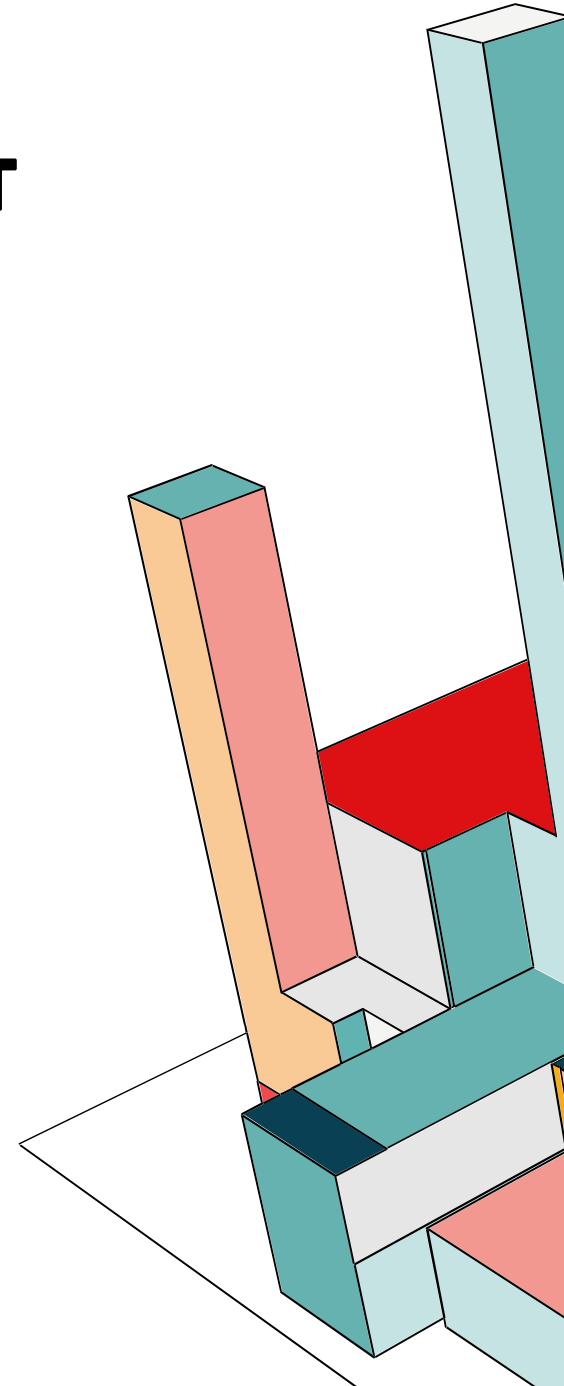


5 BUILDING BLOCKS OF PROJECT MANAGEMENT

5 BUILDING BLOCKS OF PROJECT MANAGEMENT

1. Define the project accurately and set the right expectations
2. Break the project into workable pieces and realistic timelines
3. Get client's agreement to the scope and timeline of the project
4. Communicate challenges and progress
5. Quantify results and get client's approval and acceptance



