

# Project Management

Concept and procedure in project management, serves as a starting point for planning and implementing a project:

## 1. define project goal and scope:

- Goal definition of the project. What is to be achieved?
- Determine the scope and framework of the project, clear delimitation.

## 2. assemble the project team:

- Identification, roles and skills required for the project.
- Assemble a qualified team, assign clear responsibilities.

## 3. create the project plan:

- Create a detailed project plan that includes all important phases, milestones, tasks, and dependencies.
- Clarify and estimate resource requirements, establish timeframes and costs for each task.

## 4. risk management:

- Identify potential risks. Develop strategies to manage them.
- Regularly monitor risks, take preventive action if needed.

## 5. communication and stakeholder management:

- Identify all relevant stakeholders and their needs.
- Develop and create communication plan (red thread) to keep stakeholders informed of project progress.

## 6. implementation and monitoring:

- Start project and implement according to the project plan.
- Continuously monitor progress, ensure tasks are completed on time, adjust as needed.

## 7. quality control:

- Set and monitor quality standards to ensure compliance throughout the project.
- Conduct regular quality checks to ensure that deliverables meet requirements or agreements.

## 8. project closure:

- Review project results and compare with agreed objectives.
- Project closure and documentation of «lessons learned». Celebrate the success together.

## 9. follow-up:

- Analyse project success, identify areas for improvement for future projects.
- Document best practices and experiences, if possible, in order to further use the knowledge in the company.