

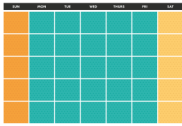
# Top 10 Keys to Successful Project Management

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 task list

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



## Maintain risk management plan

Identify & mitigate risks

## Document set-ups, key decisions & meeting minutes

Save to project collaboration site or shared drive

## Monitor budget and scope



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## 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