



As a Project Manager, you are always pushed to deliver your projects on time. Not a day goes by that you don't worry about whether you are on, behind or ahead of schedule.

To help you to boost your chances of success, we've described here...

How to Deliver Projects On Time

On a project, it is easy to get bogged down with the details, and forget about the "helicopter view". Other than completing [Project Status Reports](#) at the end of each reporting period, many Project Managers adopt the approach that their own knowledge and experience alone will ensure that the project delivers on time.

But the reality is that all project managers need to complete some basic steps throughout the project, to make sure that it is "on track", otherwise it is easy for a project to go off the rails.

So what are the steps that a Project Manager needs to complete to make sure that the project is delivered on time? We have listed them for you here...

Step 1: Plan to succeed

There is an old project saying: "Plan not to fail, don't fail to plan". By creating a detailed [Project Plan](#) with fixed delivery milestones that your customer agree with, you will gain a firm basis for measuring the progress of the project.

Make sure that your plan includes delivery milestones every month where possible and that the Work Breakdown Structure is detailed enough to show all of the critical tasks that must be completed. Non-critical tasks can be re-scheduled later, but tasks which are on the critical path must be completed by the due dates specified.

Step 2: Clock the time spent

Almost every Project Manager these days has implemented [Timesheets](#) for tracking time. But how many actually record that time in a [Time Sheet Register](#) and update the Project Plan with the time spent per project task?

By doing this, you can allocate a set amount of time and effort to complete every task on the Project Plan, and easily identify when you are late. If staff spend more time than that allocated and the task is still not complete, then you will

Project Management Templates

We are often asked "which templates should I use for my project", so we thought we would list them for you here...

Project Initiation

- [Business Case](#)
- [Feasibility Study](#)
- [Terms of Reference](#)
- [Job Description](#)
- [PMO Checklist](#)
- [Phase Review Form \(Initiation\)](#)

Project Planning

- [Project Plan](#)
- [Resource Plan](#)
- [Financial Plan](#)
- [Quality Plan](#)
- [Risk Plan](#)
- [Acceptance Plan](#)
- [Communications Plan](#)
- [Procurement Plan](#)
- [Tender Process](#)
- [Statement of Work](#)
- [Request for Information](#)
- [Request for Proposal](#)
- [Supplier Contract](#)

need to investigate why this has occurred and resolve the problems identified. This process is called the [Time Management Process](#) and it ensures that staff complete tasks where possible, in the timeframe allocated to them.

Step 3: Create a helicopter view

It is harder than it looks. To accurately monitor and report on the project at a helicopter level, you need a crystal clear picture of the project delivery against a schedule.

You need to know for every task in your project plan, whether it is under / on / over schedule and what the overall impact on the project is. You also need to have identified the critical path and determined whether the tasks on this path are on track.

Only with this detailed knowledge can you gain a sufficient "helicopter view" to be able to report accurately to your Project Board or Sponsor. Remember, by keeping your sponsor accurately informed of the project progress, you will ensure their full support.

Step 4: Going "Belly Up"

So you have done all this but your project is going "belly up" (i.e. slipping). What then? Well the first step is to investigate the reasons why. It may be that the scope of the project has grown from that originally agreed, or you have encountered complexities that were not identified when you started, or that the plan was too aggressive in the first place.

Regardless, you need to 1) Stop 2) Investigate 3) Resolve 4) Report. To resolve the problem, you may need to formally redefine the scope of the project, hire additional resources to help out, or agree with the customer on a new delivery timeframe. You will also need to update the Project Plan with any additional tasks required to fix the problems, and then you will need to report on the new status to your Sponsor.

Step 5: Getting the right mix

Almost every project team will encounter unforeseen changes, risks and issues. Your level of success will depend on how you manage these when they arise. By implementing these project processes below, you can ensure that your mix of changes, risks and issues are easily manageable:

- [Change Management Process](#)
- [Risk Management Process](#)
- [Issue Management Process](#)

To help you deliver projects on time and keep your Project Sponsor happy, use these two great project management solutions now...

- [Project Management Templates](#)
- [Project Management Methodology](#)

- [Tender Register](#)
- [Phase Review Form \(Planning\)](#)

Project Execution

- [Time Process](#)
- [Timesheet Form](#)
- [Timesheet Register](#)
- [Cost Process](#)
- [Expense Form](#)
- [Expense Register](#)
- [Quality Process](#)
- [Quality Review](#)
- [Deliverables Register](#)
- [Change Process](#)
- [Change Form](#)
- [Change Register](#)
- [Risk Process](#)
- [Risk Form](#)
- [Risk Register](#)
- [Issue Process](#)
- [Issue Form](#)
- [Issue Register](#)
- [Procurement Process](#)
- [Purchase Order Form](#)
- [Procurement Register](#)
- [Acceptance Process](#)
- [Acceptance Form](#)
- [Acceptance Register](#)
- [Communications Process](#)
- [Project Status Report](#)
- [Communications Register](#)
- [Phase Review Form \(Execution\)](#)

Project Closure

- [Project Closure Report](#)
- [Post Implementation Review](#)

Employee of the Year Award

Internally within Method123 Ltd, each year we have an award for "employee of the year".

This year, we would like to publicly announce the winner as Simon White.

Simon has been awarded due to outstanding customer service.

Handling thousands of customer requests, purchase orders and questions each week is a challenging job.

Simon has worked hard to achieve a high level of customer service and has received numerous "raves" from happy clients.

Well done Simon, and thanks, from the Method123 team.

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