

Top Ten Project Management Secrets

Businesses run along, day after day with amazing regularity, then just sometimes, in organisations big and small, it's time for something **new** to be introduced - **OMIGOSH!**. It might be new IT systems; a restructuring; factory expansion; almost anything that requires a plan of action.

For this, there is **Project Management**...and although steeped in mystery, here are the 'secrets' of the very best managers and the way they use **Project Management** skills in their work.

The very best at **Project Management**...

- 1. Have Crystal Clear Goals**
They understand the scope of the project in hand and communicate it fully to all stakeholders.
- 2. Create the Right Team**
There is no place for make-weights here. Those best at **Project Management** choose carefully to get a great mix of people in the team for balance and width. Can use it as a development opportunity.
- 3. Use Realistic Timescales**
By ensuring they have the right team make-up, they are able to make good judgements of the 'achievability' of a project over the allocated time - or push back for more.
- 4. Assess Resource Requirement**
They find out early on, the resources needed to deliver the output in the timescale. This might be personnel, funding, materials, workload. This is a vital activity.
- 5. Identify Milestones**
In the project itself, checkpoints (or milestones) are set into the timed plan to assess progress against target. This enables confidence to build in capability and/or adjustments to be made accordingly.
- 6. Clarify Accountabilities and Expectations**
Everyone has to pull their weight here or the job won't get done. The **challenge** is to get really clear about who definitely is accountable for what and by when and rigid discipline maintained.
- 7. Watch for Holes**
Those really good at **Project Management** are aware of pitfalls. They spot those critical issues and killer moments in a project and take action - in advance.
- 8. Communicate Well**
Good at communication generally, good project leaders keep all stakeholders informed of progress regularly. Often using a visual representation of 'the project plan', this helps everyone get a clear picture of progress.
- 9. Are Honest**
Whilst disciplined, they are also great at being honest with those on the team and other stakeholders. If the project struggles, they are open about it and seeks fixes rather than try to paper over the cracks.
- 10. Maintain Focus**
By having a great skills to overview the project rather than get into the doing, those skilled can see the big picture as well and focus on key activities - a great talent.