

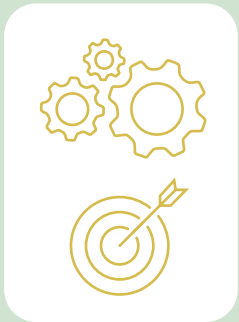
**4**

**STEPS FOR**

**EFFECTIVE**

**PROJECT**

**MANAGEMENT**



Whether you want to change a process or create a new product or service, it can be tough to know where to start. Use these four steps and the planning form to make your next project a success.



**1**

**Come up with a clear plan.**

The first step is thinking through everything you'll need to make your idea a reality. What are you trying to accomplish, and what do you need to get it done? What resources are available? What might go wrong? Use the form on the other side of this handout to think through all the angles.



**2**

**Get organized.**

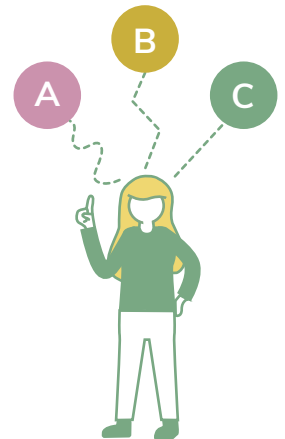
It's important to break things down into practical steps, consider who you'll delegate to, and make sure everyone has what they need to complete their tasks. Consider everyone's deadlines and which team members need to know when certain parts of the project are completed.



**3**

**Communicate clearly and often.**

As the project manager, make sure that everyone involved knows what their role is. Also let them know how their piece fits into the whole project – it creates more buy-in when we know how we're contributing on a larger scale.



**4**

**Be flexible!**

You need to adapt when changes inevitably occur or one of your team members comes up with a better way of doing things. That way you can pivot and figure out how to adjust your plan and stay on track.

# Prepare for Your Next Project

---

Project Name

Goals/Outcomes

Deadline

Budget

Team Members

Team Members' Roles

Specific Deliverables

Resources Required

Stakeholders/Clients

Approach