

# Project Management – Core Work Process Questions

## At the Beginning of the Project:

1. What are the desired results? What is it that we really want?
2. Define the “goal”. How will we know when it is achieved “definition of done”?
3. What are the clearly defined “wins” we want to achieve “clear and compelling purpose”?
4. What are the consequences if we don’t achieve the “wins”?
5. How big is the project? What project planning tools, techniques and templates should be used? Job Aid: How Much of the PMCoP should be applied?
6. What are the Common Project Deliverables for this project?
7. Answer “Who does what by when?” and when to follow-up

## During the Project:

8. Frequent reviews: What has been the progress toward the goal? Celebrate wins!!
9. What can we do to “clear the path” for even greater success?

## At the End of the Project:

10. Post Project Review “lessons learned”: How would you rate our performance to achieve desired results?

## Tools

- o A Small Project Playbook
- o 5 Minute Project Planner
- o How Much PMCoP Should be Applied
- o Project Management Core Work Process – Chart and Questions (this document)
- o Class C Project Checklist
- o Common Project Management Deliverables
- o Work Compass

## 7 Phases of a Successful Project

Every successful project goes through seven phases:

1. The first is assessing the situation (determine the business need).
2. The second is isolating the problem (establish the goal).
3. The third is formulating (plan the work).
4. In phase 4, you woo up—to get your superiors to *approve*.
5. In phase 5, you woo laterally—to get your peers to *agree*.
6. In phase 6, you woo down—to get your direct reports to *accept*.
7. The seventh is implementation (work the plan).