



## What Should I Do?

Follow these project management best practices to avoid project failure at your SMB.



### Establish a Project Management Office

- ☐ Formalize a center for project governance
- ☐ Standardize workflow processes across organization
- ☐ Dictate and follow a PMO charter

### Define Organizational PM Hierarchy

- ☐ Create an odd-numbered core decision-making group (so votes have a clear winner)
- ☐ Make sure the core group understands goals and has a clear understanding of business strategy
- ☐ Have a set schedule for approving/denying change requests, e.g., deliberations can't last longer than one week

### Create Stakeholder Management Plan

- ☐ Define roles and responsibilities
- ☐ Analyze level of interest in and impact on the project
- ☐ Develop stakeholder communication plans

### Don't Forget About Quality

- ☐ Acknowledge inherent project risks
- ☐ Create risk-return profile to assess if your SMB can tolerate failure
- ☐ Remember that cutting scope, cost or schedule will impact quality

### Conduct Project Audits

- ☐ Evaluate current project progress as it aligns with business goals
- ☐ Ask if expected results still deliver value
- ☐ Address issues and concerns raised by stakeholders