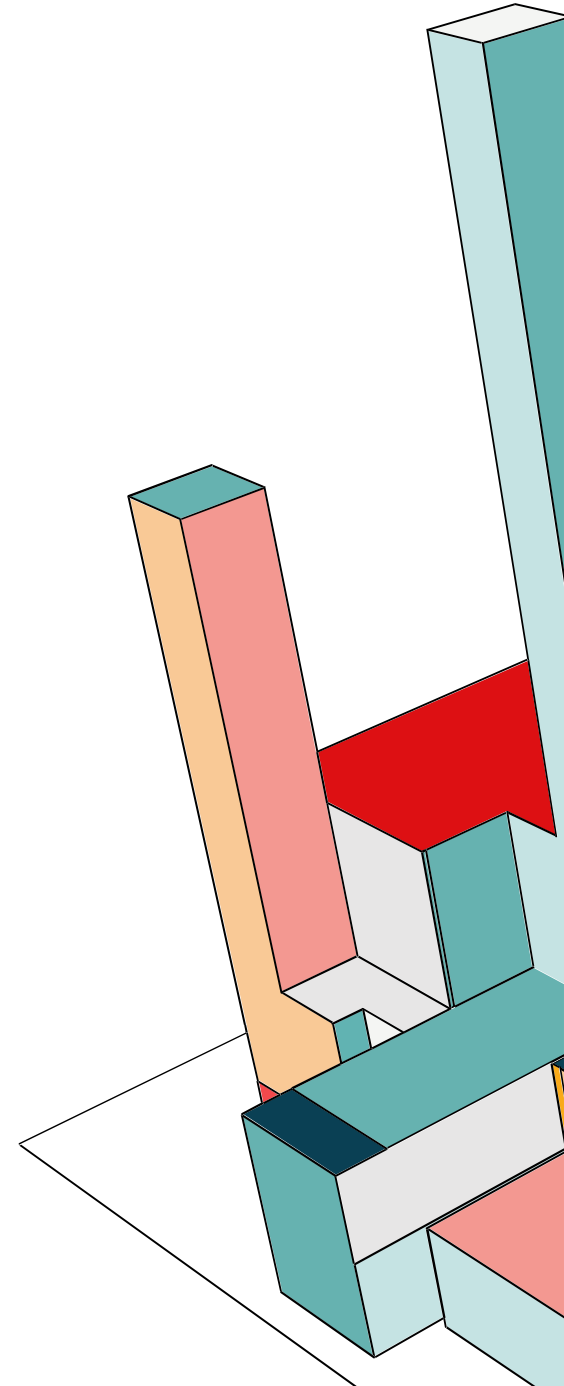
1- DEFINE THE PROJECT
ACCURATELY
AND SET THE RIGHT
EXPECTATIONS

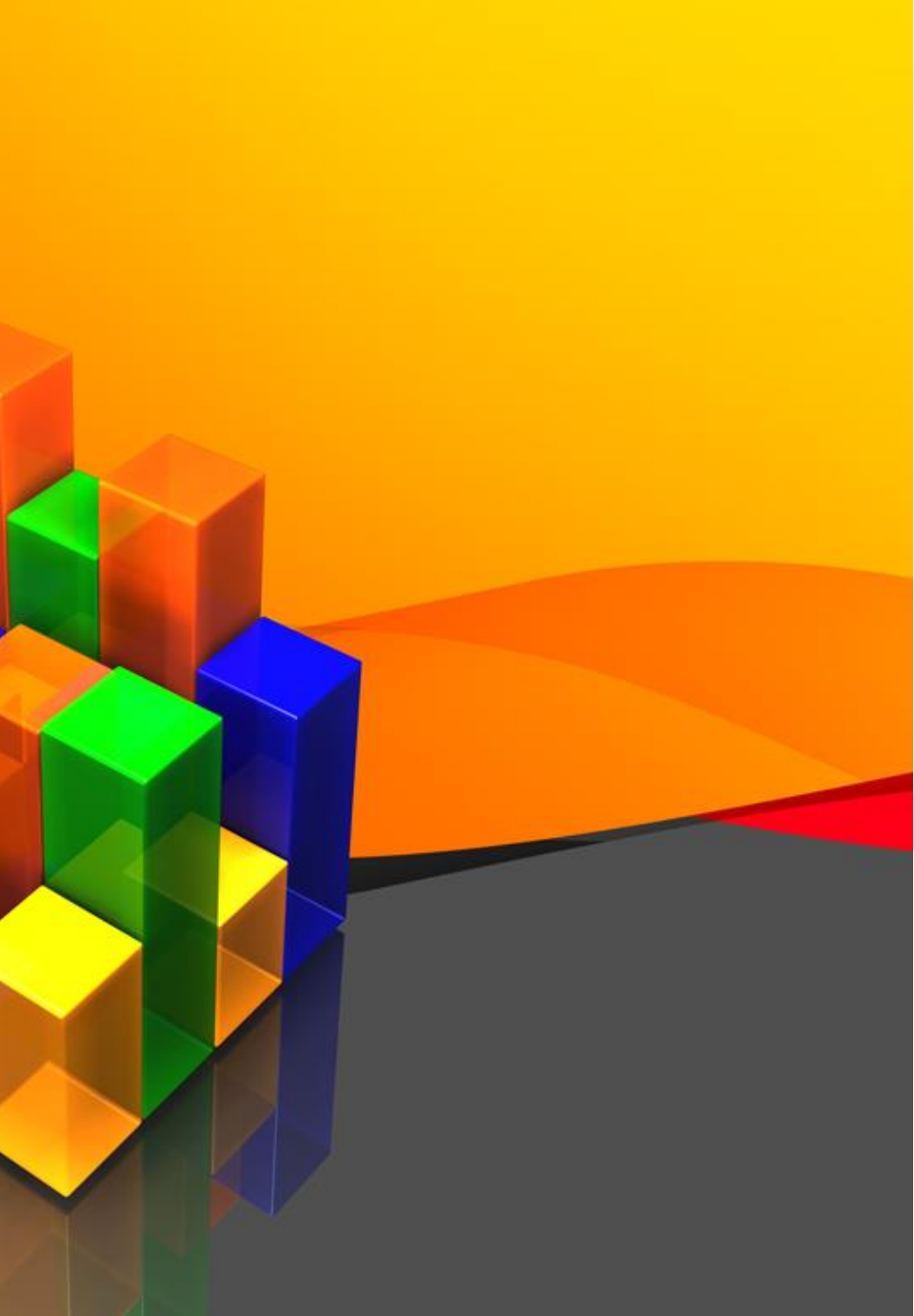


DEFINE THE PROJECT AND SET EXPECTATIONS

Too often project fail because:

The client does not have an accurate idea of what the project entails, what steps are involved, what results are to be expected and when these results will come to fruition. You need to have a clear communication with the executive branch of your client explaining the scope of work, timeline and the results to be expected before you start the project. The client's clear understanding and buy-in to the various steps of the project and its timeline is crucial to the success of the project.





