

On The Level

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8 Resolutions for Project Success in 2009

1. **Identify all stakeholders** prior to start of project. Hold a kick-off meeting to determine common goals, scope, cost and schedule criteria.
2. **Identify the cost per day for field operations** and turn that daily out-of-pocket cost into a profit by reducing schedule duration on the critical path.
3. **Document everything:** meeting minutes, phone conversations, verbal agreements, etc.
4. Control risk. Before you sign your contract or mobilize, **conduct a pre-project risk analysis.** Time and money are your two most important yardsticks for project success.
5. **Use certified schedulers and estimators** to prepare schedules and estimates. You wouldn't let a common laborer pull wire or make electrical terminations, so why let someone less than qualified prepare your schedule and cost yardsticks.
6. Everything in a contract is negotiable. **Don't sign the contract unless you agree with everything.** Any clause can potentially cost you your business and more.
7. **Have a third party review and check all parts of the estimate.** Don't just check the math, but also run a Pareto analysis to separate the small impact items (80% of the items) from the big cost impact items (around 20% of the line items).
8. **Improve productivity.** There are two ways: more output and less input. This can be accomplished by: reducing stop-starts (the biggest productivity waster), automation, integration, training. Your team will be able to do more for less with improved skills and knowledge.

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