

# 12 Rules for Project Management

1. A **Project** is comprised of **Packages**
2. **Packages** are comprised of **Deliverables**
3. **Deliverables** are comprised of **Documents**
4. **Documents** are completed through **Tasks**
5. **Tasks** are managed through the **9 Domains**
6. **Tasks** are tracked at the level of **Deliverables**
7. **Decisions** are tracked at the level of **Packages**
8. **Documents** are ‘statused’ daily as part of the **weekly sprint log**
9. **Deliverables** are ‘statused’ weekly with planning for **now, next, and later**
10. **Packages** are ‘statused’ weekly with planning for the **6 week lookahead**  
(to be integrated into the master schedule)
11. A **coordinator** role takes ownership of the **task tracker** but task responsibility is allocated to specific people and resources
12. **Communication** occurs in all channels and the responsible member(s) must update the tracker at least weekly with **essential information**
  - i. Document status changes
  - ii. If a “HOLD” status, what: decision, information, resources, approval
  - iii. Any decisions that were made (to be transferred to the decision log)
  - iv. Discussions and meetings