

Key Principles of Project Management

These are the key principles that I aim to get across to participants...

A Project is any **temporary, organised** effort that creates a **unique** product, service, process or plan. A project may also carry a degree of risk – e.g. it may not have been done before.

Be clear about the differences between a PROJECT and a PROCESS. Some projects slip into processes – beware of this.

Projects are all about people. Managing projects therefore means managing people and this requires a complex range of skills.

Project Management provides a project team with a **process** that helps them **co-ordinate their efforts** so that they will deliver: an agreed output ... on time ... on budget ... and as designed.

A Project Manager produces a detailed plan of action (Project Plan), motivates and develops the project team, communicates project information to stakeholders and the Sponsor (via a Planning Tool), monitors progress to keep the project on track and is responsible for completing the project on time and within budget.

Create a 'contractual' framework around the project. You are contracted by a **SPONSOR** to undertake a piece of work for them. Think about who your sponsor would be for each project you lead on.

Everything stems from a clear articulation and description of the **VISION** for the project. It helps to keep the scope tight, aids commitment from others and also helps to provide a benchmark for evaluation at the end of the project.

A **PROJECT PLAN** is a detailed description of how we intend to achieve our Vision via a set of aims and individual tasks (objectives) against an agreed time frame.

Planning Tools (e.g. Gantt Charts, PERT Diagrams, Prince2) help you to **COMMUNICATE** the totality of a project to key people and to **MONITOR** progress made across range of fronts. They will not complete the project for you!