

Twelve Steps to Managing a Project Successfully

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| Planning | 1. Define the project. |
| | 2. List the tasks. |
| | 3. Plan the running order. |
| | 4. Add contingency. |
| | 5. Consider crashing. |
| | 6. Make a Gantt chart. |
| | 7. Calculate resource requirements. |
| | 8. Assess risks and prepare action plans |
| Action | 9. Monitor progress using the Gantt chart. |
| | 10. Monitor costs. |
| | 11. Readjust your plan. |
| | 12. Review. |