



# Projellogic Cyprus Limited

PROJECT MANAGEMENT SERVICES

## Smart Project Management key words and Critical Thinking.

INITIATE	PLAN	EXECUTE	MONITOR	CONTROL	CLOSE
Identify	Organize	Implement	Track	Correct	Conclude
Define	Schedule	Coordinate	Report	Improve	Deliver
Propose	Budget	Manage	Review	Optimize	Archive
Justify	Allocate	Lead	Control	Standardize	Disband
Authorize	Estimate	Engage	Audit	Mitigate	Evaluate
Establish	Document	Mobilize	Survey	Intervene	Review
Recognize	Develop	Monitor	Adjust	Update	Finalize
Outline	Strategize	Direct	Verify	Maintain	Report
Mobilize	Detail	Perform	Validate	Ensure	Celebrate

### 1. INITIATE

- **Identify:** Identify the primary goals and scope of the project during the initial meeting.
- **Define:** Define clear project objectives to ensure all stakeholders have shared understanding.
- **Propose:** Propose innovative solutions to address the project's requirements.
- **Justify:** Justify the project's resource allocation with a cost-benefit analysis.
- **Authorize:** Ensure the project has formal authorization from upper management before proceeding.

- **Establish:** Establish foundational project guidelines and standards.
- **Recognize:** Recognize potential risks and stakeholders at the start of the project.
- **Outline:** Outline the project timeline and major milestones.
- **Mobilize:** Mobilize the project team and resources to kick off the project.

## 2. PLAN

- **Organize:** Organize your team's responsibilities clearly for efficient collaboration.
- **Schedule:** Schedule key project phases and assign deadlines for each task.
- **Budget:** Budget accurately to ensure sufficient funding throughout the project.
- **Allocate:** Allocate resources effectively to maximize productivity.
- **Estimate:** Estimate time and costs realistically to avoid project overruns.
- **Document:** Document all project plans for transparency and future reference.
- **Develop:** Develop strategies to mitigate risks identified in the planning phase.
- **Strategize:** Strategize on ways to improve stakeholder engagement.
- **Detail:** Detail the project's quality standards that need to be adhered to.

## 3. EXECUTE

- **Implement:** Implement the project plan according to the established timeline.
- **Coordinate:** Coordinate between different teams to ensure smooth project flow.
- **Manage:** Manage communications effectively to keep all stakeholders informed.
- **Lead:** Lead by example to motivate the project team toward achieving milestones.
- **Engage:** Engage all project participants by facilitating regular update meetings.

- **Mobilize:** Mobilize additional resources as needed to address project challenges.
- **Monitor:** Monitor project progress against the original plan to track performance.
- **Direct:** Direct focus towards critical areas that require immediate attention.
- **Perform:** Perform regular checks to ensure all tasks meet the set standards.

#### 4. MONITOR

- **Track:** Track project progress through software tools to catch deviations early.
- **Report:** Report on current project status to stakeholders on a regular basis.
- **Review:** Review project outcomes at each phase to align with objectives.
- **Control:** Control any variations from the project plan using corrective actions.
- **Audit:** Audit ongoing processes to ensure compliance with project standards.
- **Survey:** Survey team members and stakeholders for feedback on project execution.
- **Adjust:** Adjust strategies as necessary based on performance data.
- **Verify:** Verify that all completed work aligns with the project requirements.
- **Validate:** Validate the effectiveness of project changes before full-scale implementation.

#### 5. CONTROL

- **Correct:** Correct any issues that arise with quick and decisive action.
- **Improve:** Improve project processes continuously based on learned experiences.
- **Optimize:** Optimize resource distribution to enhance efficiency.
- **Standardize:** Standardize procedures for future projects to increase productivity.

- **Mitigate:** Mitigate risks by implementing stronger controls and monitoring.
- **Intervene:** Intervene when project deviations threaten to impact deliverables.
- **Update:** Update stakeholders regularly about any changes in the project plan.
- **Maintain:** Maintain focus on project goals despite challenges and changes.
- **Ensure:** Ensure all project deliverables meet or exceed quality standards.

## 6. CLOSE

- **Conclude:** Conclude the project by confirming all objectives have been met.
- **Deliver:** Deliver the final output to the client for approval.
- **Archive:** Archive all project documents securely for future reference.
- **Disband:** Disband the project team and distribute resources to new projects.
- **Evaluate:** Evaluate the project's success and identify lessons learned.
- **Review:** Review the entire project to assess overall performance.
- **Finalize:** Finalize all project accounts and ensure all bills are paid.
- **Report:** Report the project closure to upper management and key stakeholders.
- **Celebrate:** Celebrate the project's success with the team to recognize their hard work.

Your Notes:

---

---

---

---