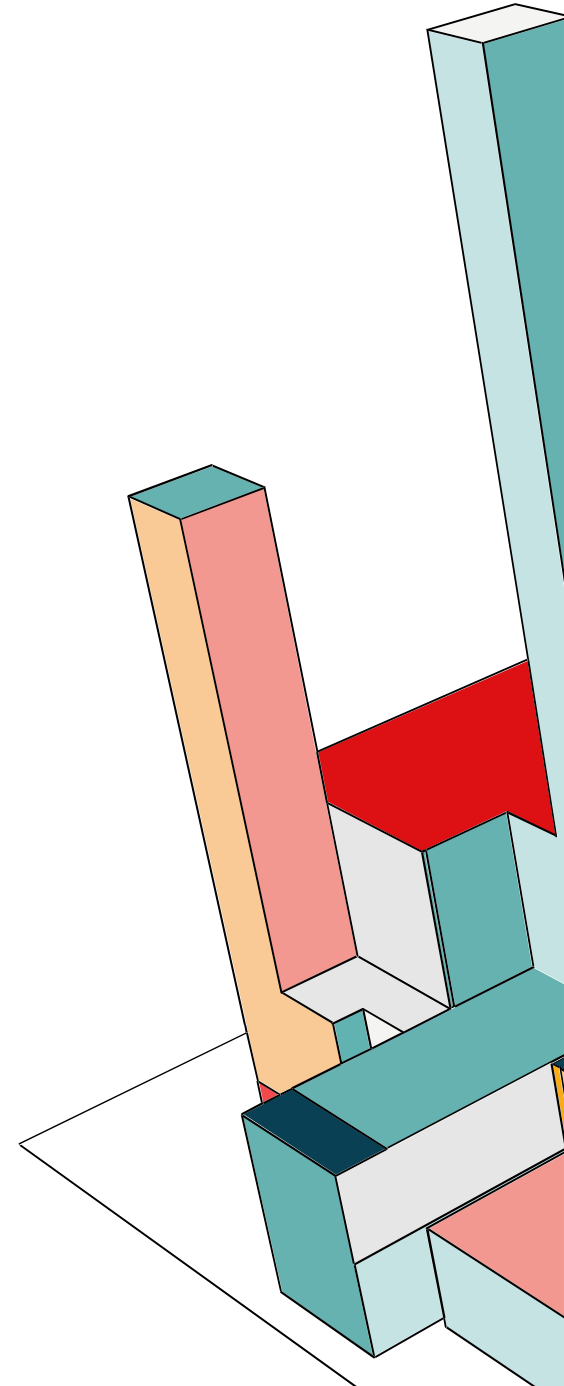
**2- BREAK THE
PROJECT INTO
WORKABLE PIECES
AND
REALISTIC TIMELINES**

WORKABLE PIECES AND REALISTIC TIMELINE

The process and steps must clearly be defined so that there is no confusion or misunderstanding on either side. Defining the steps will require a detailed scope of work with realistic timelines attached.

This up front work will payoff in ensuring a sound process, smooth transitions a mutual benefit and outcome for both you and the client. Accuracy, delivery and results will define any successful project management process.

Always give yourself the needed time cushion where you can under promise and over deliver.



