



## **Project management**

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**Turn every job into a project - add value to the job and you!**

### **1. Make a project now!**

- What are you doing now?
- If it has time boundaries and measurable end products then it is a project!
- What is a good result?
- What is a bad result?
- What is a result that will get you noticed?

**Define the results that you want. NOW!**

### **2. Projects are about milestones and progress and testing**

- What do you expect to complete in the next 5 days?
- What do you expect to complete in the next 10 days?
- When is the project going to be finished?
- Can it be done better and quicker?

**Define the milestones and timescales. NOW!**

### **3. Projects are about customers (internal and external)**

- Who are your customers?
- When and how did you find out what they wanted?
- When did you last talk to them?
- When did you last tell them how you were progressing?

**Talk to your customers. NOW!**

#### 4. Make a "Current Projects List"

- Your "Current Projects List" is your life and your job.
- Projects = Definite Things Done = Value Added = Recognition = Your Successes.
- Put your Current Projects List on display everywhere!
- Review and score your projects in terms of Definite Things Done, Value Added, Recognition and Success.

**Make a "Current Projects List". NOW!**

#### 5. Make your "Current Projects List" a transformation tool for you and the company. Add Value with Projects.

- Look for opportunities to transform the way you work.
- Look for opportunities to solve problems.
- Use the Tools of Problem Solving.
- Write down how your work (your Past Projects List) improved and added value to the business.

**HINT:** If you can't write anything then get to work on your current projects straight away.

**HINT:** If your job is still the same as last year then how much transformation have you created?

**Write down how your "Current Projects List" will transform and add value to the business (and you). NOW!**

#### 6. Projects are about being professional

- Was your last project the best you could do?
- Was it professional?
- Would you pay me to do it to this standard?

**HINT:** If the answer is "no" then start to worry and get better soon.

**Write down what are you going to do to get better. NOW!**

#### 7. Projects are about delivering results

- Did you deliver the goods?
- Were your customers delighted? If not, then why not?
- What were the definite things done?
- What went wrong? Score the project out of 100.
- What are you going to do to be better next time?

**Don't wait. Do it NOW!**

## 8. Projects are about priorities

- Which projects are urgent?
- Which projects are important?
- Which project adds the most value?

**Prioritise your "Current Projects List". NOW!**

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