

Guidelines for Efficient Project Work

Project work in the sense of "Comprehensive Project Management" will then be successful if the following aspects are taken into consideration simultaneously:

- structural prerequisites of the project organization
- specialized knowledge of project stakeholders
- correct use of methods and
- behavior of the team members

For the project organization, this means:

- integration of important decision makers
- clear, stipulated project goals
- assurance of necessary project support
- non-bureaucratic organizational structure
- use of internal and external resources
- clear distinction between line and project work and
- motivated, involved team members

For the specialized knowledge of the project stakeholders, there are:

- comprehensive, interdisciplinary thinking
- self-qualification
- education improvement
- creativity.

The correct use of methods requires:

- formulation of project tasks
- procedures planned in phases
- structuring into partial tasks
- holding a kick-off meeting
- monitoring project progress
- holding status and scheduling meetings
- systematic documentation of results and
- proper project closure.

The following personal skills are required from team members:

- constructive management of conflicts
- cooperation instead of confrontation
- open, direct communication and information
- identification with the project goal
- motivation to work cooperatively and
- risk-taking.



You have worked your way through this primer.
We have reached our goal.

Any suggestions for improvement you may have would be greatly appreciated.