

About

Based on the Harvard Business Review's Four Phases of Project Management.

Phases

Planning	Build-up	Implementation	Closeout
✓ Determine the real problem ❓ <i>Is it a data problem?</i> ❓ <i>What data do they need?</i> ❓ <i>At what grain?</i> ❓ <i>How often and from what system(s)?</i>	✓ Assemble your team ❓ <i>Do you need regular or temp people?</i> ❓ <i>Do you need to provide training?</i> ❓ <i>What skills are needed?</i> ❓ <i>What does availability look like?</i>	✓ Monitor and control 👁️ <i>Monitor the process</i> 💰 <i>Control the budget</i> ⚠️ <i>Look for problems</i> 📞 <i>Respond quickly</i>	✓ Evaluate 📄 <i>Compare progress with scope</i> 👍 <i>Reach consensus on % completion</i> 📏 <i>Keep scope front and center</i>
✓ Identify the stakeholders ❓ <i>Who will use your product?</i> ❓ <i>Who will provide resources?</i> ❓ <i>Who will benefit from the product?</i> ❗ <i>Need support from them</i>	✓ Plan assignments 📋 <i>List the people on the team</i> 📋 <i>List the skills required</i> ✓ <i>Match each member with skillset to task</i> 🗣️ <i>Start communicating</i>	✓ Report progress 💬 <i>Status updates</i> 📊 <i>Status reports</i> 🚩 <i>Flag issues</i>	✓ Close 📁 <i>Provide deliverables</i> 😊 <i>Recognize wins</i>
✓ Define objectives (SMART) 🔍 <i>Specific</i> 🔍 <i>Measurable</i> 🔍 <i>Actionable</i> 🔍 <i>Realistic</i> 🔍 <i>Time-limited</i>	✓ Create the schedule and budget ⏪ <i>Work backward from mandatory dates</i> 📅 <i>Hold a kickoff meeting</i> 📅 <i>Set the budget</i>	✓ Hold meetings 📅 <i>Hold weekly meetings</i> 📅 <i>Set agendas</i> 🔧 <i>Manage problems</i> 📊 <i>Measure performance</i>	✓ Debrief 📄 <i>Document lessons learned</i> 🔄 <i>Share knowledge</i>



