

Project Management

Phases of a project:

STEP 1: Define a problem – Make sure you set SMART goals.



STEP 2: Develop solutions to your problem – Sit down and brainstorm solutions. Figure out what kind of barriers there may be. What will be good, what will be bad? Developing solutions may mean negotiating, mounting opposition for problem/gaining support for solutions, demonstrating opposition/support.

STEP 3: Plan the project – What must be done? Who will do it? How will it be done? When must it be done by? How much will it cost? What do you need to know? What must we be able to do with the results? What kind of resources do you need? Would it make sense to build a partnership with someone? How are you going to get people aware of your project?

STEP 4: Execute the plan – Who is going to perform the tasks? Manage how long each task will take. Make sure you deliver objectives and meet your deadlines.

STEP 5: Monitor and control the process – How are we going to evaluate and monitor the process? Are we on target? If not, what must be done to get on target? Should the plan be changed?

STEP 6: Close the project - What was done well? What should be improved? What else did we learn? What should we do differently next time?