



# Succeed 2017

## Project Management Tips To Keep You Under Budget and On Schedule



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# What We Will Learn

- Track of your project progress
- Keep your Projects on Schedule
- Utilize a sophisticated Alert System to stay on top of your budgets and Schedules

# What We Will Learn

- KPI's to analyze the progress of your projects
- Project Control – Friction Free Time and Expense

# Track Your Project Progress

- Use itemized Budgets
- Use alerts to notify overruns

# Tips to Create a Budget for Your Project

- Learn from other projects
- Know your core costs
- Monitor Resources
- Watch for scope creeps
- Be transparent

# Setup Alerts to Notify Overruns

- Use Agent to notify Project Managers
  - Budget tasks exceeds the allocated budget
  - Earned value reaches a certain % of the contract amount

# Be Transparent

- Share the expectations of the budget with your employees
- Promote Self Policing- Let employees monitor their progress on project tasks

# Tips to Develop Project Schedule

- Align the schedule to clients expectations
- Consider lag-lead time relationships.
- Define the task dependencies.
- Ensure resource availability.
- Look for “forgotten” activities, such as meetings.
- Determine if acquisition of outside resources helps you to be on schedule. Plan accordingly



# Few More Tips

- Due Date Monitoring for Project Managers
- Track project events, issues using Project Notes
- Project Attachments-central repository of all project documents

# Use Project Center to Track

- Project progress
- Team utilization
- Profitability
- Earned Value Analysis
- Billability and Productivity



# Friction-Free Time and Expense

- Use Project Control

# What We Learned

- Track your project progress
- Keep your projects on schedule
- Utilize a sophisticated alert system to stay on top of your budgets and schedules
- KPI's to analyze the progress of your projects
- Project Control – friction-free time and expense

# Q & A



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