

Tips and Reminders for Project Managers

Here are some essential tips and reminders we have compiled for those new to project management or in case you need to refresh your memory. 📌

- Project management has a definite beginning and end. It is not a continuous process.
- A plan is not a project, it is a tool.
- Thirty five per cent of projects are consumed in overheads and administration.
- Project failures will happen.
- Gain knowledge and understanding before starting a project.
- Projects must meet customer requirements, be under budget and on time.
- Always remember revision numbers and to check that all those involved in the project are using the same version of the plan.
- Know who's in the project environment and manage them.
- Projects need good communication. Ensure that a suitable communications infrastructure exists.
- Projects do not run without politics, so manage it.
- Analyse the impact each of the players in a project might have.
- Ask for the information you need to run a project effectively, e.g. a weekly breakdown of costs and hours.
- Keep the project momentum going.
- Monitor and control any risks.
- Ask how much money do I have, how much time and what deliverable is required.
- Know what you own. Personal success factors are, e.g. product fit for purpose and customer sign-off.
- Agree with the customer what the critical success factors are. These maybe just a few items from a long wish list. Deliver what the customer agrees to.
- Project Managers are rarely hands on, running projects is enough.

- Manage, minimise and control.
- If there is anything to do, do it.