



Project Management Quick User Guide

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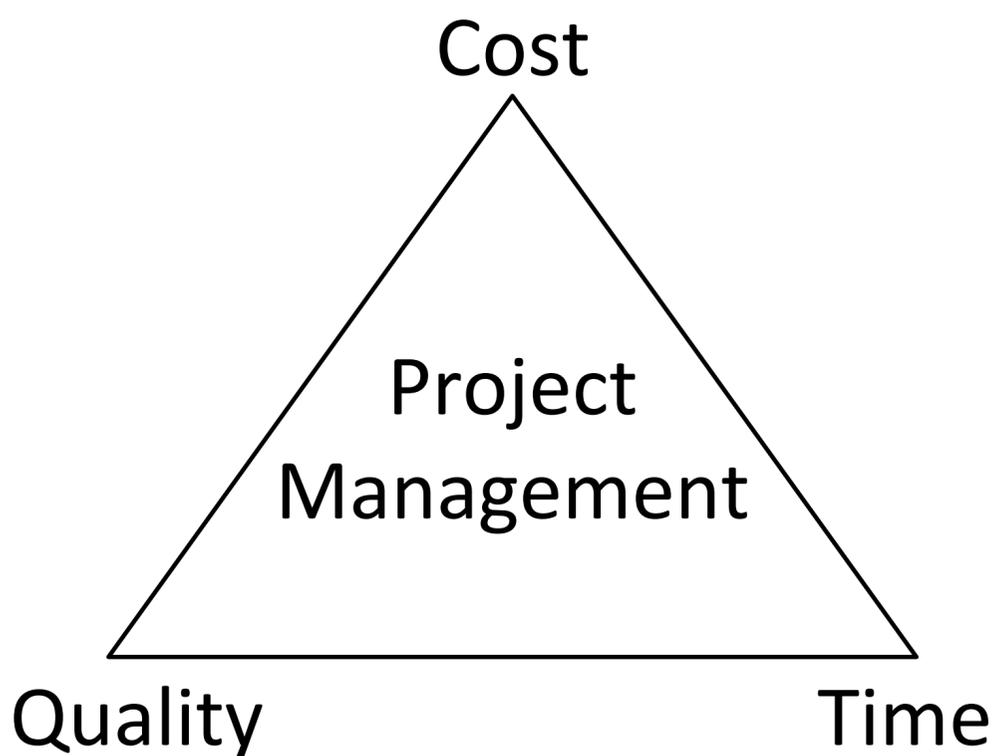
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Get Clear at the Start

- Clarify the problem and purpose
- Define success clearly
- Be explicit about what is out of scope

Key documents:

Project Purpose Statement (1 page)

Project Initiation Document



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Identify and Align Stakeholders

- Identify decision-makers and influencers
- Understand concerns early
- Agree engagement approach

Key document:

