

Five Success Factors Checklist

1. Agreement among the project team, customers, and management on the goals of the project.

- You have identified who will judge this project's success.
- It is very clear how they will judge it. The criteria are written down.
- All of the people judging project success agree on the criteria.
- The team and project manager accept these goals and consider them realistic.

2. A plan that shows an overall path, clear responsibilities, and that can be used to measure progress.

- There is a clear break down of the overall project into small chunks of work.
- The overall path of the project shows which tasks must precede others.
- Each task has specific responsibility, a due date, and commitment by the responsible person to the date.
- The task list provides a clear basis for communicating progress or identifying problems.

3. Constant, effective communication among everyone involved in the project.

- Your communication plan shows who will:
 - Contribute to your project;
 - Make decisions on the project;
 - Be affected by the project;
- Your communication plan shows:
 - What information they will need,
 - When they need it, and how & where will you provide it
- Your communication plan is guided by "How much is too much?"
- You can summarize cost, schedule, and progress data.
- Replace pages of narrative with meaningful metrics.

4. A controlled scope.

- It is clear which is more important, cost, schedule, or quality.
- Exit criteria is documented.
- Requirements and specifications are signed.
- People are identified with authority to approve changes.
- There is a process for approving changes to cost & time.
- Goals also state what is *related but out of scope*.

5. Management support.

- There is an accountable executive taking active interest in the project and team.
- Managers that supply resources are committed to supporting the schedule.
- Management is regularly informed and provides timely decisions.