Twenty Five Ways To

ASSURE A SUCCESSFUL IT PROJECT

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Chapter One

SET YOUR PROJECT GOALS

SET YOUR PROJECT GOALS
Success starts with planning.

Successful projects don't just happen. They require structured planning, the right tools, insightful management and good interpersonal skills:

- Define your objective. Your objective must be attainable. Company stakeholders must agree on the objective and the desired results. The goals must be measurable and well defined.

- Identify key factors of the project.
    - Identify the estimated costs. Get your quotes together and think about any ancillary costs as well, work interruptions, overtime labor, etc.
    - Identify the potential risks. What can go wrong and what you will do if it does.
    - Identify the critical factors of success. Assure you know what success will look like for your project and how you will know the project was successful.

Chapter Two

GATHER YOUR RESOURCES

GATHER YOUR RESOURCES
The Right Resources for the job.

Successful projects are largely dependent on the people who execute them. There must be a leader. There must be good communication and specific responsibilities.

- What resources are required for your project?
    - What physical resources will you require?
    - What personnel resources will you require?
    - What time resources are required?

- Identify key factors related to the required resources.
    - Identify the physical resources required.
        - This may be server hardware, software, or internet connectivity for example.
        - Gather quotes and make decisions on what you will purchase.
    - Identify the personnel.
        - Will you out-source, use internal personnel or both?
        - Will you require multiple vendors to execute the project?
        - Do these vendors communicate well with others?
        - Whom will run the project? One of the vendors or internal personnel?
        - Who is responsible for the overall success of the project?
    - What is your timeline and why?
        - Is the project being planned for execution during a seasonal lull?
        - Is there a deadline for the project to be completed?
        - What happens if you miss this deadline?

Chapter Three

SET YOUR PROJECT EXPECTATIONS

SET YOUR PROJECT EXPECTATIONS
Define Success

You now know what you wish to accomplish. You now should have a good idea of who will do what. Now you must set the stage by clearly defining the Project tasks, responsibilities, and timeline.

- Decide upfront the methodology you will use on your project.
    - What project phases will the project proceed through?
    - What will be the key go/no go decision points?
    - What are the expected project outputs for each phase?
    - What are your project milestones? (these are indicators of your project's success)
    - Who is responsible for each phase?
    - What phases are dependent on other phases being completed first?
    - Who is responsible for the overall project and it's success?

- Draw up a project schedule that clearly allocates project tasks to team members.
- Specify the communication methods between the project team members and define a regular schedule of communication on project progress.

Chapter Four

MANAGE AND EVALUATE

MANAGE and EVALUATE
Measure Success

You have created the project and assigned tasks to the team. You have set deadlines and communication expectations. The project is under way and now you need to manage.

- Set your calendar to notify you of key dates, or milestones.
- Review all communications and demand adherence to your communication expectations
- Address issues that arise quickly and get the appropriate team members involved in the corrective action for these issues.
- Communicate schedule progress regularly to all team members as well as the projects stakeholders, such as Owners or CEO's
- Make sure that project changes don't get out of hand by reviewing and authorizing all proposed changes. Evaluate each proposed change for the impact on project cost, quality and schedule
- Once the project finishes, use the measures of success that you agreed upon at the start to evaluate project performance.
    - Was the project in budget?
    - Was it on schedule?
    - Did it produce the expected result?

Proper planning and teamwork are key to a successful project implementation. Let us know if you need any IT project assistance because we are happy to help!

"*Systech managed 5 server and software upgrades, including the move of our ERP software to off proprietary servers, and a later move of the entire network to a virtual environment...I highly recommend Systech as a business partner.*"

Chris Martens, C.O.O.
Semblex Corporation

TELL US ABOUT YOUR PROJECT

We have been project planning for more than 20 years and will make sure that your project goes smoothly. Send us an email about your project – we would be happy to work with you.

SEND US AN EMAIL