Your ultimate goal in delivering a project is to finish on time, under budget and with a happy customer. But how do you do it? Here are 5 tips to help you.

How to Deliver Projects Successfully

These 5 tips will give you a head start:

Be honest

Always be totally honest and upfront with your customer right from the start. Tell them if their project is not feasible or if you don't have all of the resource, money and time needed to deliver it successfully from the outset. Set their expectations by telling them what you will deliver and by when. And if it eventuates that you can't deliver on your promises, then tell them about it immediately. By having an "open book" policy, you'll gain your customer's trust. And if you involve them early enough, they will be more supportive to your cause.

Hand it over

Managers often fall into the trap of believing that they can do things more efficiently than staff. Of course in many cases they might be right, but the problem is that they don't have the time to do everything themselves. So a smart manager always tries to delegate as much as possible to staff. It gives them the time needed to monitor the project and support their team. It's a tough ask, but even if you know you can do a task more efficiently than others, delegate it anyway.

Become a leader

When you save time by delegating your tasks, you have free time for leading and motivating your team. Do this by regularly communicating the project vision to your team, rewarding them for progress and recognizing their achievements. Gain their respect by showing them you care. Build team spirit by taking them to lunch regularly and talking about what they achieved together. Remember, there is no "i" in "team".

Expect the unexpected

Always expect things to change and be ready for it when it

occurs. People have ideas, your customer may want changes, and the industry and technology change over time as well. It's not the change that's important, it's how you react to the change that counts. Always embrace change, but be wary of it. Question it, double-question it and only when you're certain it's for the best, implement it.

Work smart, not hard

Try not to start from scratch. Give yourself a head-start wherever possible by using tools like Method123. These templates boost the quality of your deliverables, while saving you time and effort.

Using these 5 tips, you'll boost your project success. Tell us what you think, by emailing us at Email us

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