



MTI



Project Profile

Online Analysis Tool

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Training & Consultancy

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Project Management

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Success factors of project work

› **Strategic classification of the project**

- The project's strategic importance compared to other projects and daily tasks is clear to the company and the project team
- Priorities have been defined

› **Defining goals and mandate**

- goals and mandate are expressed clearly in the project order
- Quality and deadlines are aligned
- The project team represents the project goals and is committed to them within the mandate's frame

› **Project Steering**

- The Project Leader steers project activities together with the group to ensure the achievement of objectives

› **Realistic Scheduling**

- What can be achieved until when with the requested quality?
- How to deal with shortages?

› **Ongoing Project Controlling**

- Where do we stand regarding achieving objectives, interim results, quality, consumption of resources?

› **Conflicts and difficult situations**

- Conflicts and issues in cooperation with other departments / projects are clarified candidly and actively in a timely manner
- Issues in cooperation within the project team are handled actively – everyone contributes to a trustful and results-oriented cooperation

Success factors of project work

› **Project Marketing**

- The project is communicated throughout the company
- Objectives, interim results and project organisation are actively communicated

› **Security of resources** in the context of organisation

- The extent to what the project members are relieved from other tasks is clarified
- The budget is set
- The available necessary work equipment and environment is aligned.

› **Composition of the project team**

The composition of the project team considers:

- the professional, personal and social aspects for effective achievement of objectives
- political and organisational structures

› **Responsibility within the project team**

- The allocation of tasks is determined
- Work orders are handled responsibly and in due time
- Deviations are communicated in good time

› **Use of standards**

- Company standards for execution of projects are consistently used

› **Knowledge management**, reflection of project work, know-how transfer

- The project work is reflected on a regular basis
- Insights for improvement are documented and communicated for future projects

Questionnaire

This is a document for identifying your project profile. The result will give you an insight to your handling of projects.

Criteria which are being evaluated:

- › Strategic classification of the project
- › Defining goals and mandate
- › Project steering
- › Realistic scheduling
- › Ongoing project controlling
- › Conflicts and difficult situations
- › Project marketing
- › Security of resources
- › Composition of the project team
- › Responsibility within the project team
- › Use of standards
- › Knowledge management