Stakeholder Map



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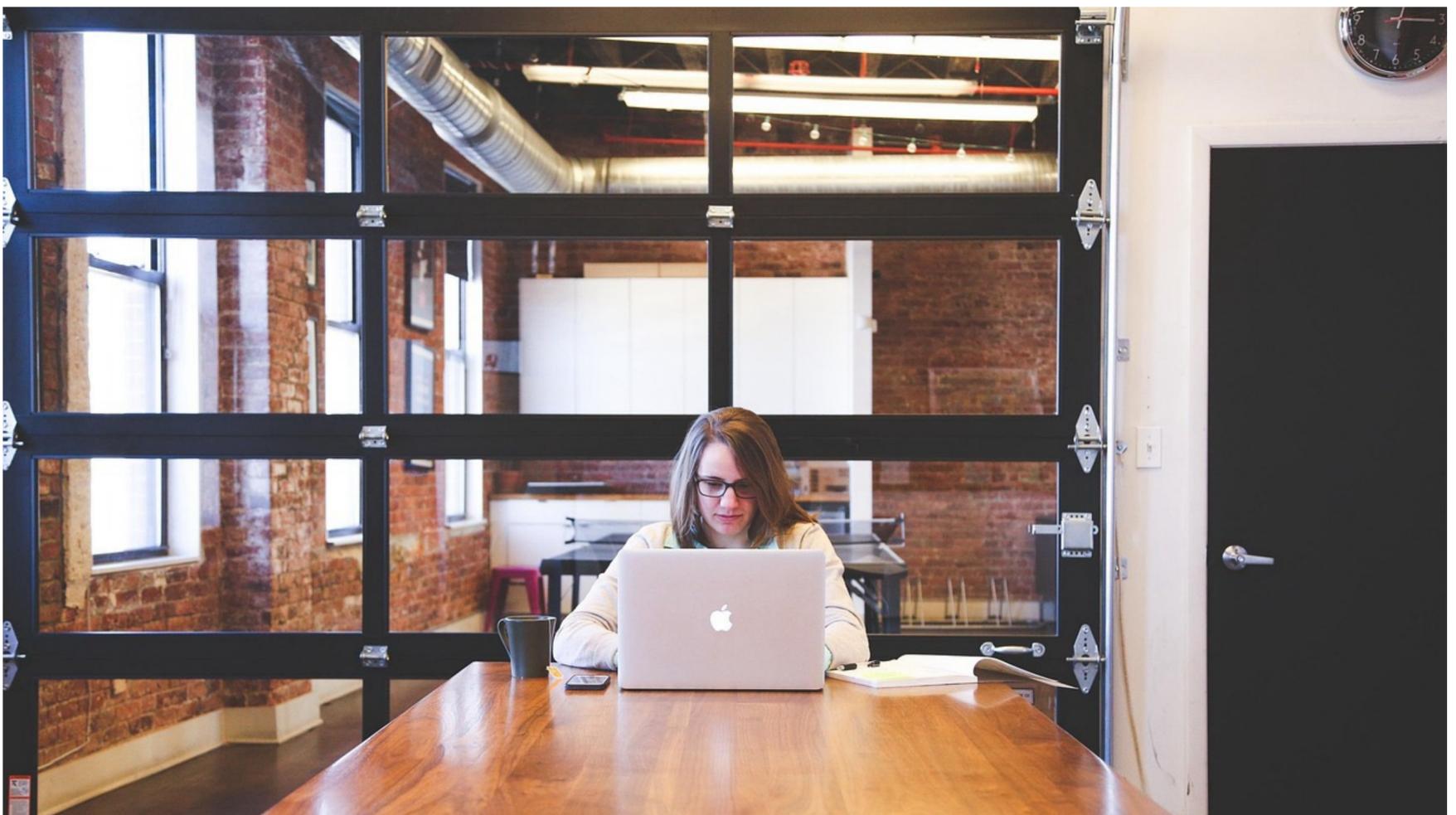
Define Roles and Ownership

- Be clear who leads, decides and delivers
- Avoid shared accountability traps
- Protect your role as project lead

Key documents:

Roles & Responsibilities Summary

RACI Analysis



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Plan Simply and Realistically

- Focus on key stages and milestones
- Plan in weeks not months
- Highlight dependencies

Key documents:

High-Level Project Plan (1 to 2 pages)

Gantt chart



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Maintain a Weekly Rhythm

- Review progress weekly
- Surface issues early
- Identify decisions required

Key document:

Weekly Project Notes



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Communicate Little and Often

- Keep updates predictable and short
- Focus on progress, risks and decisions
- Avoid over-reporting

Key document:

