

# So, you're a project manager

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Do you have a 'Mission Impossible' project on the docket? For even the most straightforward of projects, project management offers value to any organization. Not unlike a top-secret mission, project management involves leadership, talented team members, goal setting, organization, collaboration, risk management and more!

Projects across various sectors can encounter timeline delays and budget issues. With project management practices, you can clarify management expectations, operate more efficiently, identify and mitigate potential risks and deliver high quality outcomes on time and on budget.

But, where do you start?

At the beginning of course.

Project management typically includes these phases:

**Initiation ? Develop the Mission?**I mean Project Charter. Outline the project at hand, by identifying the overall objectives and outcomes, defining the scope, selecting the right people that will bring together the needed skill set and setting milestones. Once the project charter is initiated and agreed upon by the team, you can use it to refer to the objectives as the project progresses.

**Planning ? Establish the Strategy.** A project work plan requires assigning roles and responsibilities, budgeting, breaking down expected tasks and associated timelines, establishing performance measures, considering the variables at play and developing a communications plan. Good project management can't eliminate risk, but it does take into consideration variables such as stakeholders, resources, and legislation in order to manage project 'surprises' in advance.

**Implementation ? Execute the Plan.** Guide your team through the work plan deliverables, making modifications as required. In order to stay on track and provide feedback to the client, monitor project status and budgeting from start to completion.

**Measurement ? Evaluate the Outcome.** Track and measure project performance. Key Performance Indicators (KPIs) provide a sense of project outcomes. Look to analyze the resource capacity, quality of the outcomes and whether the project met the anticipated deadline.

**Completion ? Submit the Report.** Document the successes, efforts and/or lessons learned. In addition to enhancing accountability, circulating or sharing the report with the leadership team or community of practice can be beneficial for future improvement and success of projects.

Every project is different, with varying requirements, assumptions and clients. Some steps may not be necessary or may need to be modified.

Project management software, tools and apps can help enhance project delivery with templates to guide you through the phases. Process MA, an add-in for Excel, for example, has great templates available to help you manage your projects more consistently.

If you need more resources or want to sharpen your skills, seek out a project management training or certificate program that is right for you and your business.

If you still have questions, or struggle to manage projects, our Economic Development team is happy to help. Contact us at [business@caledon.ca](mailto:business@caledon.ca) or 905-584-2272 x.5131 to set up a consultation.