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Secrets of successful project by [Maria Getchell](#)

Why do some projects fail and some become a huge success? Have you ever thought about it? A same project could prove successful for someone and a failure for others. Even providing similar resources would lead to differentiated results. The reason is the project management techniques used in the project. To help you make your every project a success, we would today discuss the secrets of a successful project.

Building the base

Tip #1: Define project success criteria: Success does not mean the same thing for everyone. You thus, need to first rate success and define success for your project, to work towards it.

Tip #2: Identify project drivers, constraints, and degrees of freedom: Every project needs to balance its functionality, staffing, budget, schedule, and quality objectives. Define each of these five project dimensions as either a constraint within which you must operate. Degree of freedom is the slight variations that can be accepted that would affect the final outcome.

Tip #3: Define product standard: Early in the project, decide what criteria will determine whether or not the product is ready for release. The criteria should be realistic, measurable, documented, and aligned with what "quality" means to your customers.

Tip #4: Negotiate commitments. Despite pressure to promise the impossible, never make a commitment you know you canâ€™t keep. Always keep a buffer time at hand to avoid missing commitments

Planning the Work

Tip #5: Write a plan: Some people believe the time spent writing a plan could be better spent writing code, but I donâ€™t agree. The hard part isnâ€™t writing the plan. The hard part is actually doing the planningâ€”thinking, negotiating, balancing, talking, asking, and listening. The time you spend analyzing what it will take to solve the problem will reduce the number of surprises you have to cope with later in the project.

Tip #6: Break up the tasks: Break up the task into bits to make it simple.

Tip #7: Develop planning worksheets for common large tasks: If your team frequently undertakes certain common tasks, such as implementing a new object class, develop activity checklists and planning worksheets for these tasks.

Tip #8: Quality check at every step: Almost all quality control activities, such as testing and technical reviews should be implemented at every step to avoid any defects

Tracking Your Progress

Tip #9: Record actual and planned work . If you donâ€™t record the actual effort or time spent on each task and compare them to your estimates, youâ€™ll never improve your estimating approach. Your estimates will forever remain guesses.

Tip #10: Count tasks as complete only when theyâ€™re 100% complete.

Tip #20: Honest review of your project status and quality: Be honest in reviewing your work, no one else can be a better critic or appraiser of your own work.

These tips help you move towards success, and finally make your project successful.

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Maria is an expert IT professional who developed some good project management software like a task manager and a wedding planner

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