

# The 12 Steps to Managing a Project Successfully

1. Define the project. Agree on the success criteria and major constraints with the customer, in writing.
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## Planning

2. List the tasks.
3. Estimate times and costs for each task.
4. Add up time and cost.
  - Assess dependencies and draw the critical path.
  - How long will the project take?
5. Shorten your project plan.
  - Consider crashing or overlapping critical tasks.
6. Draw a Gantt chart.
7. Calculate resource requirements over time.
  - Adjust using the float of noncritical tasks.
8. Assess risks and prepare action plans.
  - Preventative and protective.
  - Ensure contingency.

Possibly back to  
step 1 to negotiate

## Action

9. Monitor progress. (Watch the critical ones closely.)
  10. Monitor cost.
  11. Reschedule.
    - Make decisions on slipping or crashing and communicate progress and changes.
  12. Review: learn and praise.
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