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 sucessful 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