

PROJECT MANAGEMENT

Initiate the Project

1. Determine the objective
2. Determine how you'll measure the objective **and** the "win" measurement

Create a Requirements & A Task List

List the features of the final deliverable

List the actions/use cases the final deliverable performs

List the user experience requirements

Create a list of actions to build requirements

Dealing with Change Requests

1. Pleasantly agree to help
2. Identify if the request is adding to scope, decreasing time, or decreasing people
3. Present a **simple choice** between impacts

3P's OF PROGRESS REPORTING

1. Progress: What progress have you made?
2. Plans: What's next?
3. Problems: What do you need help with?

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