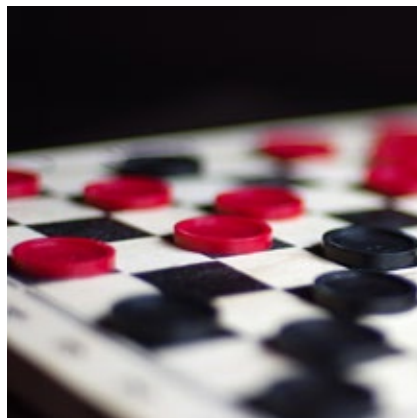


# Project Management

## Plan ahead for savings and success...

It's easy to launch an IT project with specific outcomes in mind and a sense of how you'll get there. But many projects overrun their budgets, miss their deadlines and fail to deliver all that was promised.

Whether it's a system upgrade, the implementation of a new app, or the installation of new hardware, it pays to plan ahead and manage the process. Inadequate planning and incomplete management can, at best, push up costs and introduce delays. At worst, they can create serious issues for your business.



## THE ESSENTIALS OF ROBUST PROJECT MANAGEMENT

Anyone taking responsibility for managing a project must have a clear understanding of what they will be delivering. A project that does not have clearly defined goals can't succeed, because there's no way to identify when it's complete, or even how to measure progress.

Even when a project has specific objectives, such as upgrading the business to a new version of an operating system, success depends on finding the most effective route to that goal. This is where using an experienced project manager with the appropriate technical understanding makes all the difference. Their insights and knowledge can help the project navigate to its destination while avoiding delays and unnecessary costs.

The best project managers are adept at negotiating their way to successful completion. Most IT projects involve working with multiple parties including suppliers, system users, other IT professionals and management (sometimes several layers deep). Satisfying the needs of all these, while keeping the project on track, requires excellent communication skills.

Part of good project communication is being able to demonstrate the project's progress toward completion, both in time and budget. This requires the project manager to implement and use a reliable method of monitoring progress. This measure must also be flexible, as the project may need to adapt for unexpected changes, such as amendments to the scope of what's included.



## OUR PROJECT MANAGEMENT TIPS

- Identify all the stakeholders as early as possible and assess the impact it will have on them. Don't assume that the most vocal stakeholders are those you should pay most attention to.
- Ensure all project tasks have clear ownership. The moment that task ownership becomes unclear, it increases the risk of delay and increased costs.
- Clear, consistent communication is essential to project success. Communication needs to be two-way, timely and using the appropriate channels.
- Avoid setting unrealistic expectations. If system users or business managers have their expectations set too high, it'll be harder to convince them the project was successful.

## HOW IT SUPPORT 365 LTD CAN HELP YOU WITH PROJECT MANAGEMENT

Experience is the best teacher of IT project management. Working with clients during the recent decades of the digital revolution has seen the IT Support 365 Ltd team taking a lead role in many technology projects.

Our IT project portfolio includes:

- Migration from local servers to cloud solutions
- Implementing company-wide infrastructure and system upgrades
- Auditing and refreshing corporate IT hardware
- IT security audits and upgrades
- Restoring IT systems following security breaches

**Find out more about how IT Support 365 Ltd can help your business deliver IT projects more cost-effectively by calling us on 0808 168 9135 or emailing [enquiries@itsupport365.co.uk](mailto:enquiries@itsupport365.co.uk). We would be pleased to have a no-obligation conversation with you.**

Alternatively, follow us as we share news updates and information on Twitter, Facebook and LinkedIn.

Give your business the benefit of our experience in IT project management.