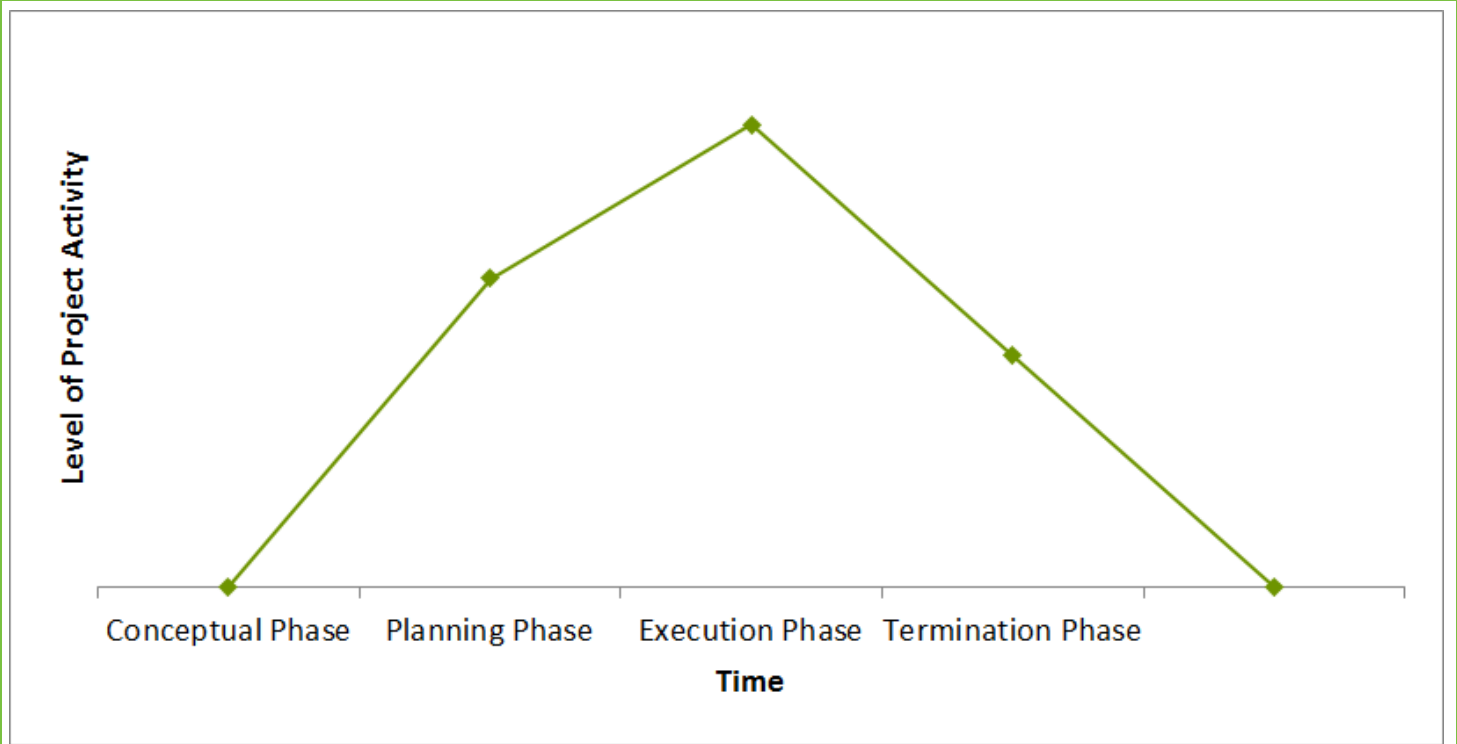
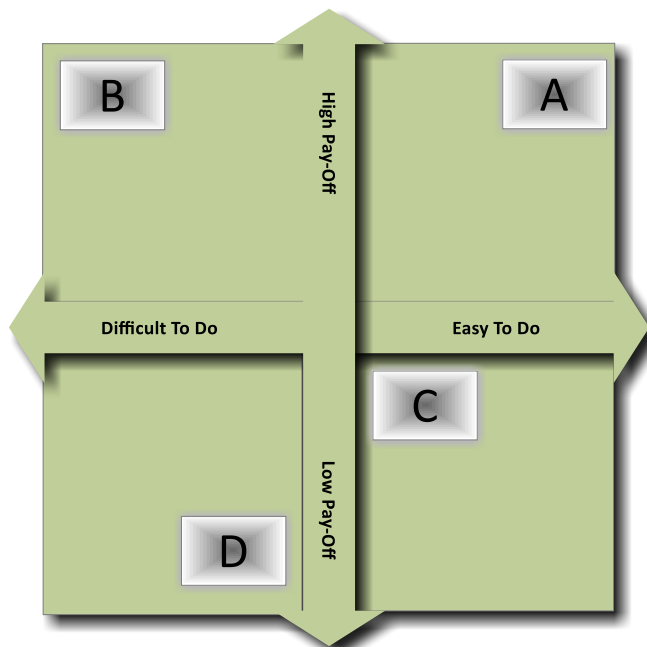


