

**PROJECT MANAGEMENT ASSOCIATES, INC**

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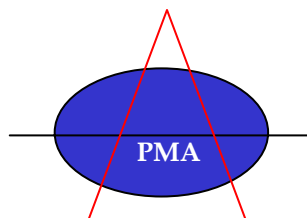
**Presents**

**Basic Project Management**

Via

**WEB BASED LEARNING**

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## **MODULE # 7:** **Summary Lessons.**

1. Adopting the Project Management Process **will be** a major paradigm shift for you and your company.
2. Plan the work – work the plan!
3. Recognize and deal with resistance to change.
4. Key steps to implementation are:
  - a. Establish the Project Management Process:  
Know where you are going, how you are getting there and when you have arrived.
  - b. Adopt the right organization structure with clear responsibilities, accountability and authority.
  - c. Match the right people for the right job:  
People are the key to Successful Implementation.
  - d. Allow adequate time for planning:  
Who does What for How Much and When.
  - e. Ensure that cost accounts, reports and work packages are properly sized. They must be manageable, have organizational accountability and be realistic in terms of effort, time and costs.
  - f. Work at assuring that information is realistic and shared.  
Poor communications is the greatest contributor to project difficulties.
  - g. Be willing to re-plan. The best-laid plans go astray, change is inevitable.
  - h. Long before the project ends, plan for the end.  
Audit for lesson learned, plan for reassignment of personnel, disposition of resources and transfer knowledge.

### **Simple Recipe for Project Success**

1. Plan Ahead
  - Project Management is 74% planning, 24% people, 2% luck and it is always 110% people.
2. Develop a good, concise scope statement.
  1. Keep only the essential duties – delegate the rest.
2. Watch your nouns and verbs:
  - a. Deliverables are always nouns.
  - b. Task or work packages are always verbs.
3. Break it down into small manageable pieces.
4. Be aware that parallel is faster, but also riskier.
5. Take action! Crash when necessary!
6. Develop a good budget.
7. Check progress against milestones.
8. MBWA – Manage by Walking Around!
9. People may forget how fast (slow) you did a job, but they will always remember how well you did it.