

WHY ARE MY PROJECTS STRUGGLING?

6 BASICS TO KEEP YOUR PROJECTS FROM FAILING

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Do you feel like your project team meetings are getting flooded with complaints and issues? Or feel like you're firefighting every day, grasping at straws to keep your project on track?

Every project has issues – but you shouldn't feel like your project is struggling so much that it could fail at any moment.

The good news is, there are just **SIX** project management basics that will help ensure success on even the most challenging project.

Here are the six project-saving basics you need to remember!

1. PEOPLE FIRST

Remember that the only reason your project is going to be successful is because of the people on it.

You've got subject matter experts, a Steering Committee, customers, and potentially even more stakeholders who all have an important role in the project and are impacted by the project's success.

Everyone is out to achieve the same goal, but sometimes you just need to remind people of that. It's your job as project manager to keep them motivated, ensure that they are clear on what is expected of them, and that they are being listened to.

How do you do this?

Put them first. When someone on your team does a really good job on something, celebrate their success, no matter how small or big it is. It's extremely demotivating when you're putting in a lot of hard work and energy but nobody recognizes it. So, be the person to recognize it for your team members!

It could be as simple as sending out a congratulatory email or having a team lunch. But make sure you are doing something to recognize your team members.



Also, ensure you are really listening to them when they come to you with questions and issues. There will be lots more honesty, motivation, and ultimately, productivity, when your team members know they have a trustworthy place to seek help and voice their concerns.

2. CLEAR PROCESSES AND STRATEGIES

If you didn't take the time to agree on certain standards at the beginning of the project, people may end up on a different page from each other and things could get confusing really quick.

Ultimately, this goes back to having good communication. But when you're managing a project, good communication is so much more than just listening well and giving clear instructions.

It's also about documentation and WHERE that documentation is being housed. One of the #1 MUSTS on every project is to ensure there is a central location that everyone on your team can access in order to find all the project documentation they'll need.

You also need to make sure you're staying on top of documentation and keeping it up-to-date. Project documentation is where all your team members can locate the exact information they need.

If you feel like there are lots of miscommunications and misunderstandings on your projects, this could be one of the biggest reasons why.



3. BUY-IN

Buy-in is important because it gives your project a solid foundation and jumping off point. When everyone has agreed to the fundamental aspects of your project, there is no more room for confusion or people to just do things their own way.

It's far easier to get buy-in at the beginning of your project, but if you're midway through a project that's struggling, you can still implement this.

Ideally, you would do this at your kick-off meeting. The best way to get buy-in is to come to the kick-off meeting prepared with a package for the project team explaining all the critical items they need to be aware of and agree to in order to start becoming active participants.

This should include:

- Review & sign off on charter
- Agreement to meeting frequency
- Agreement to project logistics and team expectations
- Creation of WBS tasks, due dates, and responsibilities to finalize project plan



4. IMPLEMENT LESSONS LEARNED

Holding a lessons learned meeting is one of the best ways to increase your project success going forward. Lessons learned meetings help improve team collaboration and trust and make your team more effective overall since you're all on the same page about important things to improve upon.

The good news is, you can do this at any point in a project. In fact, it's often worthwhile to do lessons learned meetings multiple times throughout the project life cycle.

If it's your first project, you can collect information from the organization about past projects to then use that information to inform areas of improvement on your current project.

If it's not your first project, you can add the additional expertise of your past experience to inform areas of improvement on this project.

Having a lessons learned meeting will also give your team members a chance to give their input on what improvements are needed to achieve more success and a smoother project.



5. MANAGE EXPECTATIONS

Managing expectations starts at the beginning of the project. It goes along with getting buy-in.

But something you really want to do at the beginning of the project is to create space for people to voice their concerns.

Ask your team members what they are excited for on the project and what concerns they have. This gives everyone the opportunity to get it all out in the open before you actually start working on the project. Then, you can address concerns, share excitement, and everyone will be on the same page about project expectations.



Throughout the project, this gives you a better jumping off point when you run into issues, conflicts, and misunderstandings. People will be more confident in maintaining open communication which allows you to manage expectations and keep everyone on the same page throughout the project.

6. ADDRESS TEAM DYNAMICS

One of the most critical tips you need to know when it comes to eliminating issues on your project is you need to understand team dynamics!

Knowing the Tuckman Model of Team Development enables you to identify which stage your team is on at any given time. This will allow you to better respond and resolve issues.



The stages of team development are:

STAGE 1: FORMING

- Team members are reserved and polite, wanting to make a good first impression
- Everyone attempts to avoid conflict

STAGE 2: STORMING

- Team members begin expressing differences of opinion
- Power struggles and interpersonal issues emerge

STAGE 3: NORMING

- The team begins to cooperate more
- A sense of team identity emerges

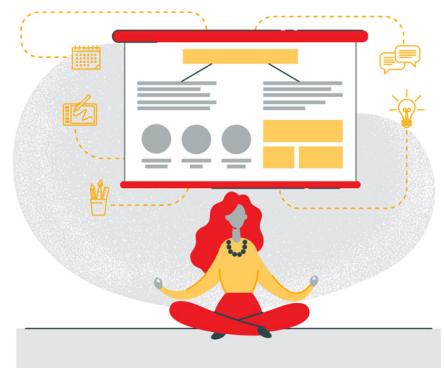
STAGE 4: PERFORMING

- The team is clear on what they are doing and why
- Relationships are becoming stronger
- Disagreements are easily resolved

STAGE 5: ADJOURNING

- The team concludes the project
- Accomplishments are celebrated

Understanding these stages of team development will help you gain insight and direction on how to handle conflicts and shifting team dynamics so that those tensions don't derail your project.



FAB FIVE FUNDAMENTALS of PROJECT MANAGEMENT

Project Management is not just about keeping your project afloat. It's about running it in the most efficient and effective way possible so that you and your team feel truly fulfilled by your work.

In this webinar, you'll learn the
**5 most important things you need to do
on EVERY project to bring it to success.**

WHO IS THIS FOR?

It's for you! This webinar is designed to level up your ability to lead and deliver successful projects, regardless of your title, so that you never again feel like you're grasping at straws trying to keep your project from failing.



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