ACC Association of Corporate Counsel
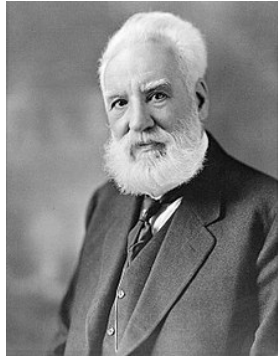EUROPE
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Best Practices for Good Project Management

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Even if you are on the right track you will get run over if you just sit there – *Will Rogers*

Concentrate all your thoughts upon the work in hand, the sun's rays do not burn until brought to a focus – *Alexander Graham Bell*

Best Practices

- ✓ Setting up a good cadence matters
- ✓ Getting the dates right is very important
- ✓ In general, do not change dates
- ✓ You need to find a good balance for task quantity
- ✓ Task ownership vs being a follower
- ✓ Use subtasks well
- ✓ Be clear with assigning dependent tasks
- ✓ Change Management
- ✓ FOCUS: Just get it done

Setting up a good cadence matters

- Most projects aren't done in a small handful of steps

- An ideal Project Plan will have a Milestone every 2 weeks

- Some will have more, few will have less

Getting the dates right is very important

- Setting up the dates of your project was important.

- Make sure to check all dates work

- Good dates are the backbone to a successful project!

In general, do not change dates

- If your task or milestone is overdue, don't change the date.

- Tracking your delays is an important Lean Thinking exercise.

- It's good practice to leave dates alone.

You need to find a good balance for task quantity

- Setting up the tasks in a project can seem daunting.

- Too many tasks can make a project seem overwhelming!

<u>Quality over quantity</u>

<u>Keep it simple!</u>

Task Ownership vs being a follower

- Assign the task to the one person that will be working on it.

- No responsibility? Assign followers

- Multiple people responsible? Assign subtasks

Use subtasks well

- Multiple subtasks assigned allows for a clear parallel path to completion.

- Subtasks can take the place of dependent tasks

Be clear with assigning dependent tasks

- Look in your project tool for the possibility to assign dependent tasks.

- Beware of over use of links

<u>Clarity and intent are key.</u>

Change Management

- Invest adequate time and resources for good change management as this can be a dealbreaker.

FOCUS: Just get it done

- Our days are already busy.

- It's usually easier to get things done in bursts of activity.

- Set aside the time you need to get your Project Plan in place.