

Want to improve your success in managing projects? If you do, then read this newsletter which describes...

The Essential Steps to Managing Projects

There is so much to learn to become a great project manager. You have to juggle time, money, people, equipment and materials. To do it all, some people feel like they have to be a miracle worker! But it's not the case. Just take these essential steps...

Initiate Carefully

When you start your project, wind it up slowly. Define the process by which you're going to manage your project from start to finish. Adopt a Project Life Cycle so you know what you have to do and by when. Then take these steps:

1. Define the project goals, timeline and schedule
2. Quantify the amount of resource you need
3. Specify the project scope and deliverables
4. Decide if you need to outsource to a supplier
5. Recruit your team and set up a project office

Plan In Depth

Then identify all of the tasks needed to complete your project. Prioritize them and calculate how long each will take. Create a detailed project schedule, so you know what you have to do, when and how. Then take these steps:

6. Identify the number of resources you need
7. Set a budget and plan your expenditure
8. List the deliverables and set quality targets
9. Plan your communications so everyone is informed
10. Decide how you are going to manage risks, changes and issues

Execute Swiftly

The next step is to execute your plan quickly and efficiently. This is the longest phase in the project, so you need to work smart to complete this phase on time. Take these steps:

11. Record time spent by your team completing tasks
12. Frequently check your actual vs. planned progress
13. If you start falling behind, take action or get help
14. Resolve risks, issues and changes quickly

Essential Tools for Projects

If you want to learn the essential steps to delivering projects, then use the MPMM Methodology.



MPMM takes you through the essential phases, activities and tasks in the Project Life Cycle.

It includes:

- ✓ A step-by-step Project Life Cycle
- ✓ A full set of Templates
- ✓ Real-Life Project Examples

Whether you're a novice or expert in projects, this essential tool set helps you deliver your projects successfully...

[Buy MPMM today](#)

15. Keep your team motivated by rewarding good performance

Close and learn

When you've produced all of your deliverables and handed them over to your sponsor or customer, you're ready for closure. Do this by releasing project staff, contractors, suppliers and equipment. Then close your project office and handover documentation. Take the time to identify your lessons learned, as these will be invaluable to your next project.

These are the essential steps in the [Project Life Cycle](#). If you want to learn how to complete these steps in more depth, then download the [MPMM](#) Methodology. Whether you're a novice or an expert, you'll find it valuable. Buy the [MPMM Project Methodology](#) today.

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