**Basic Project Management**

1. Determine the objective. Write it down.
2. Identify and organise the people who are required in order to bring the project to completion.
3. Identify a project leader. This should be accepted by all involved in the project.
4. Create scenarios on how to achieve the desired outcome (this may have be broken down into sub-tasks).
5. Identify factors that influence or limit the project that are beyond your control (global economic forces, natural disasters, competition, etc.) and factors that are in your control (capital invested, personnel, prices, etc.). Identify the risks or warning flags that might surface.
6. Determine and identify the resources and the time required to complete the objectives. Write this down.
7. Organise the people involved in the project. Review the proposed project. Determine the best path, tools, time frame, and write it down.
8. Organise the tasks and sub-tasks in chronological order. Write it down.
9. Develop a list of initial actions and outcomes that must be started and completed. **Identify the responsible parties** and dates. Write it down.
10. Set specific (realistic) dates for the completion of tasks, sub-tasks and objectives. Write it down.
11. The leader must follow-up on all dates and compromises. Make this information public to all others involved in the project. Communicate all deliveries of sub-tasks, or lack of delivery with the group.
12. **Make certain that the group knows the status of the project at all times, everyone should either be waiting for information or the outcome of an ongoing activity, or actively working on obtaining information or finalising an activity.**
13. If a group member is unable or unwilling to finish tasks on time, discover why and take immediate action to support or replace the member.
14. For any major problems or setbacks, get the group together to work out new scenarios and dates of completion.