



Department on Demand

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Project Management Basics

You have a great business plan and a list of critical projects that will help you achieve those goals, so why is it that projects never seem to get completed? A good plan well executed is better than a perfect plan that sits on the shelf. Dedicating a bit of time up front to define project scope, milestones and deliverables provides the foundation for a successful project management experience. This step-by-step guide will help your project team move projects forward and complete them successfully.

Contents:

- **Step-by-step process** you can use today – who, what, when and how to execute projects
- Templates to help you **begin a successful project**
 - o **Project Charter** – identifies project objectives, scope, participants and key milestones
 - o **Kick Off Meeting Agenda** – a simple format for the initial meeting of the project team
- Templates to help you **keep the project moving**
 - o **Standard project team meeting agenda and meeting minute formats**
 - o **Issues and Decision Logs**
 - o **Project update templates** – for updating the project sponsor, company, etc.
- Templates to **close out a project and sustain the results**
 - o **Team member feedback**
 - o **Project Completion Evaluation**
 - o **Project follow up – sustaining results**
 - o **Capturing Lessons Learned**
- Lessons Learned / Tips and Tricks

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