

5 critical success stories for a Project



Purpose and Vision

The purpose explains to us why we are doing the project. The vision gives us the direction of where we want to go with the project and what we want to achieve with it. Also known as Northstar.

- What is the problem? What problem does the project aim to solve? What is the starting position? What is missing or not working or inadequate today?
- What outcome and (business) benefit do we want to create with the project?
- Why will the project bring an improvement? What improvement is intended to be achieved by the project? Will future users be faster, more efficient, more effective, cheaper, better, etc.?
- In an ideal world, what would the perfect solution look like? What characterizes the ideal solution?

Focus

In order to know how we can achieve our vision, we need a strategy, which is concretized by project goals and delivery results.

- What is the strategy to achieve our vision as best as possible? What are the areas of action and what strategic goals are we pursuing?
- What project goals do we want to achieve, what by when? Which strategic goals do we support with our project goals?
- For each project goal, what are the required deliverables? What properties do the delivery results require? Who will use the delivery results and what desired benefits should they generate? In what order must the results be delivered?
- What do we explicitly exclude from the project (not in the scope) and why?

Structure

Structure in organization and process reduces complexity and creates transparency and clarity for everyone in and around the project. This primarily includes framework conditions, scope, organization and procedure.

- What are the framework conditions for the project that must be adhered to and within which the project can work?
- Who decides what (governance)?
- Can the project be divided into areas? Can a step-by-step approach be used?
- What is the appropriate approach (methodology, model, process) to achieve the desired goals and delivery results? Which approach best suits the environment?
- Who is responsible for what? Which responsibility model do we follow (functions, role model, ...)?
- What tasks are needed to achieve the desired result (result-oriented planning)? What tools and what environment are needed?
- What competencies (technical, financial, organizational, etc.) are necessary to be able to carry out the tasks efficiently and effectively? Which skills do the employees need, which ones are available and which ones need to be developed or acquired?

Humanity

Even if it is a technical project, it is the people in and around the project who pursue a common goal and implement it. This means that a project always becomes a social system, for which communication forms the basis.

- How, in what form, through which channels and how frequently do we communicate in the project and with our stakeholders? What information is needed?
- How do we create a trustworthy, safe, respectful environment for project participants? What are our shared values?
- How do we ensure that the project participants identify with the project and its purpose and work with passion and motivation?
- What is the availability of the project participants, when and to what extent? Where is the best place for collaboration?
- How can each project participant contribute their full potential and thus advance the project team as a whole? How can project participants develop further?
- How do we handle conflicts and disagreements? How do we create openness, generate opportunities and promote innovation? How do we get from different variants and scenarios to the final solution that is optimal for the target group?
- How and when do we celebrate successes and reward ourselves as a project team?

Limited Resources

A project is, by definition, a time-limited undertaking. The resources for a project such as time, money, employees, materials, etc. are limited and must be used as effectively as possible. The quality to be achieved should meet the needs of the contracting organizations or of the interest groups affected by the project.

- What is available to the project from a time and financial perspective?
- How can the project be planned and implemented with the resources provided?
- What quality of delivery results produce the best benefit?
- How is progress checked and controlled? How are deviations recognized and treated? How do we maintain synergies, reduce risks and seize opportunities?



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