



SUCCESS! One project at a time....

Why?

Throughout life, you will be expected to work on projects ranging from home improvement projects to planning your graduation party. That's where this handout is beneficial...use this as a "how to" guide when completing projects in school and in life! Since we will be completing LOTS of projects in this course, this guide will be helpful.

Steps for Managing a Project Successfully:

Begin with the end in mind (as quoted by Stephen Covey). In understandable terms—make a plan! Most people will want to “skip” this step—DON'T!!! This is the most critical step and you will find yourself referring back to it. Think about what your end product should look like and then break it into smaller chunks in order to successfully complete it. For example, in order to make a PB&J sandwich, you would have a plan—get the necessary items, determine order to use these items, eat the sandwich, clean up. A project plan defines: What

1. What needs to be done? Objectives, characteristics of expected products, activities and tasks.
2. Now that you have your plan, figure out how to organize it. How long will it take? Make a schedule/timeline. Decide who will do what (if applicable) and distribute the smaller “chunks” accordingly.
3. Implement what you have planned and organized...these are fancy terms for COMPLETING THE PROJECT!
4. No project would be complete unless you took time to reflect and evaluate the successes and the changes you would make.

Things to Remember:

1. Be flexible! You may have to adjust your plan more than once.
2. Realize that the end project is not always the finished project. Reflecting upon ways to improve has led to even better projects - just look at how technology has improved.
3. It's o.k. to make mistakes—as long as you learn from them and use them to improve your project.
4. Ask questions. Great ideas come from asking questions.

What you can Expect from Me:

1. I will meet with you to get updates throughout the project work period.
2. I may not have definitive answers for you....there is no right or wrong answer when working on a project so please try to be patient and understanding if you don't like my answering your question with a question.

What I Expect from You:

1. You will use work time effectively. When work time is given, use it to work on your project and only your project.
2. You will adhere to all deadlines. This is done to ensure you complete the project on time.
3. Keep an open mind—ask questions and opinions of others.