

Top 10 Keys to Successful Project Management



HR technology implementation words of advice



Create a project charter and scope document

Ensure everyone agrees on scope, resources, budget, governance and timing



Set up governance

Form a steering committee of IT, Finance, HR and Operations



Schedule weekly sponsor meetings

Make key decisions and status updates



Schedule weekly project team meetings

- Schedule web meetings for project calls
- Review project plans and timing
- Budget for face-to-face meetings



Create project plan/work breakdown structure

Use Microsoft Project & set realistic timelines



Maintain issues log and tasklist

Require team members to update status and logs weekly; root cause analysis and resolution



Maintain risk management plan

Identify & maintain risks



Document set-ups, key decisions & meeting minutes

Save to project collaboration site or shared drive



Monitor budget and scope



Implementation Success

Within scope, on time and within budget



Manage vendor relationships

- Assign client-side project & co-project manager
- Require vendor to provide test plan & environment
- Conduct due diligence to select an implementation partner