5 Project Management Tips for Straters

The Following are the key aspects:

1. Initiation
2. Schedule management
3. Stake holder management
4. Change management
5. Risk and issues management

Project Initiation: Initiation is important.

One need to capture all key points and documents/This document will be shared to higher level for sign-off. Key points to include- Project scope Team who will work Identifying stakeholders. Defining requirements Project Schedule: Once you done with initiation next is to start estimation of the work involved. Have estimation is days to make scheduling an easy task. Breakdown tasks into smaller chunks - works, as it helps in better tracking. Schedule these break-up tasks. You can use tools like- MS Project, Excel or PM templates Use template to create simple project plan in MS Project Risks and Issues: After scheduling next is risk and issues key aspects. Project manager should keep track of risks and issues in project using tools to help. You can use templates to manage project risks and issues, these can be EXCEL TEMPLATES. Change Management: One of the important phase of PROJECT MANAGEMENT. Project manager should handle it and analyze impact on organization. Change management plan required when organization processes changes. There are still many reasons involved in change management in project/organization and you can read more here. Budget management: The last but not least is Budget management key aspect. Budget management/cost management include- hardware and software , human resources and infrastructure. Project budgeting are in two ways- Hourly basis and Daily basis and depends on organization or project. Reference - http://www.techno-pm.com/2014/12/project-management-for-dummies.html