



# EPICENTRAL

A Newsletter from Epicenter Development Group highlighting ideas that improve organizations

Welcome to Epicenter Development Group's newsletter, EPICentral. The purpose of this newsletter is to highlight fundamental ideas that have helped organizations develop and maintain great manufacturing and service operations. We hope that you find our EPICentral newsletter helpful, and we would welcome your comments on its content.

## Project Management - Eight Steps to a Successful Project

This month we will present an overview of **Project Management**. Project Management is the application of the skills, tools and techniques of a project manager to meet the goals of a project. Some examples of projects companies undertake are to implement new software or machines, to design new facilities or re-design existing ones, or even to plan an event. These eight steps will guide you through the process and help you keep your project on track.

### Key Project Management Elements

**What is a Project?** - A Project is defined as temporary, has a definite beginning and end and creates a unique result, service or product.

**Project Manager** - A Project Manager oversees the activities required to complete the project, although he/she frequently doesn't have authority over the people whose help he/she needs. The project manager's role is:

- Achieve the project's goals
- Develop, define and manage the project plan, resources and budget
- Coordinate and integrate project activities
- Manage customer and stakeholder expectations
- Manage and resolve conflict
- Report progress to senior management and stakeholders

**Project Life Cycle** - The project life cycle defines the basic order of the project work. The life cycle is:

- Start-up - project charter
- Planning the work - project management plan
- Working the plan - ends with accepted deliverables, concurrent with working the plan
- Monitor & control the process - assess progress against measurable goals
- Close-out - project documents completed, lessons learned, best practices

## Eight Project Management Steps

1. **Define Project Objectives and Scope** (see [Project Charter newsletter](#))
2. **Determine Participants and Stakeholders** (see [Responsibility Charting newsletter](#))
3. **Develop Time Line or Work Plan**
4. **Establish Checkpoints and Control Measures**
5. **Identify and Obtain Necessary Resources**
6. **Determine Project Measurement Standards**
7. **Develop Communications Systems**
8. **Debrief and Evaluate Project Performance**

## Considerations:

- The amount of authority granted to the project manager will depend on each organization. It is not unusual for a project manager to have no direct authority over his team members. This will require finite definitions in the responsibility chart and clear communication between the project manager and his team members' supervisors.
- The type of support and quality of funding will also vary by company, and, possibly, by project. It is important for the project manager to understand both of these things before beginning the project. A lack of support or "buy-in" or insufficient funding for the scope will derail even the best planned project.
- Notice that seven of the steps are for planning before the project "work" begins. Collecting all relevant data and planning, including contingency planning, at the beginning are the most important part of a successful, smooth-running project.

## Next Steps

If you would like more information on this topic or other similar types of tools, please contact Bill Proctor with your request at [wproctor@epicentergroup.com](mailto:wproctor@epicentergroup.com) or 216-702-0952. You can also find previous issues of EPICentral at [Newsletters](#).

Mr. Proctor also speaks on a variety of problem-solving and system design topics that can help companies significantly increase the success and profitability of their businesses. If you are interested in having Bill speak at one of your upcoming meetings/events or would like more information on any of the speaking topics, please visit [Speaker Services](#) or you can email [sales@epicentergroup.com](mailto:sales@epicentergroup.com).

Epicer Development Group is a unique consulting firm that seamlessly integrates the disciplines of Systems Engineering and Organizational Analysis & Development to create practical design solutions to your

toughest challenges. It is on the cutting edge of problem-solving solutions and the creator of a unique process called GreenRoom Engineering. This process adds greater value and cost savings for clients as compared to traditional engineering methods.

William Proctor, Epicenter's founder and president, has provided services around the country to more than 100 companies consisting of a variety of organizations; and Epicenter continues to grow as a resource for firms of all sizes.

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