**3- GET CLIENT'S
AGREEMENT ON THE
SCOPE
AND
TIMELINE**



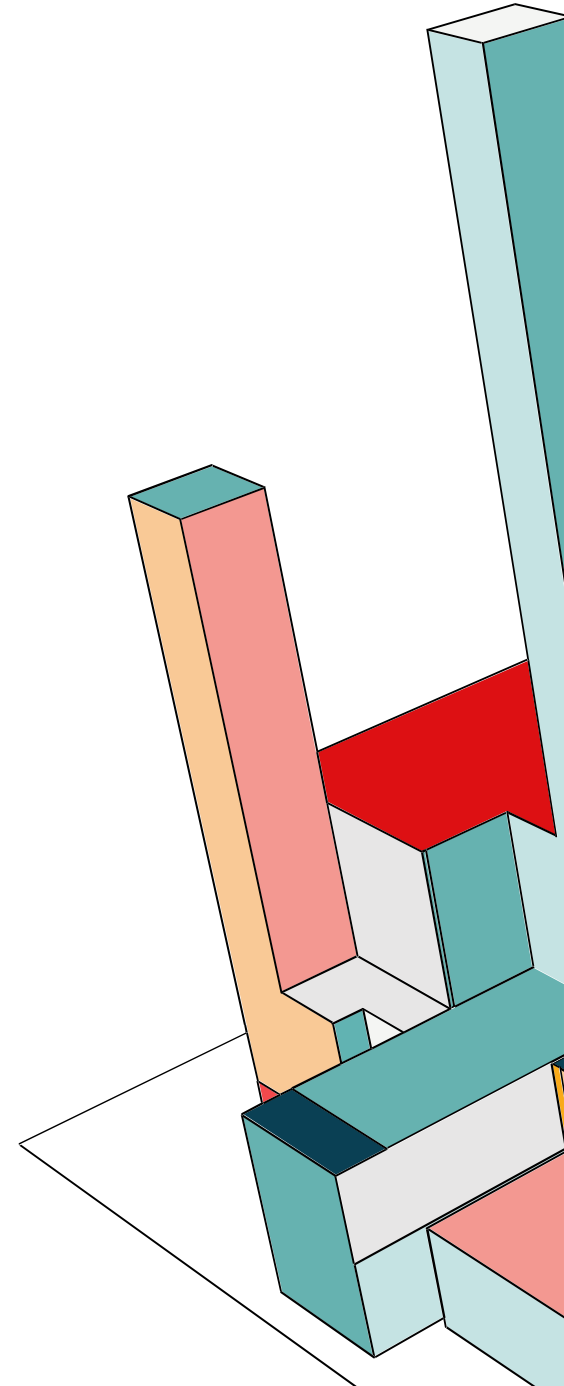
ACCURACY AND EXPECTATIONS

It is imperative for your client to agree with your proposal of the scope of work, timeline and expectation of results before you resume any project.

Client approval and buy-in is key in making sure the project resumes and all the steps are followed and completed successfully.

The client agreement starts with signing an agreement detailing all the steps, scope of work and timeline.

Your adherence to the steps and timeline is crucial in meeting all the deadlines successfully and finish the project with flying colors.

