



# Department of Education Students Channel – Aid Awareness Program Management Tips

## 10 Questions To Help You Plan Your Project

- 1. Why is your project being done?**
  - a. What situation(s) led to your project?
  - b. Who had the original idea?
  - c. Who else is looking to benefit from it?
  - d. What would happen if your project weren't done?
- 2. Who Will You Need To Involve?**
  - a. Drivers – People looking for your project's results
  - b. Supporters – People who'll help your project succeed
  - c. Observers – People interested in your project
- 3. What Results Will You Produce?**
  - a. Describe clearly each product, service or impact
  - b. Make sure outcomes are measurable
  - c. Include performance targets
- 4. What Constraints Must You Satisfy?**
  - a. Limitations – Restrictions set by people outside your project team
  - b. Needs – Restrictions that you and your project team members establish
- 5. What Assumptions Are You Making?**
- 6. What Work Must Be Done?**
  - a. The work to be done – processes and steps to be performed
  - b. Inputs – all people, facilities, equipment, supplies, financials
  - c. Results you will produce – Products, services, or situations
  - d. Interdependencies – activities to be completed before another can begin
  - e. Duration – actual time required to perform activity
- 7. When Will You Start And End Each Activity?**
  - a. Interdependencies and resource availability
- 8. Who'll Perform The Project Work?**
  - a. Identify each person, position description or skills/knowledge required
  - b. Describe particular role for each person
  - c. Specify level of effort each person will have to invest
- 9. What Other Resources Will You Need?**
  - a. Identify all equipment, facilities, services, supplies, and funds needed
- 10. What Could Go Wrong?**
  - a. Identify risk associated with your project



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## 10 Ways To Hold People Accountable

- 1. Involve People Who Really Have Authority**
  - a. Reduces changes that the person's supervisor will inadvertently assign work to the person that will make it impossible to deliver on time.
  - b. Established a relationship with the person's supervisor so that you can ask for help if work isn't being done in a timely manner or express your appreciation
  - c. Elicits a commitment to perform from someone who does have authority over the resources needed to do the work
- 2. Be Specific Regarding End Results, Time Frames, And Expected Level Of Effort**
- 3. Get A Commitment**
  - a. Get a specific commitment to do the work rather than "I'll try" or "I think your project is great."
- 4. Put It In Writing**
  - a. Clarifies the agreement you reached
  - b. Serves as a reminder of the promise made
- 5. Emphasize The Urgency And Importance Of The Assignment**
  - a. Tell the person where his or her work fits into the overall project plan
- 6. Tell Others About The Person's Commitment**
  - a. The more people know about the work the person has promised to do, the great the recognition he or she will get when the work is complete
- 7. Agree On A Plan For Monitoring The Person's Work**
  - a. Plan to follow up at times when clearly definable intermediate milestones should have been met
  - b. Reinforces that the assignment is important and that you fully expect the person will perform it in the time frame promised
  - c. Helps you identify as soon as possible any problems that may arise
  - d. Gives you confidence that work is proceeding well
- 8. Monitor The Person's Work**
  - a. Check on progress when you said your would and ask if he/she has any questions or need help with the assignment
- 9. Always Acknowledge Good Performance**
  - a. Tell them how much you appreciate their efforts
  - b. Tell others, including the team the person's supervisor, and key project drivers
- 10. Act As If You Have The Authority**



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## 10 Steps To Getting Your Project Back On Track

- 1. Determine Why Your Project Got Off Track**
  - a. Possibilities include: getting behind schedule, overspending resource budgets, not produced the desired outcomes, key people left the team or new ones have joined, key drivers lost interest or new ones entered the picture, the business environment changed, new technology emerged, organizational priorities shifted
- 2. Reaffirm Your Key Drivers**
  - a. Identify the people who initiated and stand to benefit from your project
- 3. Reaffirm Your Project Objectives**
  - a. Reconfirm your project objectives with project drivers and modify/add if needed
- 4. Reaffirm The Activities Remaining To Be Done**
  - a. Work with team members to reconfirm, modify or eliminate activities originally identified or add new ones as needed
- 5. Reaffirm Roles And Responsibilities**
  - a. Work with team members to clarify people's roles and responsibilities for the remaining project activities
  - b. Identify and resolve conflicts that arose during the work performed to date
  - c. Encourage all team members to reaffirm their commitments to project success
- 6. Develop A Viable Schedule**
  - a. Revise your original schedule to allow for all the work remaining to be completed by the required end date
- 7. Reaffirm Your Personnel Assignments**
  - a. Clarify who you'll need to perform the remaining task
- 8. Develop A Risk Management Plan**
  - a. Identify, analyze, and plan to minimize negative impact of risk and develop contingency plan in case they do occur.
- 9. Hold A Midcourse Kickoff Session**
  - a. Gather the group and reawaken the organization's interest in the replanned project. Emphasize the viable plan, unified commitment, and high likelihood of success
- 10. Closely Monitor And Control Performance For The Remainder Of The Project**
  - a. Frequently track performance and compare actual achievements with those planned
  - b. Report to key audiences on your ongoing progress
  - c. Promptly deal with any problems that arise



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## 10 Steps To Being A Better Project Manager

- 1. Be A “Why” Person**
  - a. Look for reasons behind requests and actions
  - b. Find out for yourself and share the information with others
- 2. Be A “Can Do” Person**
  - a. Look at all problems as challenges and find ways to overcome them.
  - b. Be creative, flexible and tenacious
  - c. Keep working on the problem until you solve it
- 3. Don’t Assume**
  - a. Take the time to gather the facts
- 4. Say What You Mean And Mean What You Say**
  - a. Communicate clearly
  - b. Be specific
- 5. View People As Allies, Not Adversaries**
  - a. Focus on common goals
  - b. Making people feel comfortable will encourage brainstorming, creative thinking, and the willingness to try something new
- 6. Respect Other People**
  - a. Focus on people’s strengths rather than their weaknesses
- 7. Think “Big Picture”**
  - a. Keep things in perspective and share your vision with others
- 8. Think Detail**
  - a. Be thorough
- 9. Acknowledge Good Performance**
  - a. Tell the person and tell their boss, team members, peers, etc.
- 10. Be Both A Manager And A Leader**
  - a. Attend to peoples as well as to information, processes and systems

*Project Management For Dummies - 2001*