10 STEPS FOR MANAGING A PROJECT

Management || Resource Guide

These 10 steps will help you "open" and "close" the box of any project.

1. Name the project and describe it clearly.

2. Determine that the project belongs on your list and not someone else's.

3. Describe the situation the moment you begin.

4. Describe what the situation looks like when the project is completed. Be specific.

5. Ask yourself if you are truly committed to getting the project done.

6. Determine if you know how to complete the project. If yes, describe what needs to be done. If no, figure out what needs to be done.

7. Create a list of resources and timeframes needed to complete the project.

8. Determine if you can do this project yourself, or if you will need a team. If so, identify and inform your team.

9. List all the next steps with detailed notes, and execute them by doing the right first things first.

10. After you finish the project, acknowledge the final outcomes and evaluate your success.

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