

**TOP TIPS FOR SUCCESSFUL:
PROJECT MANAGEMENT**

Here are the SOA Development top tips for successful project management:

1. Be **realistic** with your aims, objectives and targets
2. **Read the contract** and make sure that you truly understand it
3. **Risk Assessment** – do a thorough risk assessment (see Top Tips to Successful Risk Management) to make sure that it worthwhile starting and you understand what the problems will be
4. **Brief strategy** – write a short strategy to make sure you know where and how you are going to deliver the project
5. **Management Information** – create an MI system from the start along with an evidence trail. It will save you a lot of time and money!
6. **Review** what you do but do not spend all of your time doing it.
7. **Good planning** is the key to a smooth running project
8. If it looks too complicated – **just start!**
9. **Report frequently** – communication with your funders and stakeholders maintains a good relationship and ensures that there are no unwelcome surprises
10. **Use your funders** – seek their advice. They are, after all, the ones who have many of the answers
11. **Don't kid yourself** that it is going well when it is not. Seek advice and help as soon as you realise that there is a problem.

See your family – **they are more important than the project!**