

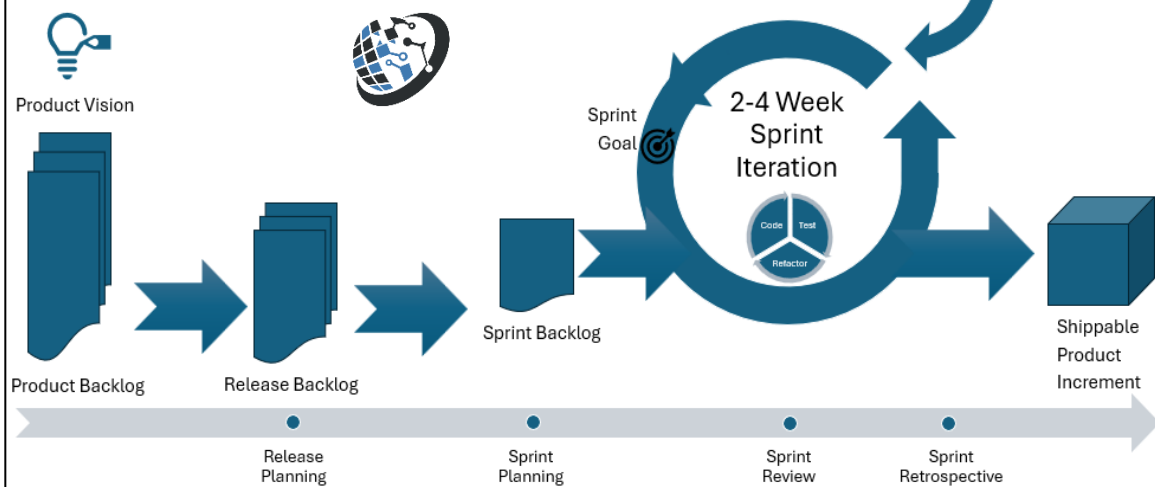
Documents Checklist

- ✓ Business case
- ✓ Team charter, Project charter
- ✓ Feasibility study
- ✓ Stakeholder register
- ✓ Project proposal
- ✓ Resource matrix
- ✓ RACI chart
- ✓ SWOT analysis
- ✓ Scope statement & WBS
- ✓ Schedule/timeline
- ✓ Gantt chart
- ✓ Change management plan
- ✓ Communication plan
- ✓ Quality management plan
- ✓ Budget & costing
- ✓ Risk management plan
- ✓ Risk register
- ✓ Cause/effect diagrams
- ✓ Root cause analysis
- ✓ RAID log
- ✓ Recovery plan
- ✓ Issue resolution process
- ✓ Procurement plan
- ✓ Lessons learned register
- ✓ Transition plan

Project Management Tip Sheet

www.PMTipSheet.com

Latitude is your partner in project management



IDEA: Shorten your project vision to a 4-5 word *phrase*, then use that *phrase* on every communication as a reminder to the team!

Deliver **valuable** working product early & continuously

Align projects with organizational strategy

10 Tips for leading a successful project

1. Define Clear Objectives and Scope

Set clear goals and deliverables from the beginning. This helps ensure everyone understands the project's purpose and what success looks like.

2. Create a Detailed Project Plan

Break down the project into tasks and subtasks, with timelines and responsibilities assigned to each team member. Use Gantt charts, task management tools, or PM software.

3. Identify Key Stakeholders and Communicate Regularly

Ensure all stakeholders are identified and maintain regular communication to keep them updated on progress, potential risks, and important decisions.

4. Set Realistic Deadlines

When planning, set achievable timelines based on the complexity of the tasks and the resources available. Factor in some buffer time for unforeseen delays.

5. Prioritize and Delegate Tasks

Delegate appropriately based on team skills and focus on high-priority tasks to move the project forward efficiently.

6. Monitor Progress Closely

Regularly track the project's progress against milestones and deadlines. Use status reports or project dashboards to stay informed and identify any deviations from the plan.

7. Manage Risks Proactively

Identify potential risks early, assess their impact, and create contingency plans. Be proactive in addressing issues before they become larger problems.

8. Maintain Flexibility and Adaptability

Projects often change due to unforeseen challenges. Be flexible with your approach, and be ready to revise plans, when necessary, without losing sight of the overall objectives.

9. Encourage Collaboration and Team Engagement

Create an environment where team members feel comfortable sharing ideas, asking questions, and offering feedback.

10. Celebrate Milestones and Recognize Achievements

Celebrating small wins keeps morale high and motivates the team to push forward to project completion.

ENSURE
ALIGNMENT

team &
stakeholders

SET
EXPECTATIONS

team &
stakeholders

ESTABLISH
DELIVERABLES

realistic yet
ambitious

COMMUNICATE often & clearly

DAILY review to stay on track

1. Project Progress
2. Communication
3. Risk Management
4. Stakeholder Engagement
5. Resource Management
6. Timeline and Budget
7. Scope Management
8. Quality Control
9. Customer Value
10. Reporting
11. Self-Improvement



- ❖ Individuals and Interactions Over Processes and Tools
- ❖ Working Software Over Comprehensive Documentation
- ❖ Customer Collaboration Over Contract Negotiation
- ❖ Responding to Change Over Following a Plan

Remember to foster a great team culture!



Is the team aligned? Are stakeholders aligned with the team and amongst each other?

Artifacts to include in communications:

- ✓ Status Reports
- ✓ Meeting Agendas and Minutes
- ✓ Performance Reports
- ✓ Change Log

Are expectations set with the team? Are expectations set with stakeholders?



PRO TIP: Remind team & stakeholders of project vision and objectives often

PRO TIP: Know your audience



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