM CST

1 PDU

TO REGISTER, GO TO

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CLIENTS WHO
HAVE BOOKED
THIS COURSE

STATE OF KANSAS

FAA

MIDMO PMI
CHAPTER

PROJECT RECOVERY: HOW TO DETECT, DIAGNOSE, AND TURN AROUND FAILING PROJECTS - 3 DAY

PDUs - 19.5

PMI's Talent Triangle Breakdown

Technical - 12.25

Leadership - 2.50

Strategic - 4.75



face-to-face



virtual
instructor-led

Course Description: This three-day course prepares participants in skills and techniques for detecting, diagnosing, and turning around failing projects. It will focus on process analysis and turn around strategies to support project recovery.

Projects can be unpredictable and may get into trouble and not fulfill the desired outcomes, goals, and objectives. At times, these projects will even fail and bring reduced opportunities with lower benefits. Failures can sometimes be caught early and turned around.

Course Objectives:

Objective 1: General Definitions and Issues for Project Recovery

Define project recovery

Define project success

Identify types of failure

Categorize degrees of project failure

Objective 2: Discuss what to do before the project gets into the red

Describe the meaning of success for this project

Apply a health check-up on the project before the crisis

Objective 3: Recognize when the project needs recovery

Analyze the level of intervention

Create a recovery charter

Solicit management support

Create an analysis log

Objective 4: Discuss what to do after the project gets into the red

Identify the six-phase recovery process

Design an interview

Perform the recovery interview

Objectives 5: Examine how to move the project out of the red

Perform an audit

Perform a root cause analysis

Express roles and responsibilities of team

Identify communication requirements for each stakeholder

Objective 6: Manage the Stakeholders During Recovery

Identify emotional issues

Develop a communication plan and processes

Create escalation process to remove roadblocks

Gain frequent feedback from team members, customers, and management

Objective 7: Verify the project metrics and standards are working

Compare audits to health recovery check-ups

Recognizing the warning signs in the recovery

Determine when the project will return to the original schedule



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

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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
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- Creating Customer Value
- Supervisory Leadership
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