Egypt Future Educational Platform

**Project budgets monitored overtime**

1- Make the budget hours allotted for each task visible to team members as hours accrue. This means that everyone on the team, including the project manager, can see how much time is left to complete their own work.

2- Ask team members to report on remaining work in different ways. Sometimes rephrasing a question can bring out a different answer. For example, I’ve been asked to estimate both percent complete, and remaining hours left on a task. When I realize my answers are different, it can point to steps that I’ve forgotten about.

3- Ask “What are the next steps?” Breaking a big task down into smaller chunks makes it easier to figure out how long it might take to finish. For example, instead of “Write report”, split it into first draft, circulation for feedback, edits, and time for presentation with discussion and questions. Then you can budget time for each individual step instead of trying to come up with a number for the whole thing.

4- Continuously Forecast, Anticipate Scope Change, Forecast Resource Usage, Communicate With Your Employees.