One-Page Project Update



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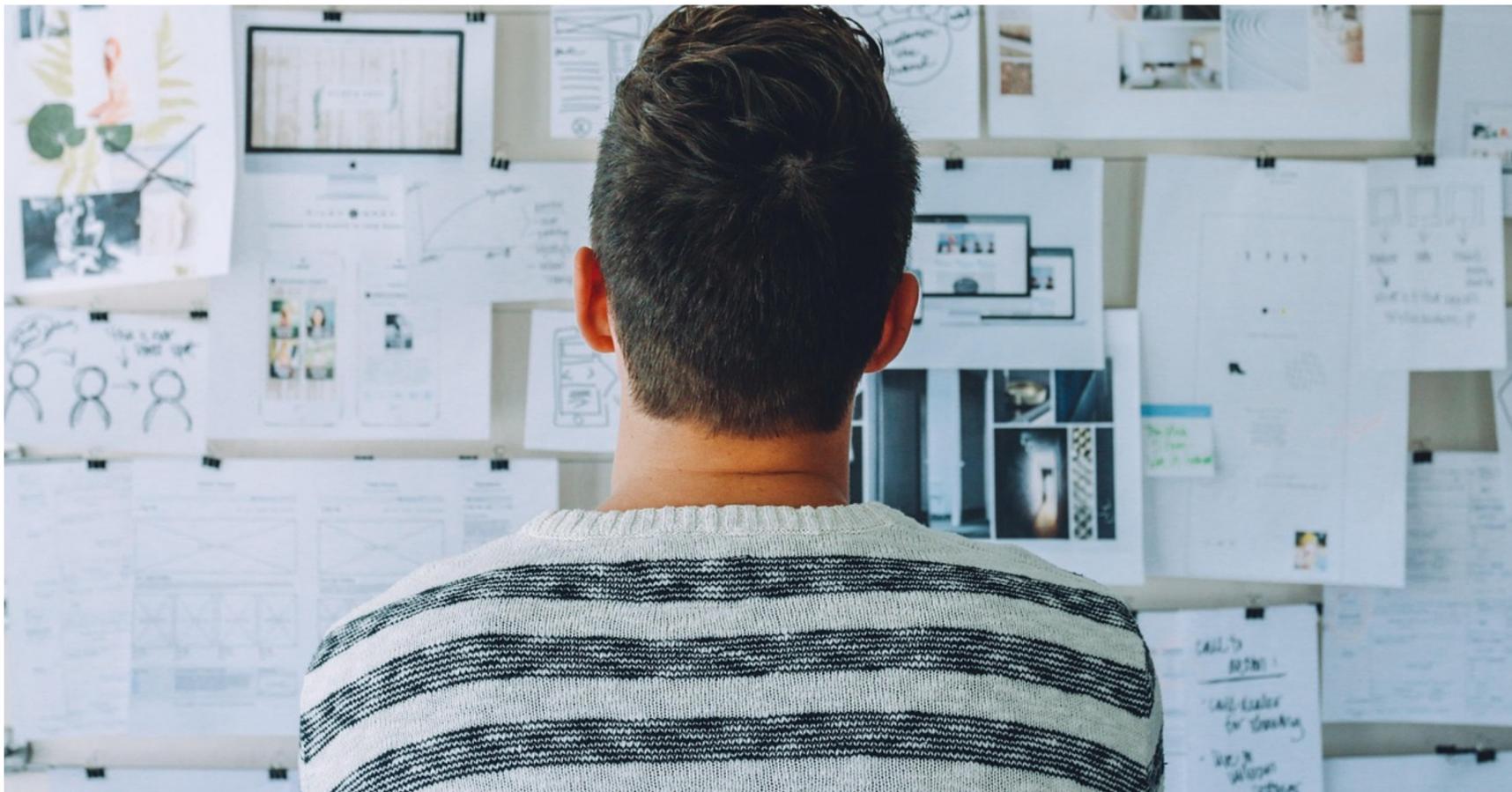
Manage Risks Proportionately

- Identify realistic risks
- Focus on mitigation actions
- Assign clear ownership

Key documents:

Top 5 Risks List

Lessons Learned Log



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Manage People and Capacity

- Monitor workload and pressure points
- Acknowledge competing priorities
- Adjust plans if needed

Key document:

Change Requests Log



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Make Decisions Promptly

- Decide where you can
- Escalate early if needed
- Make decisions visible

Key document:

Decision Log



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Close and Learn

- Confirm outcomes delivered
- Capture lessons learned
- Thank contributors

Key document:

Project Close-Out Summary



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