

THINK



- **NAME** your project so it is meaningful to everyone.



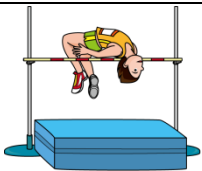
- What **GOAL** are you trying to achieve with this project.
- What are you trying to build; what behaviours are you trying to change
- What is your **OUTCOME**.



- **WHY** are you doing this.
- What is the big(ger) picture.
- What **STRATEGIC OBJECTIVE** does your project deliver into.



- **WHO CARES** and why. Who cares the most (**PROJECT EXECUTIVE**)
- Who owns the strategic objective and is the end customer of the outcome.
- How will you work with these **STAKEHOLDERS** and keep them engaged.



- How will you know you have **MET YOUR GOAL**.
- What is your **SUCCESS CRITERIA** and how do you measure this.
- Who has to agree you have finished.



- How do you **MEASURE IMPROVEMENT** against the strategic objective.
- These improvements (**BENEFITS**) will continue long after you have met your goal.
- How will you keep track once your team has disbanded.

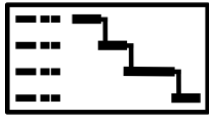


- What are the **CAN'Ts**?
- Can't take longer than, cost more than, use more resources than.....
- What are your **CONSTRAINTS**

PLAN



- **CHEAT**. Who has done this or something similar before.
- **LEARN LESSONS** from inside and outside your organisation.



- **HOW** are you going to achieve your goal.
- Break down into smaller, clearly defined activities.
- What order do they need to be completed in.
- Which are time critical.
- Are you planning a big-bang finish, or a series of phased deliveries.
- Draw your **PLAN** and use it to check you are on track.



- **WHO** will make it happen for you. What skills do you need.
- Assemble your **TEAM** with a diverse mix of skills and approaches.
- Make sure they clearly understand the goal and how this fits into the strategic aim.



- What do you **NEED** to make it happen.
- Funding, technology, policy, tools, IT.
- Ask for these **RESOURCES** in a Business Case.



- What external **EXPERTISE** do you need to buy in.
- How will you work to get the best out of your external **SUPPLIERS**.

WORRY



- Who is **IN CHARGE**.
- A single lead responsible for delivery across all teams, departments & organisations.
- The **PROJECT MANAGER**.



- What will **GO WRONG** to stop or slow you down.
- Who are you **DEPENDENT** on.
- What are you **ASSUMING** will just happen.
- What **RISKS** are you ignoring.
- Don't lie awake worrying – write them in a **RISK REGISTER**.



- How will you **PROTECT** yourself from each risk.
  - Can you **MITIGATE** them by avoiding them or reducing their likelihood or potential impact.
- When things do go wrong how do you deal with your **ISSUES**.



- Who can **HELP** you.
- Representatives of the **END USERS**.
- Those who have faced similar challenges.
- Ask for a **MENTOR**.

DO



- **START** Who has to authorise the start of the project.
- Who has to sign off the various **GATES** between phases.



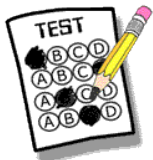
- **RUN** How will you day to day run the project and your team.
- How will you know you are on track.
- How will you react to and control **CHANGE** to avoid **SCOPE CREEP**.



- How will you **REVIEW & REPORT** your progress and the quality of your products.
- Who signs off delivery of **MILESTONES**.
- Who checks your plans and your finances.



- How will you **CONTROL** everything.
- How are decisions made and problems escalated.
- What is your **GOVERNANCE** and how will this empower the team.
- Who sits on your **PROJECT BOARD**.



- **DOES IT WORK.**
- How will you **TEST** anything you build.
- How will you integrate testing and **ASSURANCE** all through the project so you have every confidence you are building the right thing.

LEARN



- **NEXT STEPS.**
- What business activity is needed to **SUSTAIN** what you have delivered.
- Have you changed the business enough to keep your legacy going when you stop.
- This is something to consider at all times through the project.



- What have you **LEARNED** to do differently next time.
- Who are you telling and how will you help them.



- **CELEBRATE** the success & learning points.
- Disband the team and make sure everyone knows what a good job you have all done.
- Formally **CLOSE DOWN** the project and archive documentation.
- **Feel proud!**