

The twelve steps to managing a project successfully

1. Agree the success criteria and major constraints with the customer, in writing.
 2. List the tasks
 3. Estimate dependencies, times and costs for each task
 4. Draw CPA network:
find the critical path and the float of the non-critical tasks
 5. Consider crashing or overlapping critical tasks
 6. Draw Gantt (bar) chart for the project
 7. Calculate resource requirements over time:
adjust using float of non-critical tasks
 8. Assess risks, and prepare action plans
 - preventative and protective
 - ensure contingency
-
9. Monitor progress to the Gantt chart
(watching the critical ones particularly closely)
 10. Monitor cumulative cost
 11. Communicate progress and changes
-
12. Review: learn and praise