





Module IV – Time Management

Topic 1: Principles of Project Management

Session 4: Project Success & Failure



Outline

- I- How to Define Project Success
- II- The 6 Reasons Why Projects Fail





I- How to Define Project Success

- The Success Criteria

- Does the product or service meet the customers' needs?
- Does the outcome meet the business goals?
- Have new efficiencies been created?
- Will new processes affect the way team members interact?
- Does the outcome improve how things work?
- Have tools and support been put in place to make change easy on customers?





3 Tips for achieving project success

- Establish a baseline
- Get stakeholder buy-in and sign-off
- Use continuous measurements





Steps to Measure the Success of a Project

Step 1: Review the Scope of the Project

Step 2: Evaluate the Project Specifications

Step 3: Analyze the Project Budget

Step 4: Review Client Satisfaction

Step 5: Review Internal Growth and Team
Satisfaction





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II- 6 reasons why projects fail

1. Lack of resource planning
2. Unclear Goals and Objectives
3. Lack of project visibility
4. Communication gaps
5. Scope creep
6. Unrealistic expectations





1. Lack of resource planning

Questions to ask:

- What human resources are required?
- What facilities are required?
- What outside vendors will we rely on?
- What knowledge resources might we be lacking?





2. Unclear Goals and Objectives

How to prevent it:

Your goals must be SMART:

- Specific
- Measurable
- Achievable
 - Realistic
- Time-Bound





3. Lack of project visibility

How to prevent it:

- Have clear project tasks





4. Communication gaps

How to prevent it:

- Make sure everyone on the team understands what's expected from them





5. Scope creep

How to prevent it:

- Don't miss to budget the necessary time or resources





6. Unrealistic expectations

How to prevent it:

- Know your limitations



Thank you