

Special Management Series

A 10-step project management guide for admins

This is a series of Training for your
Management TEAM

Presented by J.W. Owens



A Management
Perspective 303 Series

Management – JWO 315



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Project Management

You've called your top team members into your office and asked them to coordinate a special project. It's a new sort of task for them, unlike your team's typical work, and they're unsure where to begin. **Help them develop their project management skills by sharing with them these 10 key steps:**

1. Determine the goal. Make sure they understand what they're trying to accomplish. With your help, they should state and define the goal in specific terms. Ask how things will be different for your team or enterprise once the project is completed.

2. Define success. How will a positive outcome manifest itself? What metrics will change for the better? Will productivity go up? Employee turnover go down? Spending is cut by 5 percent? Error rates by 10 percent? Identify the best ways to measure and verify that you've achieved your goal.

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3. Strategize. Now it's time for your team members to retreat and develop a plan of attack. Ask them to plot the steps they'll take to make the outcome a reality, keeping in mind any limits (such as time and budget restrictions) you've set for the project.

4. Develop a project calendar. Have your team establish a deadline for each step they've included in their action plan. If you don't think they've allowed enough time to complete a task, say so. A calendar will help them assess the viability of their action plan and stay on track during its execution.

5. Set up a monitoring system. How are your team members going to keep track, on an ongoing basis, of where they stand on the project? And how are they going to keep you informed? Help them establish both a schedule and a method for checking in with you and each other.

6. Communicate! Now's the time for you and your designated leaders to brief the rest of the workgroup on the project. Aim to dispel fears, answer questions and generate as much enthusiasm about the project as possible, along with a sense of pride among the employees who'll carry out the plan.

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7. Delegate! You've already delegated to the leaders you've chosen; now help them delegate to the rest of the team. Provide support as they give team members their individual assignments, but don't make those assignments yourself.

8. Have a kickoff. A special staff meeting, written project bulletin or social occasion helps build morale for the effort. Nothing fancy is required, but even small projects attain a sense of importance when you give them an official kickoff.

9. Monitor. Make sure you follow the monitoring system you devised – which means being available when your leaders need to check in with you. Stand ready to assist your leaders in coaching and counseling employees who are having difficulty meeting their expectations.

10. Evaluate and follow up. Get together with your leaders to talk about lessons learned from the project. Ask them to put those conclusions in writing, in whatever form makes most sense. Then, make sure you share that end product with your own manager – and that your team's good efforts and results are recognized and praised.

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2019 is the year to think big and move at the pace of the rapidly changing workplace.

The **first step is to delve into projects boldly by getting the training it takes – in project management, in tech, in communication – to make a job into a career.**

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Good Selling !



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