

Youth

Taking Action
on Climate Change

Project Management

Phases of a project:

STEP 1: Define a need / problem – What are the basic needs that the project must fulfill. Don't jump to the solutions until you have thoroughly investigated what the needs or root problems are. Once you have defined a need ask "Why do we need that?"

STEP 2: Develop solutions to your problem – Sit down and brainstorm solutions. Come up with as many solutions to the problem as you can. Figure out what kind of barriers there may be. What will be good, what will be bad? Developing solutions may mean negotiating, mounting opposition for problem/gaining support for solutions, demonstrating opposition/support. Select the solution that meets the needs or solves the problem while being SMART.

Specific

Measurable

Achievable

Realistic

Time-phased

STEP 3: Plan the project – What must be done? Who will do it? How will it be done? When must it be done by? How much will it cost? What do you need to know? What must we be able to do with the results? What kind of resources do you need? Would it make sense to build a partnership with someone? How are you going to get people aware of your project?

STEP 4: Execute the plan – Who is going to perform the tasks? Manage how long each task will take. Make sure you deliver objectives and meet your deadlines.

STEP 5: Monitor and control the process – How are we going to evaluate and monitor the process? Are we on target? If not, what must be done to get on target? Should the plan be changed?

STEP 6: Close the project - What was done well? What should be improved? What else did we learn? What should we do differently next time?

Developing a Project Charter - Guidelines

Project Management Workshop

Summary

Developing a project charter gets everyone to agree on “big picture” aspects of the project. The charter ensures that everyone involved understands what to expect from the project, why it is being undertaken, and the way it will be managed.

These are the essential elements of most project charters:

Element	Requirements and Suggestions
Name of Project	What will you call the project? A short name makes it easy to refer to it later. This is especially helpful if you have more than one project going on.
Need / Problem	Why are you doing this? Dig down – What is the <i>real need</i> that gave rise to the project? This will help you focus on the proper solution.
Goal / Mission	What will you accomplish in this project? Make sure that this will fill the need or solve the problem.
Objectives / Deliverables	What will the actual outcome of the project be? What will you see or have in your hands when you are done?
Strategy / Activities	What is the general approach you intend to take to create the deliverables? If the strategy is not yet decided, list possible approaches.
Roles	Who will be the Project Manager? You must have a single person who is responsible for the outcomes. Name everyone involved and what will be expected of them.
Milestones	What are the main steps along the way and about when should they be completed? These are often either something that needs to be completed before other events can go forward or a point to review progress
Constraints	What are the limitations imposed on the project from outside forces? E.g.: <ul style="list-style-type: none"> Resources available Approaches that must be used Standards that must be followed Specifications of the deliverables
Assumptions	What conditions are we assuming? Consider: <ul style="list-style-type: none"> The priority of this project compared to others What's not in this project Resources available Risks that cannot be avoided Authority to make decisions