



TELLEREX

PROJECT MANAGEMENT SERVICES

THE FIVE IMPORTANT PROJECT MANAGEMENT STEPS

Outlined below are the five most important steps to managing projects and ensuring success.

1

DEFINE & DOCUMENT THE SCOPE OF WORK

Whether a project is big or small, documenting a detailed scope of work, created in collaboration with the project owner, and obtaining sign-off is critical. If any part of the project is unclear, stop, ask questions, and come to an agreed-to understanding.

2

PROPERLY DEVELOP A SCHEDULE

Developing a schedule of events is industry-standard and essential. Within that schedule, define permit pickup dates, dates for order and delivery, and weather contingent work. Everything should be agreed upon before the project starts.

3

MANAGE CHANGE ORDERS

If the scope of work has not been adequately identified, in clear language up-front, it can be challenging to obtain agreement for order increases or to hold the line against unneeded expenses. Failure to do so can lead to inappropriate compensation.

4

RESOLVE ISSUES PROMPTLY

When a problem occurs, a Project Manager should seek immediate resolution to minimize future concerns and prevent a 'domino effect' on other elements of the project.

5

SUCCESSFULLY CLOSE OUT PROJECTS

Coordination of work and proper succession of completed inspections keep a plan moving forward. Hold regularly scheduled meetings to ensure coordination on inspections and workflow to avoid unwelcome surprises.