



10 Ways to have a successful project

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| 1. Ownership | Someone on the board must own the project and be personally interested in its success. |
| 2. Responsibility | Someone must be held responsible for the delivery of the project. It needs to be made part of their performance objectives. |
| 3. Agree Scope | Don't start the project until the scope is clearly defined and everyone is clear of what's in and what's out of scope. |
| 4. Success Criteria | Agree what will make the project a success at the start. Don't wait until you're half way through. |
| 5. Planning | The army says: Prior Planning Prevents Pretty Poor Performance. 'nuff said. Do it. |
| 6. Attention | Make sure the project gets the attention it deserves. If it doesn't or isn't getting any attention, shut it because it's clear no-one wants it enough to be interested. |
| 7. Reporting | What gets reported gets done. |
| 8. Risks & Issues | Understand the risks and issues and review them regularly. Projects will derail, understanding your risks and issues minimises this possibility. |
| 9. User Buy-in | If the end customer of the project doesn't like it, then there's no point in doing the project in the first place. |
| 10. Measure | Measure your success. Has the project delivered what it said it would deliver? Is it deemed a success by the customers? Then work out what you would do differently next time. |
| 11. Celebrate! | Yes, I know, it says 10 Ways so why have an 11th Way, but then this is something to do after the project has been successful rather than a step to have a successful project. Always, always, always celebrate the successful completion of a project. |