

TOP TIPS TO PLAN FOR PROJECT SUCCESS

For Project Managers and Project Leads, here are four top tips each on how to succeed in remote working.

FOR PROJECT MANAGERS



BOOK IN TRAVEL TIME

Booking in travel time between meetings creates a valuable opportunity to process the content of the meeting and to clear our heads.



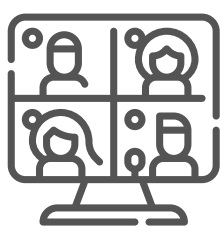
RECORD SESSIONS

Record all demos and training sessions and take advantage of a luxury that we didn't have before.



SHORT AND SHARP MEETINGS

Move to shorter, more frequent collaboration. Short and sharp meetings are a good way to ensure everyone is on track and that priorities are set for the day.



INSIST ON "VIDEO ON"

If a picture is worth a thousand words, imagine the value of live video. It holds us accountable and discourages us from multitasking.

FOR PROJECT LEADS



DEMANDS ON YOU REMAIN THE SAME

Even if your PM isn't on your shoulder, the partner is still doing the exact same build, so you will have the same role and responsibilities.



BE AWARE OF TEAM CAPACITY

Be aware of team capacity and performance. It's possible that your project team appear to have everything under control but check in on how this is being achieved.



LEAD BY EXAMPLE

Refer to the project plan and make sure that you block out appropriate time in your schedule for busy periods of the project such as discovery, reviewing a specification or UAT.



PREVENT LOW MORALE

Have a strategy to prevent low morale. As well as checking in on the operational status of the project, check in on how the team are feeling and don't be afraid to flag this to the Project Manager.