

# Adopting IT Project Management Best Practices Ensures Project Success



IT project management includes planning, executing, and controlling software development projects, network installation, system integration, cloud migration, and similar projects. Often complex and dynamic, these projects may involve multiple stakeholders, technologies, and risks. Therefore, [IT project managers](#) should adopt best practices to ensure success.

## Best Practices for IT Project Management

### **Organize Regular Meetings**

Meeting with the IT project team before starting a project helps prepare team members for completing the project. It also allows the project manager to clarify the project objectives, scope, deliverables, roles and responsibilities, expectations, and communication methods.

Regular meetings keep the project team informed, aligned, and motivated. They also provide an opportunity to monitor progress, identify and resolve issues, manage changes and risks, and solicit feedback and suggestions from the team.

### **Outline the Project Scope**

The project scope defines what the project will deliver and what it will not. It also specifies the requirements, features, functions, and quality standards of the project deliverables. Outline the project scope in a document called a scope statement or a statement of work (SOW), and get it approved by key stakeholders.



### **Define Communication and Collaboration Methods**

Establish clear communication and secure collaboration methods that support today's hybrid workforce. The selected methods, such as [Microsoft Teams](#), email, phone, chat, or video conferencing, should then be used to share information, updates, reports, and documents with stakeholders and relevant parties.

### **Define and Delegate Tasks**

Define specific activities to complete the project deliverables in a work breakdown structure (WBS). This document divides the project scope into manageable chunks. The WBS should include the task name, description, duration, dependencies, resources and assigned person.

Then assign tasks to the appropriate team members based on their skills, availability, and preferences. Delegate tasks in a fair and transparent way, and provide clear instructions, expectations, and feedback to the team members.

### **Perform a Risk Assessment**

A [risk assessment](#) identifies, analyzes, and prioritizes the potential risks that may affect the project. Perform a risk assessment at the beginning of the project and update it throughout the project life cycle.

### **Solve Issues as They Happen**

Issues that arise can cause delays, errors, conflicts, or dissatisfaction among the project stakeholders. Solve issues as they happen by applying problem-solving techniques, such as root cause analysis, brainstorming, or decision making.

## **Manage Changes**

Modifications or additions to the project scope, requirements, deliverables, or schedule occur due to various reasons. Follow a change management process that evaluates the impact of the change and obtains approval from the client and other stakeholders. Then communicate the change to the team and update the project plan accordingly.



## **Track and Measure Performance**

Effective project managers track and measure performance by using key performance indicators (KPIs), such as time, cost, quality, and customer satisfaction. Also use tools such as dashboards, reports, or charts to visualize and share the performance data with the team and other stakeholders.

## **Ensure Quality**

Ensure quality by following a quality management process that involves planning quality standards and criteria. Then perform quality assurance activities such as reviews or audits and conduct quality control tests such as inspections or validations.

## **Manage Resources**

Resources such as people, equipment, or funds are often constrained by availability or budget. Manage resources by planning how much and when they are needed and allocating them to tasks or phases according to priorities or dependencies. Then monitor their usage or consumption throughout the project life cycle.

## **Manage Stakeholders**

Manage stakeholders by identifying who they are and understanding their needs and expectations. Thoughtfully engage them in communication and consultation to manage their expectations and satisfaction throughout the project life cycle.

## **Closing the Project**

In this phase, the team hands over the project deliverables to the client and other stakeholders, and the project is formally completed. Close the project by verifying that all the deliverables are

completed and accepted. Conduct a project evaluation session, release the resources and team members, and [archive the project documents](#) and records.

## Project Management Experts

The Messaging Architects team of [project management experts](#) can help business leaders bridge the gaps in their IT strategy and get projects completed on time, on spec, and on budget. Our professional team has the experience and technical skillsets to analyze, manage, and execute on projects such as program management, business systems, IT infrastructure, and website and application development to achieve favorable and quantifiable end results.