A Project's Life Cycle



The Priority Matrix



Which would you consider a priority?

1. A
2. C
3. B
4. D

Preparing Your Project

Anticipation

How might I anticipate objections to my idea and thus be better prepared to overcome them?

Assistance

In what ways might other people or groups help me apply my idea?

Location

What places or locations might be advantageous for putting my idea into practice?

Timing

In what ways might I take advantage of special times, days, dates, etc., for implementing my idea?

Precautions

How can I use pre-test my chosen idea? In what ways might I safeguard or fortify it to ensure its effectiveness?

Rewards

How might I reward others for helping me implement my idea? Rewards don't necessarily need to be money; they can be recognized as a creative gift. Also, consider how others might benefit from the implementation of your ideas. Don't forget the power of a simple thank you or of public recognition in front of peers. Hand-written notes of thanks are appreciated. Of course, if the project pays off, then a more substantial financial reward might be appropriate.

The Statement of Work

Defined Purpose

Why are we doing this project?

Statement of Scope

What is included in this project?

Project Deliverables

What results are we to achieve or produce?

Goals and Objectives

Specific goals are listed, with larger goals broken into smaller goals that are well-defined.

SWOT

Briefly review the big picture regarding the organization's Strengths, Weaknesses, Opportunities, and Threats.

Cost and Schedule Estimates

Prepare a draft budget.

List of Stakeholders

Who will be involved? Identify key stakeholders.

Authority Levels

Define who has the authority for what, and how lines of supervision or delegation have been established.

Assumptions and Agreements

Any assumptions that limit the project or agreements that form the basis for interaction should be detailed here.

The Communication Plan

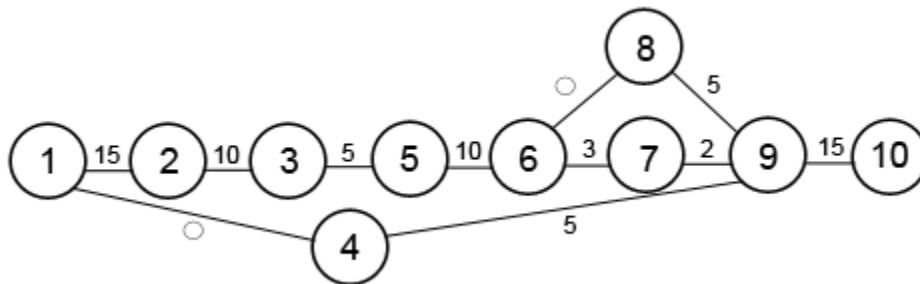
Who will we communicate to? What basic reports will be produced, and how often?

Planning Tools

Milestone Charts



PERT



Network Diagram

