3 Principles of Project Management

Projects include anything you work on over a period of time or that involves multiple tasks.

They are the type of work activity that many people spend most of their time working on at their jobs. Projects generally involve a defined objective and have a beginning and ending point.

Projects can be large or small, depending on your line of work.

You likely have several projects that you are working on at any time. Some of them require a limited number of steps and can be completed in a short time. Other projects may take months to complete. The larger the project, the more you need to keep it organized.

Some projects you can complete by yourself, others require collaboration.

Projects that you work on by yourself are easier to manage than those that need the help of other people. Both need to be organized, but when more than one person is involved, a workflow or project plan is essential to make sure everyone understands their roles and responsibilities.

Apply the Smead Organomics principles for managing projects.

Projects of any size can easily be managed if you follow these three steps:

1. Get It Together.

Keep all project items in one place so you never have to waste time searching for the materials you need.

2. Break It Down.

Divide the project into its logical parts. Small bites are easier to swallow. By focusing on one step at a time, you won't get overwhelmed by the size of the entire project.

3. Track It.

Schedule each part of a project to a calendar. You can track progress, and make sure nothing falls through the cracks. If you get off schedule, you will know early enough to get back on track, or get additional help if needed.

Keep these simple principles in mind as you work on your projects. You'll be able to tackle big jobs with confidence and not feel overwhelmed.