Practical Project Management
Taking Projects from Inception to Completion

Colemire Executive Consulting, Inc. Info@Colemire.com

What is a Project?

A project is a one-time undertaking with a specified, desired outcome. It can be of any size and scope.

The Four Stages of a Project

1. Initiating and defining the project
2. Planning the project
3. Implementing the project
4. Closing and evaluating the project

How to Achieve the Desired Outcome

- Identify criteria the outcome must meet
- Brainstorm ideas
- Discuss and evaluate options

Identifying the Project Goals

- Identify the tasks and activities needed to the achieve outcome.
- Make them specific, measurable, achievable, relevant, and time-based.

Assembling the Team

- Decide how many people should be on the team and then select those who:
- Bring the necessary skills and experience
- Have interest and time for the project
- Work well in a collaborative environment

Developing the Project Plan

All project plans should generally include:

- The necessary resources and how to obtain them
- A schedule of work including roles and responsibilities
- Contingency plans

Components of a Project Schedule

- Sequence of tasks and activities
- Start and completion times
- Responsibilities
- Deadlines and milestones

Holding a Launch Meeting

- **Purpose**: Introduce people, gain commitment, clarify understandings
- **Who to invite**: Team members, stakeholders, and other key people
- **What to cover**: People's relationship to project; desired outcome and why it's important; critical deadlines; roles and responsibilities; how information will be communicated

How to Keep the Project on Track

- Monitor the work.
- Communicate with everyone involved.
- Address issues and problems right away.
- If necessary, revise the plan and schedule.
- Respond quickly to change.

Closing the Project

- Finish any administrative tasks.
- Formally announce the project's completion; provide next steps if necessary.
- Thank team members and other participants for their contributions.
- Help team members move on to other priorities.

Evaluating the Project

- How well was the desired outcome met?
- Were all deadlines and milestones reached?
- Did the project stay within budget?
- What did we learn?

Stand alone or as part of a Coaching Engagement.   www.ColemireConsulting.com