

Eight Ways to Project Success*

-How to become a successful project team member-

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- This lecture note is based on the article posted by Nancy Salim in the IEEE's *The Institute* on 07 February 2007 08:00 AM. The content of article reports the November 2006 IEEE Graduates of the Last Decade (GOLD) sponsored Webinar of IEEE Member Margaretha Eriksson, founder of Irbis Konsult, an engineering management consulting firm.

This can happen to you

Background

- In today's competitive workplace it's important to be the **best project manager** you can be.
- Senior Design Project is the most important experience of becoming a successful **project team member**
- Outlines of eight ways for as **successful project team member**.

Rules 1 & 2

1. **KNOW THE PROJECT'S OBJECTIVE**

- Focus on your end goal and talk it up with other team members.
- Think smart: in specific, measurable, achievable, realistic, and time-set terms.
- Be clear on what you must do.
- Ask your supervisor (advisor) to clarify details if necessary.

2. **TEAM = Together Everyone Achieves More .**

- Combine diverse people with different abilities.
- Create an environment that encourages teamwork.

Rules 3 & 4

3. TAKE A REALITY CHECK

- Before you even begin, ask yourself if the project is realistic.
- Make sure you have the needed technology, resources, organizational support, and funding.
- Study the content subject knowledge

4. PLAN, PLAN, PLAN

- Good planning and knowing where you're going is 80 percent of your project's success, while the other 20 percent is the actual work.
- The planning phase should include a project map with a list of all team members, individual responsibilities, their contact information, and whom they report to and when.
- You cannot use a Google map for your project

Rule 5

5. EFFECTIVE MEETING

- Book your meetings on your calendar.
- Schedule your meetings on the same day of the week, in the same place with the same people, although it is occasionally useful to invite others to gain different perspectives.
- Keep meetings to one hour at most.
- If a problem can't be solved in an hour, end the meeting and schedule another.
- Keep the meetings simple.
- Use templates for agendas and reports, and distribute meeting minutes immediately.
- Appoint a project secretary to organize the process.

Rule 6

6. BE A ROLE MODEL

- Lead by example.
- Having a spirited team helps because happy people ultimately do more work.
- You should be goal-oriented, flexible yet firm, and realistic.
- You also should communicate effectively and be a good planner.

Rules 7 & 8

7. KEEP THE TEAM TALKING

- Create an open atmosphere, be fair and straightforward, show respect, be enthusiastic, give a lot of praise, and trust team members.
- the importance of communicating clearly and maintaining good relationships with team members.

8. CLOSE OUT THE PROJECT

- Don't let it just wander off into the sunset.
- Celebrate the results if you're successful or discuss how to do better next time if you fail.
- Most important, always review lessons learned with your team members.
 - How did we do?
 - What worked well?
 - Any advice for the next project?
 - Why did we fail?
 - Was it us or was it something we could not foresee?