

Questions

- You've submitted a proposal outlining the Goals and Objectives.
 - Are the goals and objectives realistic and deliverable?
- Have you assigned someone, other than yourself to coordinate the project?
- Do you understand that the reporting starts with you or whoever you've assigned and that it is a VERY important role of the project?
 - Who will write and submit the quarterly reports?
 - If no one is assigned, are you willing to submit the reports in a timely manner?
- Do you understand the reporting requirements?
- How do you determine success?
- When do you plan to start the project and when do you expect the project to be completed?
 - The following tasks should be completed at the beginning of the project so that it goes easily and moves forward fluidly.
 - Develop a Team, if you have one.
 - Assign resources
 - Execute project management plans
 - Set up a tracking system
 - Assign task assignments
 - Schedule status meetings
 - Update project schedules as the project moves forward and ensure that everyone knows.
 - Modify projects plans as needed or as necessary but make sure everyone knows.
- Do you have a clear and detailed budget that you can follow as the project moves forward?
 - This is where you would identify your Milestones. Milestones are Goals; Objectives and timelines that are completed as the project moves forward. An essential Key Performance Indicator that you can put in your report.
- Do you have a "Work Breakdown" schedule?
 - You need to create a project initiation document (PID) that outlines the purpose and requirements of the project. Follow your Proposal. What is it that your proposing to do for Membership? Write down your goals and objects with timelines. If you have a Team, get their input and have weekly follow-up meetings to review where things are at. If not, involve the Communications/Project Coordinator.
- There are two methods of Project Planning that you might consider for a satisfactory conclusion to your Project as follows:
 - **Specific:** Set specific goals by answering the following questions: Who, What, Where, When, Which and Why.
 - **Measurable:** Create criteria that you can use to measure the success of a goal.
 - **Attainable:** Identify the most important goals and what it will take to achieve them.
 - **Realistic:** You should be willing and able to work toward a specific goal.
 - **Timely:** Create a timeframe to achieve the goal.
- **C.L.E.A.R. Goals:**
 - **Collaborative:** The goal should encourage participants to work together.
 - **Limited:** The goals should be limited in scope and time to keep it manageable.

- **Emotional:** Goals should tap into the passion of participants and should be something they can form an emotional connection to. This can optimize the quality of work.
- **Appreciable:** Break large goals into smaller tasks that can be quickly achieved.
- **Refinable:** As new situations arise, be flexible and refine goals as needed.
- Do you have a Scope Statement? This is a document that clearly defines the benefits of the project, objectives and deliverables. It may change during the project, but it should not be done without the approval of the Project Manager and the Sponsor (BCN Trusts).
- Do you have a Communication Plan?
 - This is where you meet with your team if you have one or the Communications/Project Coordinator based on deliverables and milestones.
- Do you have a Risk Management Plan?
 - This is when you identify foreseeable risks that may arise such as poor time management, cost estimates, budget cuts or lack of resources etc.