



THE LAW SOCIETY  
OF NEW SOUTH WALES

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## Project Management Essentials

### Brand and Promote Your Project

Individual excitement and optimism are an essential component to any project's success. When individuals are excited about a project, their dedication, commitment, and desire to work hard all increase. Of course as more team members are dedicated and committed to a project's success, that team strengthens its ability to do and achieve great things. This course will help you create a project branding statement. One that describes the project's purpose and vision. This branding statement should distinctively describe the purpose of the project and what it needs to achieve. It should be exciting and inspirational. The statement should cause anyone who is part of the project, or even part of the company, to be excited about the outcome. It should cause project team members to know they can contribute to something great. By completing this course, you will know how to create a compelling and concise branding statement for your project.

### Project Plan Updates

Managing a project requires handling a number of different elements, typically all at the same time. On any given day you have people doing work, people wanting work done, and people who want to know about the work that is being done. Emails, phone calls, and face-to-face conversations are all in a day's work. When you manage a project, one key task you must perform is keeping various stakeholders and people informed. Your boss, leaders, and others who have an invested interest want to know about the project's progress. By completing this course, you will know how to identify the individuals who must be informed and updated on the project plan.

### Planning Tools and Resources

While there are a number of elements to planning a project, one area that may not get a lot of quality thinking is the type of tools and resources you'll use to plan and manage the project. Nowadays there are so many terrific tools available to plan, manage, track, and implement your project, there's no excuse for not being organized and efficient. Taking a little bit of time to identify which tools you'll use upfront is a great way to prepare yourself to plan and manage your project. It's just one more way to ensure your final success. Do the right things upfront, and the likelihood you'll experience a smooth and enjoyable process is increased, not to mention the ability to deliver a successful project on time, with quality, and within budget. By completing this course, you will be able to select the tools and resources you will use to effectively plan your project.

### Essential Project Plan Components

All successful project managers will tell you that planning is the key to your success. A good plan is the foundation for any project to build upon. Create a weak foundation and a project will struggle to succeed. Build a strong foundation and a project is in a better position to handle the unexpected event or obstacle that are bound to happen along the way. Although plans certainly can change, good initial planning will always help a project stay on course and deliver great results. While most of us know a number of project planning components,

there are additional elements that if also included, will put you and your project in a better position to succeed. This course will help you check that any project plan has all the elements required to ensure your project starts off with the strength and focus it needs for the journey ahead. By completing this course, you will know how to ensure your project plan has the key components required for success.

### **Don't Jump to Solutions**

To be successful in any role, we must be able to solve problems and challenges. No matter what we do, each of us at times face projects that run into trouble, customers who become dissatisfied, or products that don't work as they should. The more efficient and effective we are in solving these issues, the more successful we will be at work. The purpose of this course is to help you when a problem or challenge arises, you will use this process on an as needed basis. To help you get ready for that unexpected moment (problems are rarely planned), we suggest you review this action a few times, mentally rehearse using the technique, and review it after you've dealt with a challenge to see how you did. By completing this course, you will know how to spend time asking questions before immediately jumping to solutions.

### **Understand Past Project Issues**

While we can never completely eliminate the possibility of the unexpected, there are some things we can do to anticipate and plan for issues that may occur. If you're concerned about potential risks and want to minimize them, then taking the time to proactively prepare is a must. It certainly can be tough to find the time to think through potential risks and identify possible solutions, our workdays are busy, yet the time invested upfront can save you time later on, as well as perhaps a headache or two. This course will help you evaluate past projects to determine what went well and what obstacles or challenges occurred. You will then apply this past knowledge and understanding to your current project to identify what you should do differently to learn from these situations and perhaps avoid an obstacle or two. By completing this course, you will be able to understand past problems and plan for their potential impact on the project.

### **Potential Project Risks**

Identifying and understanding the potential problems that could happen throughout the duration of your project is smart, and represents good project management technique. Taking the time upfront to identify the things that may impact the team's ability to stay on schedule and deliver quality work is essential. This investment of time at the beginning of the project will help you prepare for and plan for potential issues, which if you were not aware of and had not planned for, could cause bigger issues along the way. This course will help you identify the potential risks that may occur during your project, and could negatively impact its completion and success. While no one can predict everything that will happen, nor should we try, a reasonable effort to think through the most likely scenarios is a great approach. By completing this course, you will know how to identify potential risks for any project.

### **The Likelihood of Project Risk**

A best practice when it comes to planning for risk is not only identifying potential risks, but also estimating the probability a risk may happen. Knowing the probability a risk may occur can give you the information needed to know what time and energy should be put towards trying to minimize a risk. The higher the probability a risk may occur, the more attention a potential risk should receive. Low probability and you might just wait and see if the situation materializes before you put any energy towards it. The purpose of this course is to determine the probability a risk will occur, as well as the impact the risk may create. Therefore, to perform this exercise you should have a clear idea of the potential risks that could happen during the duration of your project. By completing this course, you will know how to consider both the impact and likelihood project risks will materialize.

### **Responding to Project Risk**

We all know that any project has risk. A risk that something unexpected will happen, a risk that planned resources or technology won't perform as expected, or a risk that changes within the organization dramatically impact the project timeline. Certainly any of these things are possible, and then some. If you've spent any time identifying possible risks, which you should, then you probably have a good idea of what might happen throughout the duration of your project. Knowing what could happen puts you in the position to proactively decide what you want to do versus being reactive to unexpected surprises. This course will help you get to know the risk management strategies. There are a few main strategies that can be applied to almost all risk situations. Study these strategies. The better you know each strategy, the better you will be able to apply the right strategy when needed. By completing this course, you will know how to respond to project risks appropriately.

### **Minimize the Consequences**

Being good at risk mitigation takes creativity. Often times it involves seeing the situation in a different way, identifying a variety of possible solutions, and being willing to try something new or different. This at times can be a challenge. However, when it comes to mitigating project risk, being open to new ideas and asking others for input is an essential component to anyone's success. Risk mitigation is about identifying actions you and the project team can take to minimize the negative impact or consequences of a particular project risk. While there are a few ways you can approach this task, we have identified a short and simple process to help you get there. By completing this course, you will know how to minimize the consequences of adverse situations on the project.