

Managing a Successful Consult Project

The following document has been put together to guide you through the process of managing your Consult Project. If you run into any issues during the course of the project or need assistance on any aspect of it, we can help you through the process- email us at support@31projects.com or give us a call at (919) 899-9603.

1) Decide on a single point of contact between your team & the sponsor

If you are conducting your project in a team, the team should together decide on a single person who will be the point of contact to the sponsor. This person should be responsible for managing all communication sent to the sponsor and receiving all communication from him/her.

2) Set up a kickoff call as soon as possible

As soon as you receive notice that you have been selected for the Consult Project, you should contact the project sponsor to introduce yourself and set up a kickoff call to better understand the nature of the project and how to tackle it.

3) Ensure you clearly understand the goals of the project

During the kickoff call you should ask the sponsor to review again the goals and requirements for the project and ask questions for clarification if necessary. It's also very helpful to write down your understanding of the goals as the sponsor explains and send these notes to the sponsor after the conversation, asking him/her to review your interpretation to ensure you are both on the same page.

4) Agree on a working relationship with the sponsor

Different sponsors have different preferences on how they prefer to manage communication between themselves and the team. Some like to receive weekly email updates, others prefer bi-weekly calls, and others prefer to just do 1-2 review calls during the course of the project. During the kickoff call ask the project sponsor what his/her preferences are regarding method and frequency of communication.

5) Build a project schedule and assign responsibilities

After understanding the objectives and laying down the ground rules with the project sponsor, you should now internally build a project schedule with progress milestones. Assign tasks to each team member and specify dates on the schedule for completion of the tasks. If the project involves a number of steps & activities, breaking the schedule into a couple of phases can help

organize things. To develop the schedule you can use Excel, Microsoft Project, or any of the numerous project management programs / online services available.

6) Meet regularly to review progress

After tasks have been assigned, it's important to keep in contact and discuss regularly to ensure that progress is following the schedule you have set. Meeting either in person or virtually once a week helps ensure things run smoothly and that any issues are identified quickly.

7) Don't be afraid to ask for clarification

If you run into issues during the project or have questions about how to proceed, don't hesitate to go to the project sponsor for clarification and guidance. It's better to resolve issues with the sponsor as soon as they come up than to make assumptions or wait until the end of the project to discuss them.

8) Review your results and ask for feedback along the way

After completion of the project the sponsor will have the opportunity to provide you feedback on your work. You should also ask for feedback along the way so that you can make any necessary course corrections as you go to ensure that the final outcome meets the goals of the project.

9) If you run into problems, we're there for you!

If you face difficulties or questions during your project which you are unable to work out on your own, we are happy to help guide you back on track. Just give us a call at (919) 899-9603 or email us at support@31projects.com and we'll get you set up with someone who can help.