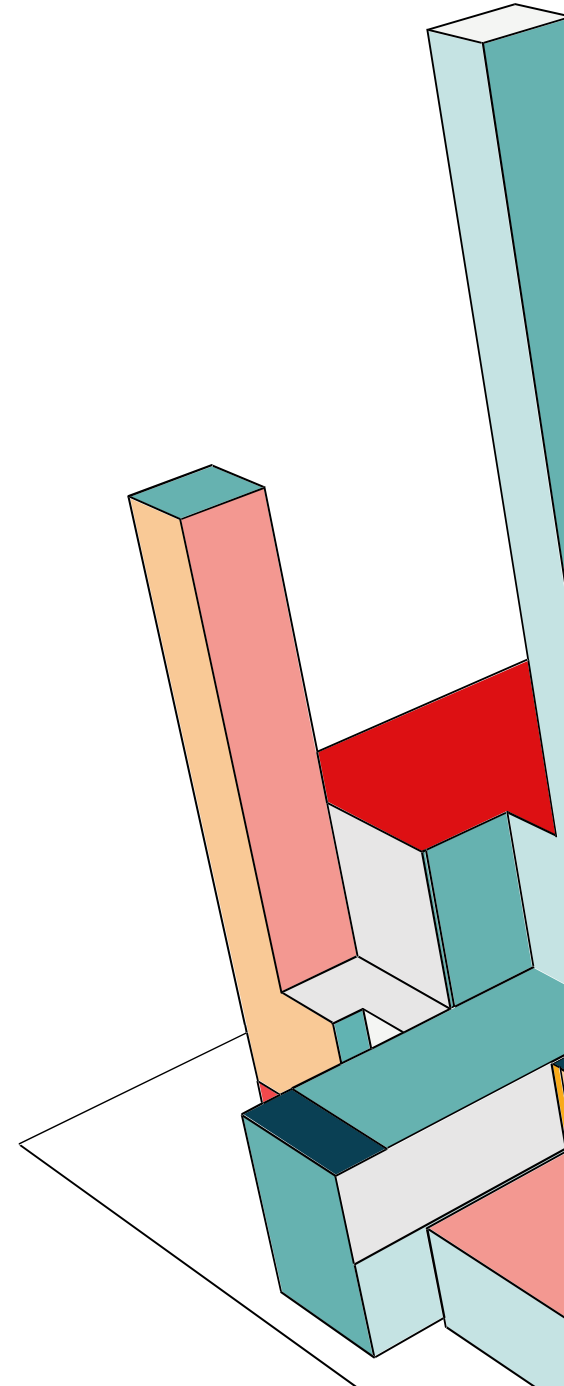


4- COMMUNICATE CHALLENGES AND PROGRESS



COMMUNICATION IS KEY

It is very important to communicate any challenges and issues to the client as they come up. Most clients will be understanding and more than willing to help you out as they have a vested mutual interest in the outcome. It is your ability to communicate and work alongside the client to ensure a successful completion of your project with great results.





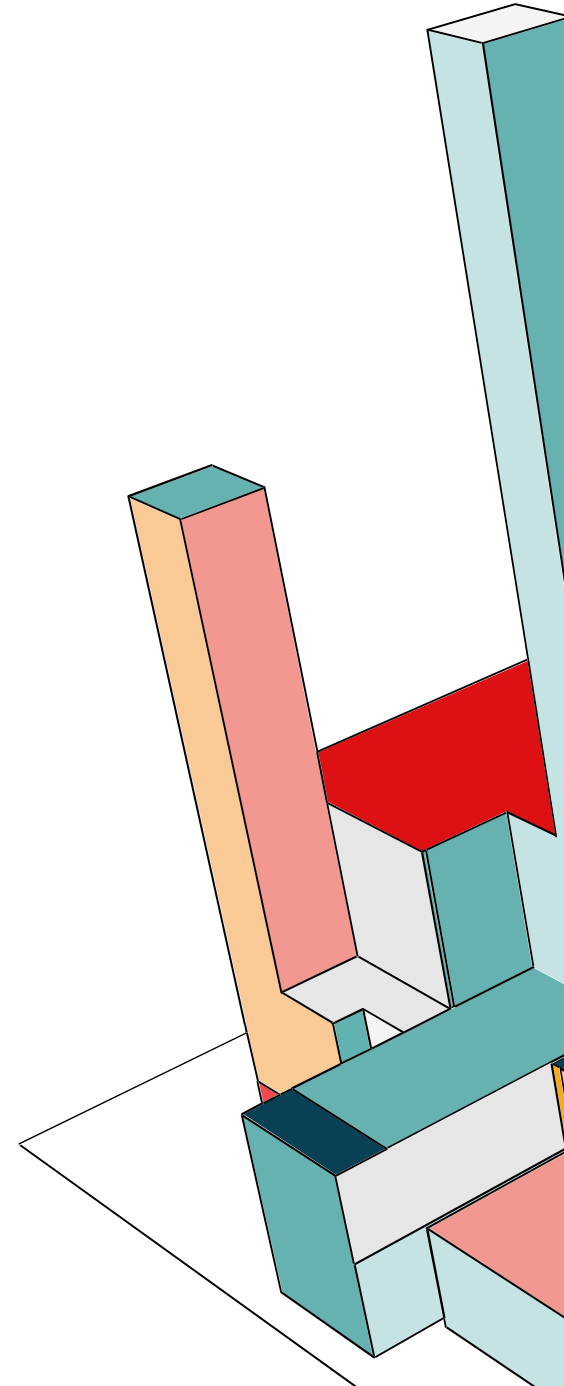
**5- QUANTIFY
RESULTS
AND REVIEW THE
CONTRACT**

