



Would you like to manage large projects?

The most difficult thing about managing a large project is juggling the set of deliverables, timeframes, staff, suppliers, equipment, materials, contractors and customers. It can be an extremely challenging task. To make things easier for you, we've described here:

How to Manage Large Projects

So what is a large project? It's usually one that:

- Involves a large financial expenditure
- Takes anywhere from 6 months to 2 years
- Has a big project team in different locations
- Involves the creation of large quantities of deliverables
- Requires external suppliers and contractors.

Large projects typically have higher risk and are harder to control than small projects, as they involve large quantities of people, time, money and resources. So they have a lot more to lose when things go wrong!

Using [MPMM](#) and [Method123](#) you have 10 different processes available for monitoring and controlling large projects. Each of these processes are described below:

1. Manage Time

Delivering "on schedule" is usually the hardest challenge for a large project, due to the sheer amount of work involved. You need a clear [time management](#) process to record time spent by staff, log it in a timesheet register and update the project plan with current progress.

This process allows you to track progress and control delivery against the original target date set. All staff should complete timesheets and hand them to the project administrator weekly.

2. Minimize Cost

To minimize the cost of the project, a [cost management](#) process should be implemented. This involves recording all expenses in an expense register and regularly updating the project plan and financial plan schedules with the status of

Project Management Methodology

The MPMM project methodology gives you all of the processes, tools and templates you need to manage:

- ✓ Time & Expense
- ✓ Scope & Changes
- ✓ Risks & Issues
- ✓ Procurement
- ✓ Customers
- ✓ Suppliers

By using this tool set for projects, you can manage projects of any size and in any industry.

MPMM Professional



This edition provides the complete methodology for projects.

It's fully customizable, so you can add your own project terminology and way of doing things.

It's also different, as it includes the

the project budget.

Only by gaining an up-to-date view of the total project spend, can you control expenditure and minimize costs.

3. Control Quality

The [quality management](#) process is used to conduct quality assurance reviews to check that the deliverables produced by the project meet the quality targets set.

A set of quality control measures are put in place, to monitor and control the quality of each deliverable produced.

4. Reduce Change

Using a [change management](#) process, the Project Manager can identify any requests for change and review their potential effect on the project.

Large projects all too frequently suffer from scope creep, whereby changes are implemented without approval. This causes delays and budget over-runs. The change process will prevent this occurring, by monitoring and controlling all changes and implementing a formal process for their approval.

5. Mitigate Risks

Large projects usually encounter a larger amount of risk, so the key to success is in identifying these risks early and mitigating them before they impact on the project. Using a [risk management](#) process, you can identify and mitigate project risks early.

Low and medium priority risks will be addressed by the Project Manager, however high priority risks will be raised at Project Board meetings to be addressed.

6. Resolve Issues

Complex and technical projects usually encounter a high number of issues, as the project deliverables may be unique in nature. The trick is to resolve them as early as possible. Implement an [issue management](#) process, to enable staff to raise issues and have them resolved by the Project Manager in a timely manner.

7. Manage Procurement

If you're obtaining goods and services from external suppliers, then you will need some form of [procurement management](#) process. This process will explain how you want to procure items, through the issuing and fulfillment of Purchase Orders.

It will also explain how you intend to manage the performance of your suppliers, by conducting supplier

"Methodology Manager" which enables you to create and manage a whole set of methodologies for projects.

You can use it to create different methodologies, depending on the size and type of projects you manage. You can:

- ✓ Create new methodologies
- ✓ Customize this methodology
- ✓ Upload your current templates
- ✓ Manage your templates for projects
- ✓ Export and share your methodologies with others.

The professional edition is perfect for managers, consultants and trainers.

[More info...](#)

MPMM Standard



If you want a core methodology for managing projects, then MPMM Standard will suit you.

Like the professional edition, it's based on the worldwide standards for project management.

reviews at each contractual milestone.

8. Get Acceptance

It's not enough to produce top quality deliverables, you have to gain acceptance from your customer that each deliverable meets their requirements. This is called the [acceptance management](#) process.

As you finish each deliverable, get your customer to sign it off as being 100% complete. It will help you manage the project and get permission to perform project closure when you're ready.

9. Perform Communications

On larger projects, it's crucial that you keep stakeholders properly informed. By implementing a [communications management](#) process, you can distribute formal communication messages, to ensure that you deliver the right content to the right people at the right time.

10. Complete Phase Reviews

And lastly, to manage large projects, you need to implement [phase reviews](#) at the end of each major project phase. Each review allows your team to determine that they have met their objectives for the current phase and can therefore progress to the next phase in the project life cycle.

For large projects, these processes help Project Managers to monitor and control their projects effectively, increasing their likelihood of achieving success.

- ✓ Download all of the processes, templates and forms for managing large projects - in the [Project Management Kit](#).
- ✓ Get a methodology for monitoring and controlling large projects, by downloading a free [MPMM trial now...](#)

It describes every aspect of the project life cycle and helps your team to complete projects faster than before.

You can access all of the templates needed to manage projects, by exporting them into Microsoft Word and Excel.

You'll be able to:

- ✓ Access a complete suite of project methods, processes, forms, tables and practical examples
- ✓ Use *templates* to create project deliverables easily
- ✓ Follow the project life cycle through the 4 stages of Initiation, Planning, Execution and Closure.

The standard edition is perfect for project teams.

[More info...](#)

MPMM Educational



If you're a lecturer or student and you want to learn or teach project management, then MPMM Educational is for

you.

It helps you to understand how projects are delivered from start to finish. Every phase, activity and task in the life cycle is defined in depth.

[More info...](#)

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