

Construction Project Management

Stanford Splash – Spring 2011

Our Keys to Success

The role of every successful leader involves simple actions which energize all the people involved. In the case of project managers, the key is to remember that you are that leader upon whom everyone else is needing your energy.

These simple actions include the following:

- Actively involve all people
- Maintain excellent communication and access to all project information
- Develop a shared common outcome
- Have specific expectations of everyone including dates when their work needs to be complete
- Have on hand all tools needed to do the work

Enthusiasm is critical – without it your project is doomed at worst, or will be very dull and difficult to complete at best.

Its all about very simple questions. What, where, who, when, how, how much—and then fixing specific dates and expectations to each of these with the group members. Again, focus on keeping up the enthusiasm of the group members, and remind all in the group how important it is for everyone to do their part.

Here are 16 easy to understand parts of being a successful project manager:

1. Determine the project objectives, and the specific desired outcome—write it down.

2. Identify and organize the people you will need for each task—ask them to participate and work with you.
3. Identify leaders for each group, and make sure everyone agrees with who the leaders should be.
4. Begin brainstorming with all in your team, and create the ideas which will help them get started—and keep an eye on how everything is developing.
5. Identify current and potential problems, especially those which you can solve, or avoid.
6. Make lists of everything you will need and when you will need those things.
7. Figure out the best ways your people can work together.
8. Organize all project tasks, and set the times these tasks will need to be completed.
9. Maintain commitment to the project of all people involved—check on their progress, and help solve their problems.
10. Build a schedule which all can meet and follow.
11. Communicate with everyone as to how the schedule is working out.
12. Let everyone know when project tasks and subtasks are complete.
13. Make sure everyone is informed and up to date with the whole project.
14. Be certain everyone is doing their job—if they are not find out why.
15. Whenever problems or setbacks occur, involve everyone in figuring out the best solutions.
16. Celebrate all completions, congratulate people for their accomplishments.

Finally, realize and understand that as the project manager, your work is managing others, not doing their job for them. If you are doing someone else's job, there is no one doing yours —and your job is the most important of all.