



SESSION 4

Summary of Project Management Principles Applicable to Strategic Property Planning Processes

- ✓ 1. The project must be clearly defined with minimal ambiguities
- ✓ 2. The scope of the project must be clearly delineated
- ✓ 3. Clear goals for the project must be established
- ✓ 4. Roles must be clearly defined and action must conform to roles
- ✓ 5. A strong commitment by leadership to the project and its completion is essential
- ✓ 6. A detailed and integrated plan that outlines actions required to reach project goals must be in place
- ✓ 7. A willingness and capacity to react to and accommodate unanticipated changes must be present
- ✓ 8. A flowchart is a powerful way not only to visualize the beginning and end of a project but all major steps in between
- ✓ 9. Defining specific project milestones is helpful
- ✓ 10. Transparency and honesty regarding progress and status is essential for success
- ✓ 11. Open and honest communication throughout the project is mandatory
- ✓ 12. A supportive environment spurs project teams to do their best work

