### **Tackling** the Most Common **Project** Management **Hurdles**

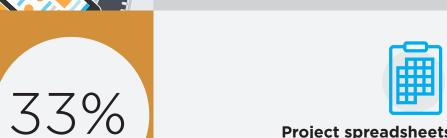
So many projects: so much that could go wrong.

In the public and private sector, most projects are twice as likely to be late, over budget and lack critical features. Causes of project failure include changing priorities, scope creep, undefined costs and risks, and undefined project goals. We highlight some common project management challenges as well as practical solutions to help you in three key areas: planning, resources, and communication.

# **PLANNING**

## RESOURCING COMMUNICATION

## **TOOLS THAT CAN HELP**



#### **Project spreadsheets**

Import existing projects or use a pre-built template and share work with project management spreadsheets like SmartSheet.



### **Project management software**

Track projects on easy-to-use software for any types of projects. Connects tasks, files, and discussions and access real-time newsfeeds with tools like Wrike.



### Cloud-based project tracking

Deploy secure, easy interface cloud-based solutions that can help your team better manage resources, budgets, and track ROI with tools like Clarizen.



#### **Project collaboration platforms**

Keep everyone on the same page with this secure, online project hub that allows members to make project updates and comments in one centralized place with tools like Basecamp.

MADE AS A PUBLIC SERVICE RESOURCE



39% 64%

of projects actually succeed (delivered on time within budget). (<u>PMI 2015</u>)

**Challenges** 

**Scope creep** with overly optimistic

45%

of large IT projects run over budget,

7% past deadline, and deliver 56%

less value than expected.

(PMI 2015)

lost by organizations for every \$1 billion invested in projects and programs. (PMI 2014)

f \$75 million at risk in project (<u>PMI 2013</u>)

56%

described as highly (University of Ottawa) lack of involvement from (<u>PMI 2013</u>)

**Solutions** 

**Introduce a Change Control Board** 

exclusively evaluates risk of

implementing changes.

(CCB). This is an assembled team that

of projects meet

their goals.

(Chaos Manifesto 2013)

**Exclusion** of those who will actually perform the work from estimating process.

Estimates arbitrarily cut in order to secure

contract or make project more attractive.

**Challenges** 

**Include entire project team** as well as stakeholders in estimating project resource costs rather than leaving it to Project Manager only.

**Include a cushion** in your cost estimates.

Identify resource types and quantities

materials). Overestimate costs to leave

needed (people, equipment, and

more flexibility in the budget.

**Solutions** 

**Lack of clear roles** and responsibilities results in confusion, errors, and omissions.

**Challenges** 

Create a project hub. Assign roles accordingly, whether on local intranet, open website, or even blog.

**Solutions** 

Failure to address poor team dynamic leads to disengagement and non-performance.

office communicators.

Lack of internal feedback mechanisms lead to unaddressed errors in processes

resource leveling. Resource leveling is any form of schedule network analysis in which scheduling decisions are driven by resource constraints rather than general

**Firm estimates** made rather than using range of values that includes unknowns in cost estimates.

timelines.

and output.

Implement Evidence, Effect, and

timelines and goals lead to cost and time overrun and, often, project failure.

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Failure to understand and deliver what

client wants or what end users need.

Implement iterative approaches to project management. Incorporate end users from the beginning and request feedback as frequently as possible.

**Underestimation** of how much work is involved.

Under promise and over deliver.

Establish defined goals and vision for project and draw subsequent plans that overestimate work and time needed for tasks.

Change (ECC). Communication tools are clinical and used to correct team member by providing data and verifiable incidents of deviations, or to praise team member.

Utilize a variety of communication-based

**channels**. Keep project members in the loop

using tools like Slack and other internal

Follow up resource allocation with