

Is Your Project In Trouble?

Checklist of Symptoms that Indicate Your Project Might Be in Trouble

We have identified the top five critical success factors for projects as: budget, scope, schedule, teamwork, and communications. These factors are highly integrated, and to help ensure the success of your projects, you should continually monitor and manage these factors. Following is a checklist of some of the symptoms that indicate your project might be in trouble.

BUDGET



- No clear budget or expenditure plan
- No communication of budget or expectations
- No plan for regular accounting or reporting to project leadership
- Budget consumption rate (the amount of budget you planned to spend divided by the amount you have actually spent) is greater than 10% or less than -10%.
- Additional consulting/training visits are added
- Inadequate information from vendors on expenses
- Milestones are missed or moved to later dates

SCOPE



- No clear scope or boundaries for what is included and what is not included in the project
- No formal scope/change management plan
- No documented scope/change processes
- No documentation of change requests and their resolutions
- Increased number of change requests
- Budget consumption is high or low
- Overdue tasks
- Tasks that are continually pushed into the future

SCHEDULE



- No official project schedule or task list
 - Ineffective process for identifying of task due dates and completion
 - No process for regularly monitoring and reporting on upcoming tasks and progress toward milestones
 - Increased stress of team members
 - No official staffing strategy to allow team members to focus time on the project and continue their day-to-day work
 - Increased request for funds, more time, or changes in scope
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TEAMWORK



- Ineffective team meetings – meets run long, poor attendance, cancellations, no agendas, inability to cover agenda items
 - Increased stress levels of team members
 - Lack of formal staffing strategy to allow team members to focus time on the project and continue their day-to-day work
 - Finger pointing or blaming
 - No official communications plan
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COMMUNICATIONS



- No official communications plan
- No ownership of communications
- Only one or two methods of communications are being used
- Communications plan is not updated
- Teamwork issues
- Missed deadlines
- Team member frustration and stress
- Repeated questions from project sponsors
- Openly expressed concern about the project