

## **Guideline: project management**

We have learned a lot about good project management. We should use these ideas for the following projects!

Therefore here a “guideline project-management”, not a must but a recommendation:

### **a. Starting**

1. Who is the project-team-leader ? (>> guideline tasks of a team-leader)
2. Describe the objectives of the project
3. Talk with the people being involved by the results
4. Discuss and determine the project-plan
5. Where are exit-points ?
6. Define the project-costs with mile-stones
7. who will do what kind of work until when?
8. Plan time for sudden topics / tasks
9. When this project has to be finished ?

### **b. During the project**

10. Start at once and always on time
11. Communication by face-to face- and Skype-meetings is irrelaceable for a good project-result (>> guideline Skype).
12. Use the common presentation forms

### **c. Having finished the project**

13. Communicate with the other teams to ensure a integrated and broad result
14. Present your project results together with your project team-members

We wish you a succesful project !

More details you can read at the work group paper: Definition and principles of Project management by Andreas Kovacs, Jörn Ney, Anna Wieloch, Herwig Friedag