

Project Management Primer



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Business Management For Results

Project Management is a tool to manage execution and success rather than leave it to chance or general direction. Project management is about creating a plan of achievement using a process that allows managers to think and mitigate risk areas. Project management is not about continuously completing numerous forms and templates to keep the project plan exactly correct.

Greg Noonan has served as project manager for over 30 large projects in the past 20 years. Our tools and process are simplistic.

Team and Scope	Planning & Design	Management and Execution	Follow-up and Assessment
Develop a cross-functional team and pick the right team members	Team kick-off to engage team and set guidelines and expectations	With project management tools, the project manager should manage to milestones and manage risk.	Finish the project through to the end. Do not stop short.
Select the right project manager.	Forge relationships and identify potential problem areas in people, process, and systems.	Communicate constantly to executives and team even with nothing to communicate.	Complete non-critical tasks or assignments that add value, but were deferred.
A brainstorm session is always helpful, but must avoid tangents and establish high level goals and deliverables.	Know the risks and know the areas where you lack expertise and knowledge	Execute the plan, close GAPS, manage risk, and create alternative scenarios for surprises.	Assess project management success and failures and adjust templates or process.
Obtain executive level commitment for the project and gain agreement on the critical success factors and resources necessary for the project	Build the plan tasks and milestones, assign resources, and design key elements that drive the project execution.	Change people or tactics if necessary, but never panic. The planning stage creates an environment where corrective measures will be evident.	Report on project and deliver summary of achievements and future corrections.

1. What are the most common factors that derail or delay projects?
2. What is the profile and skill sets of a good project manager?
3. What different communication methods work for various constituents of the project?
4. What will be the financial impact of the project? Every project has financial impact.
5. How should executive and team expectations be managed?
6. How do you plan for and catch surprises before they occur?

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