

Assessment of Three Key Factors in Project Management

A Quick Audit of Your Projects

Consider a project that affects your team. It is important to assess how effectively the project is progressing or, if finished, how effectively was it managed.

The event you are considering, may not be called a project. Perhaps, it could be referred to as an initiative, program, or task-set. Whatever the title, a team must deliver a product or service within constraints of a timeframe, limited funds, and defined quality standards. A project of any size or complexity can be quickly assessed by using this survey tool. It will provide enough information for the team to have a meaningful discussion about its progress and relationships.


How to Complete the Survey

The project team, project sponsor, and key stakeholders should complete the survey by placing a check mark in one of the boxes to the right of each question: Yes, Not Sure, or No.

Total each column and then discuss the results with other project team members and stakeholders. What are the implications for completion of the project on time, within budget, and other constraints.


Project Delivery

Success of projects depends on proactive planning, execution, and conclusion.

	Question	Yes		No
1	Are your projects on schedule?			
2	Are the project costs under control?			
3	Are the deliverables (outputs) meeting required quality standards?			
4	Are stakeholders sure about their roles and responsibilities?			
5	Do you have the right people on the project – the right skills and attitudes?			
6	Do the project leaders know how to plan a project correctly?			
7	Do the leaders and stakeholders know how to manage a project effectively?			
8	Do the project leaders know how to handle unexpected changes in a project?			
9	Is there a regularly updated and effective communication process used in the project?			
10	Is risk management a key tool used throughout the project?			
	Totals			


Project Teamwork

People working in teams are the crucial ingredient for project success

	Question	Yes		No
1	Are your project teams producing the expected output?			
2	Are team members cooperative with management and cooperative with each other?			
3	Does the project team focus on its clearly defined vision and goals?			
4	Is the project team and stakeholder network structured for optimum performance?			
5	Are team members working harmoniously with other stakeholders?			
6	Are adequate resources (all types) available and allocated correctly?			
7	When problems arise, does the team quickly focus on solving the issues?			
8	Do the team members understand each other's different preferred ways of behaving?			
9	Is the team able to respect, acknowledge, and work effectively with people in different social or organizational cultures?			
10	Do all the team members hold themselves accountable for the success of the project?			
	Totals			

Project Leadership

Projects depend on the effective leadership of project sponsors, project managers, and key stakeholder leaders.


	Question	Yes		No
1	Are the roles of all leaders connected to a project clearly defined (manager, sponsor etc.)?			
2	Are the leaders held accountable to senior management through a governance process?			
3	Are the leaders focused on business success, rather than just product delivery?			
4	Do people follow the official project leaders unhesitatingly in most situations?			
5	Are the leaders able to apply project management, business, and personal influence skills when appropriate?			
6	Do the leaders focus on ensuring that direct followers and network stakeholders contribute to the project?			
7	Are the leaders able to manage conflict with people over whom they have no direct control?			
8	Do the leaders demonstrate competence and passion for the project and its purpose?			
9	Can the leader adapt quickly to changing work environments?			
10	Are the leaders able to ensure the project scope does not expand unofficially ("scope creep")?			
	Totals			

Your Results

If you answered Yes to many of the questions your project is probably working well but if you choose No or Not Sure to more than 2 questions in each table (Project Delivery, etc.) your organization is likely to benefit from improving the knowledge and skills of the project's leaders.

Group Analysis

Does the team have concerns about any of the following project management elements based on the individual assessments?

Project Management Elements	Yes		No	If an issue, what is the best solution?
Time Scheduling and Control				
Cost Control				
Quality Management				
Focus on the Big Picture – Strategic Alignment				
Stakeholder Analysis and Engagement				
Conflict Management				
Accountability and Responsibility				
Resource Management				
Right Staffing- Skills and Aptitudes				
Defined Roles and Relationships				
Governance Processes at All Levels				
Business Result Awareness				
Effective Leadership				
Collaborative Problem Solving				
Decisive Decision Implementation				

Teams, whether they are project based, or operational, should review their progress regularly and make a conscious effort to improve the team's capacities and capacity for work.

Teams, should determine if they have the right amount of knowledge and skills for:

- Business Management
- Technical Competency
- Process Control
- Effective Human Relations

Project Success is built on a combination of Product Development, Process Management, Business Focus, and People Engagement.

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