UCD HR Training & Development Top Tips

PRACTICAL PROJECT MANAGEMENT

- Plan, Plan, Plan.
- Always draft a Project Initiation Document to set the scene on the Project. This will involve research on the project and will give an overview of the current situation, project objectives, the approach, benefits, skills/resources required, key assumptions, issues, risks etc.
- Take into account the organisations structures and strategy.
- Develop a charter.
- Define the project scope.
- Estimate time and all associated costs.
- Develop a project plan with timelines, and specifics requirements.
- Evaluate performance of project, input measurable.
- Manage risks
- Be a strong leader
- Be aware of public sector tendering rules
- Remember negotiation is an essential skill of a project manager
- Ensure there is a clear communication plan and it is implemented
- Plan for risks but deal with issues as they occur
- Audit and close the project with a reflection on how what worked well, what didn’t.