

Creating an Environment for Successful Projects

Your organization wants to have all of your projects completed on time, within budget, and with the desired results. To consistently accomplish these three goals, support is needed for proven project management principles and techniques. This highly-participative two-day workshop will help your organization create an environment that supports:

DEFINING THE PROJECT AND SETTING PROJECT OBJECTIVES

- Clearly define the *results* that will exist when the project is completed with excellence (using the "S-M-A-R-T" test).
- Identify and involve all the stakeholders in the project.
- Clearly determine the *budget* (measurable in dollars) for the project.
- Clearly determine the project's *schedule* (measurable in units of time).
- Prepare to *reexamine* the projects objective as necessary and appropriate.
- Secure the *stakeholders' consensus* on the project's objectives - look at the project from other's perspectives.

DEVELOPING THE PROJECT TEAM

- Determine *who* should be on the project team, and in what *role*.
- Set *guidelines* for the project team to follow.
- *Integrate the individual personalities* of the team members in to a cohesive, highly-effective project team.
- *Manage* the performance and *evaluate* the productivity of the team.

PLANNING THE PROJECT

- Conduct a complete *task analysis*.
- *Estimate* "time" and "cost" of the project.
- Chart the project using PERT/CPM and/or GANTT.
- Determine the *resources* necessary for successful completion of the project in a given time frame.
- *Communicate* the project plan to all stakeholders (*project reporting*).
- *Protect* the project plan to ensure successful completion of the project.
- *Monitor* the project, the plan, the schedule, and the budget.

PROTECTING THE PROJECT PLAN

- *Anticipate potential problems* and successfully deal with them.
- Identify and *solve project problems* as they occur - using logical, rational, systematic problem solving and decision making process.
- Ensure that *team meetings* contribute to the success of the project.
- *Adjust* and *control* as appropriate throughout the life of the project.
- *Learn* from the project - to do even better "next time."

WRITING AND PRESENTING EFFECTIVE PROJECT REPORTS

- Create a *readable style* (using the "Ten Keys for Clear Writing").
- Use *logic* in your writing - cause-effect, comparison/contrast, etc.
- *Design* documents - layout logic and design for technical documents.
- Incorporate all of the *key elements* of the short professional report into all your technical documentation and reporting.
- *Plan* more effective presentation and briefings.
- *Deliver* presentations and briefings with more confidence, authority, and flair.
- *Know your audience*: the key to success.
- Work with *basic platform techniques* - gestures, eye contact, stance, and voice-developing.
- *Develop* appealing transparencies and appropriate handouts.