

HOW TO PROJECT MANAGE

COMMUNICATE AND UPDATE THROUGHOUT YOUR PROJECT
For more info go to:
scouts.org.uk/lmlearning

1.



PLAN

Consider the following:

- What do you hope to achieve?
- Recommendations from previous projects.
- Who's in your team?
- What resources do you need?
- Who are your stakeholders?
- What's your timeline?

2.



SCHEDULE

- Break your project into manageable tasks.
- Create a logical schedule.
- Assign tasks to team members.
- Agree deadlines with team members and stakeholders.

3.



DELIVER

- Ensure the team is briefed and has necessary training.
- Complete tasks in the planned order.
- Consider a trial run of your project.
- Update stakeholders on the project's progression.

4.



COMPLETE

- Save important documents.
- Close down webpages and accounts you no longer need.
- Ask for feedback from stakeholders.
- Review your project; what worked and what didn't work?
- Note ways to improve for next time.

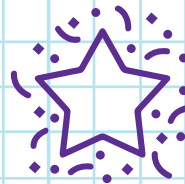
5.



THANK

- Thank everyone involved.

6.



CELEBRATE

- Celebrate the project's successes and learnings.
- Ensure all stakeholders can join in.