

Project Management Best Practices

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“Every new project should directly build on the learning from any similar project undertaken anywhere else in the world.”

--Bill Gates in Business @ the Speed of Thought

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What are Best Practices?

Best practices can be defined as the most efficient (least amount of effort) and effective (best results) way of accomplishing a task, based on repeatable procedures that have proven themselves over time for large numbers of people.

Project Management – Best Practices

- Define Objectives and Scope
- Define Deliverables
- Project Planning
- Monitoring and Control
- Communication
- Change Management
- Risk Management

Define Objectives and Scope

- What is the Project supposed to Achieve?
 - Define clear and concise objectives
- What are the Project Boundaries?
 - Define activities that are within scope
 - Define activities that are out of scope
- Who are the Stakeholders?
 - Enlist Stakeholders' support
 - Get the Stakeholders to agree on the Objectives & Scope

Define Deliverables

- What is the desired outcome?
 - Need to be clearly and unambiguously described
 - Need to decide what tangible things are to be delivered
 - Need to be documented in detail
 - Need to ensure deliverables reflect stakeholder expectations



Project Planning

- How is the desired outcome achieved?
 - Define project requirements
 - Define the system design
 - Define “realistic” project plan
 - Identify people, resources and budget
 - Define schedule and identify dependencies
 - Stakeholder endorsement of project plan

Monitoring and Control

- Does actual progress meet planned progress?
 - Get progress reports from team members
 - Monitor variations between actual and planned
 - Cost
 - Scope
 - Schedule
 - Report variations to key stakeholders
 - Take corrective actions if variations are too large
 - Constantly juggle:
 - Cost
 - Scope
 - Schedule

Constantly Monitor and Control



Communication

- Does the project team know what is to be accomplished?
 - Active communication
 - Hold periodic information sessions to discuss:
 - Issues
 - Strategies
 - Communicate team member responsibilities
 - Communicate what they are accountable for
 - Share the plan
 - Communicate the tasks and milestones

Change Management

- Has the business environment changed?
 - Control how changes are incorporated
 - Immediately
 - In the future
 - Rejected
 - Allocate resources accordingly
 - Plan when and how changes are made

Risk Management

- Are any events adversely affecting project outcome?
 - Constantly review risks and identify new risks
 - Identify major risks that need to be tackled ASAP
 - Plan actions to avoid risks
 - If risk cannot be avoided, mitigate the risk for minimal impact

Conclusion

Applying these project management best practices do not guarantee that the project is implemented on time, under budget and meets stakeholder expectations, but they will definitely increase the chances of implementing a successful project.

Closing

Thank You!

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