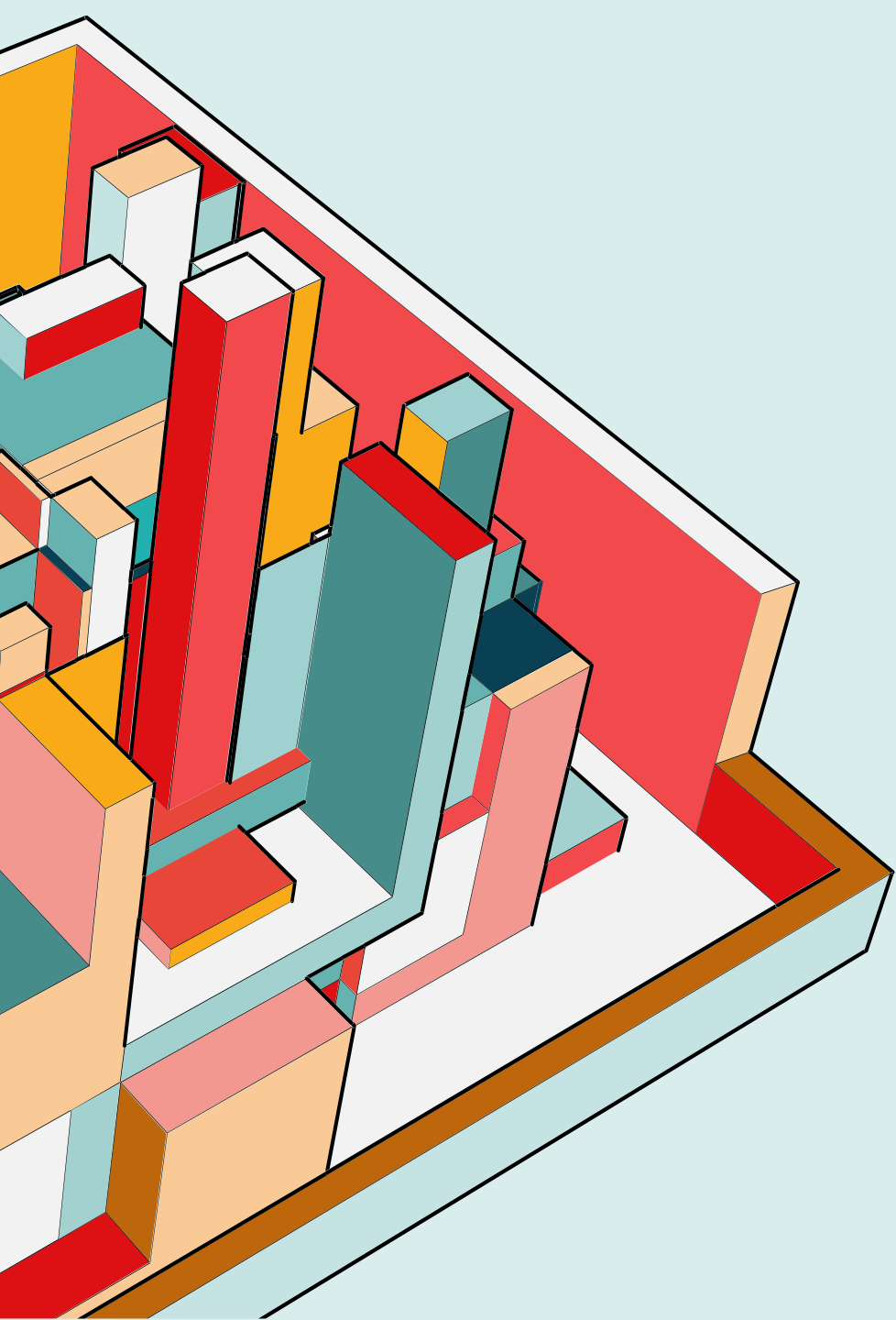
QUANTIFY RESULTS

After the completion of your project another key step is to prepare a summary report of your findings and results quantified by hard and real numbers. This step is probably the most gratifying step in the project management process where both parties are celebrating the mutually desired success!

The final step is to review the final drafted contract on behalf of the customer and make sure it matches all the key items and price points as agreed before your client signs off on it.

Wishing you great success on all future projects!





ALWAYS BE PREPARED AND FOCUSED WHILE WORKING ON THE PROJECT

Failing to prepare is preparing to fail!



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THANK YOU

Omar Rahmat

Office Technology Partners

omar@officetechnologypartners.com

www.officetechnologypartners.com

(818) 912-7799

