

Industry and Team Communications – Part Two: The Project

Establishing Project Strategies and Expectations

When you are ready to start your project you must first establish project strategies and expectations. This includes goals, milestones, tasks and deliverables, as well initiating transparency in decision-making processes.

- **Initiate deadlines:** Establishing strict deadlines will ensure your project maintains the desired duration of completion.
- **Determine and delegate roles and responsibilities:** Make sure to discuss these on a daily or weekly basis to clarify that everyone involved is meeting the objectives and expectations throughout the project.
- **Regularly evaluate the project:** Is the project producing the desired outcome? If it has gone in a different direction, does this better align with the initial intention, milestones, or project's completion date?
- **Implement contingency plans:** These may be budgetary, logistical or resource based, but ensure that some reinforcements are in place to cover any unanticipated use of funds and/or resources.

Setting Timelines and Scheduling

To keep your project on track, setting timelines and sticking to a schedule is very important. There are several project scheduling tools out there and available. Some of the more popular tools are:

- Jobber
- 7shifts
- Connecteam
- Calendly
- Honeybook
- Etc.

Using software or an online tool to keep your project on track is great for you and your team. Here are the key points of information and stages that you must determine while creating your project schedule.

- Define your project goals.
- Identify all stakeholders.
- Determine your final deadline.
- List each step or task.
- Assign a team member responsible for each task.
- Work backward to set due dates for each task.
- Organize your project schedule in one tool and share it with your team.

Roles and Responsibilities of The Team Members

With each project comes various roles and responsibilities for each member of your team.

The Project Manager

Project manager duties include:

- Develop a project plan.
- Managing the deliverables according to the plan.
- Recruiting project staff.
- Leading and managing the project team.
- Determining the methodology used on the project.
- Establishing a project schedule and determining each phase.
- Assigning tasks to project team members.
- Providing regular updates to upper management.

Project Team Member

A Project Team Member duties may include:

- Contributing to the overall project objectives
- Completing individual deliverables
- Providing expertise
- Working with users to establish and meet business needs, and
- Documenting the process

Project Sponsor

A Project sponsor duties may include:

- Make key business decisions for the project
- Approving the project budget
- Ensuring availability of resources
- Communicating the project's goals throughout the organization

Business Analyst

A Business Analyst duties may include:

- Assisting in defining the project
- Gathering requirements from business units or users
- Documenting technical and business requirements
- Verifying that project deliverables meet the requirements, and
- Testing solutions to validate objectives

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Monitoring Progress and Setting Up an Information Flow Between Members

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Monitoring Progress

A project manager serves as the point of communication, facilitating the open and free-flow information between team members and establishing expectations for the work. For a project manager to be effective in this role, they must monitor multiple aspects of the project:

- **Schedule:** This includes the time and effort spent on tasks and is monitored closely to determine if the original estimates were accurate.
- **Cost:** This includes the person and non-person resources spent on a project
- **Scope:** If too many changes occur early in a project, this is a signal that the task at hand is more complex than originally expected. It's the project manager's role

to communicate any, and all changes to the stakeholders.

- **Risks:** If risks can be found partially, or fully, mitigated before the issue occurs, that will benefit the project.

Essential Documents

To accomplish this level of progress tracking, the project manager relies on a few key documents.

- **Project Scope:** Used as the guideline for all project deliverables. The quality and requirements of project deliverables must match what is outlined in the scope.
- **Project Schedule:** Created at the end of the planning phase. All project tasks should be compared to this baseline.
- **Project Budget:** Used to monitor all resources on a project and to determine if the project cost is on track.

It is the project manager's role to create processes that provide a steady flow of information about all of these details.