

Project Management Steps

Sirsi Steering Committee

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1. Understand the context of the project
 - a. The organization ultimately gains from the successful completion of the project.
 - b. Without a clear context a project can be difficult to complete successfully.
2. Identify stakeholders and sponsors
3. Develop an objectives document
 - a. Fundamental, top-level, documentation for the project
 - b. Defines the scope of the project
 - c. Provides the definition of success for the project
 - d. Contents are public and agreed upon by all involved parties
 - e. Key components
 - i. Project goal statement
 - (1) Identifies constraints
 - (2) Answers questions of What? When? Why? Who and Where?, but not How?
 - ii. List of project deliverables
 - (1) Tangible
 - (2) Measurable
 - (3) Meets all valid expectations of stakeholders
 - (4) List only essential deliverables, not “nice to have” items
 - iii. Enough information to generate milestones and to assign roles and responsibilities
 - f. Everyone (stakeholders and, in effect, sponsors) signs off on the document
4. Planning the project (6 steps)
 - a. Define objectives of the project
 - b. Identify the work and how to break it down into smaller tasks
 - c. Estimate time and cost for doing the tasks
 - d. Sequence and schedule the tasks, determine the critical path
 - e. Optimize the assigning of resources to the tasks
 - f. Review for risks and set the baseline plan
5. Obtain permission to proceed

6. Implement the project plan
 - a. Three step control process of monitoring, analyzing and correcting is repeated over and over during the project's life
 - b. Monitor
 - c. Analyze
 - d. Correct
 - e. Project reporting
 - i. Expect reports
 - ii. Make use of milestones

7. Evaluate project
 - a. Make this part of the project plan
 - b. Learn from experiences
 - c. Evaluate at end of each phase, not just at the end of the project
 - d. Product project closure report
 - e. Give feedback to team members
 - f. Formal hand-over to support group
 - g. Celebrate