



EFFECTIVE PROJECT MANAGEMENT

Every time you start a temporary endeavor with a defined beginning and an end, and have a goal of achieving some beneficial result, you are likely engaging in project management. Project management is a specialized discipline for management and control over projects which seeks to find balance between the “triple constraint” of time, budget and project scope. Here are some of the steps:

1. Define goals. Before launching a new project, you need to define a clear goal to be achieved and the results to be delivered, and you need to set realistic time frames for that to happen.

2. Appoint a project manager (PM). The project manager is a leadership position responsible for managing a project from start to finish. Appoint a PM with professional expertise, good communication, people management and excellent planning skills.

3. Establish the terms of reference. The terms of reference specify the objectives, scope, time frames, and initial scale of resources required. They should also clarify risks, constraints, and/or assumptions.

4. Create a Work Breakdown Structure Document (WBSD). Break the

project down into identifiable phases and controllable units of action and allocate timescales to each unit of work.

5. Plan for quality. Planning for quality requires both paying attention to detail and ensuring that the project output or outcome meets the standards. Quality measures should be built into the process from the beginning, and not only implemented later, for example, when something goes wrong.

6. Plan costs. This is a key area because it is a common challenge to estimate costs when budgeting projects. Typical cost elements include staff wages, overhead, materials and supplies, equipment and administration. One of the enabling functions of a good budget is to monitor costs in all phases and aspects of the project.

7. Plan timescales. In order to calculate the shortest time required to complete a project, you need to know the earliest time a unit can start, its approximate duration and the deadline by which that stage must be completed in order for the next to start.

8. Monitor and report progress. Close monitoring of costs, timescales, and quality is a major consideration throughout the duration of the project.

But because quality is the most difficult to measure, it can be easily neglected.

9. Deliver the output. Steps before delivery of the project outcome may include the compilation of instructional documentation or training packages, but the final step is ensuring the output or outcome of the project is accepted by the client or sponsor who initiated it.

IPS Recommends...

- Allowing for an appropriate amount of time to be allocated to defining objectives and reference points and constructing the work breakdown structure (WBS).
- Investing the time and putting the effort in choosing someone with the right skill set to play the role of a project manager.
- Facilitating easy access to resources needed to complete the project successfully.
- Running regular quality checks into the process.
- Motoring temporal targets and budgets.
- Making sure that every proposed change gets assessed for its implications.



TIME MANAGEMENT

Time management is a vital aspect of personal effectiveness. IPS recommends **5 simple time management tips** that you can start practicing daily:

1. Find out where your time goes.

A good practice to get into is to log your time on a time-sheet. This will give you insight as to whether or not you may need to improve your own productivity, sharpen your schedule planning or delegate some tasks.

2. Identify problem areas.

Whether under our own control or not, most people's time management suffers from certain problem areas. The majority of us have felt the negative effect of other departments' errors and inefficiencies on our own time, but this problem area is out of our immediate control. The real opportunity for improvement lies in settling our own inefficiencies such as putting off problems, avoiding unwanted tasks or poor planning.

3. Define objectives.

Ensure that your job responsibilities are clearly defined and in written format. Not only you, but also your entire team

will appreciate having clear directions on accountability.

4. Focus on self-improvement.

Plan

Plan your next week and review the plan every morning, adjusting your schedule as you go. Based on your experience, decide what would be a reasonable slack time to account for in your schedule in order to avoid running over your time limits.

Prioritize

The tasks you enjoy the most are not always the ones highest on the priority list. Learn to stick to the priority list, but also build contingency plans for which activities you can afford to delay if something unplanned happened.

Delegate

Delegation is one of those things we can label as easier said than done, but if delegated to the right person, under the right circumstances, it is a tactic that can significantly improve your performance at work.

5. Make time to play.

Overwork is counterproductive. Plan time for leisure in order to maintain high performance levels at work and live a much happier and healthier life.

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