

A Project Flow

Stage 1: The Project Statement

This vital step outlines *what you'll do* and *what will be different as a result*.

Stage 2: Options

This step is all about not being too smart too soon. Develop as many different ways as possible to achieve the project statement.

Stage 3: Evaluate

There's three parts to this step.

First rate each idea from 1 to 4 as follows:

1. Desirable and attainable
2. Desirable and unattainable
3. Undesirable and attainable
4. Undesirable and unattainable

Secondly, complete a Stakeholder Analysis of all number 1s using the Champion/Blocker/Fence Sitter/Lip Service grid. Third part is to give each stakeholder a role (or more than one role)... the ACID test where A = Agree; C = Contribute; I = Implement; D = Decision Maker.

Stage 4: Decide

Next, look at the stakeholder grids and decide which number 1 option offers the easiest route to achieving the project statement.

Stage 5: Plan

Things to think about included:

- Critical paths
- Plan Bs... (need for plan B = probability of stage going wrong x impact on project),
- Budget
- Personnel
- Time lines

Stage 6: Implement, Evaluate & Review

This is on-going and allows progress and updates for all involved.