

Six (6) Rules for Project Success

- In today's competitive workplace:
 - important to be the **best project member/manager** you can be.
- Senior Design Project:
 - the most important experience of becoming a successful **project team member**
- Outlines of Six (6) ways for
 - Project success
 - **Successful project team member/manager.**

Rule 1

1. KNOW THE PROBLEM AND THE SUBJECT MATTER

- Think smart: in **s**pecific, **m**easurable, **a**chievable, **r**ealistic, and **t**ime-set terms.
- Focus on your end goal and talk it up with other team members.
- Be clear on what you must do.
 - Know the subject matter and the final deliverable product
 - Make sure you have the needed technology and resources.
 - Study/Investigate/Know the entire subject areas of the project
- Ask your supervisor (advisor) to clarify details if necessary.

Rule 2

2. CREATE TEAM ENVIRONMENT(= Together Everyone Achieves More)

- Create an environment that encourages teamwork.
- Create an open atmosphere, be fair and straightforward, show respect, be enthusiastic, give a lot of praise, and trust team members.
- But do not demand; but provide.

Rule 3

4. PLAN and EXECUTION

- Good planning and knowing where you're going is 80 percent of your project's success, while the other 20 percent is the actual work.
- The plan should include a project map with a list of all team members, individual responsibilities.
- Plan for the break: may make or break your project.
- Follow the plan

Rule 4

5. MEET OFTEN BUT EFFECTIVELY

- Book your meetings on your calendar.
- Schedule your meetings on the same day of the week, in the same place with the same people, although it is occasionally useful to invite others to gain different perspectives.
- Keep meetings to one hour at most.
- Keep the meetings simple.
- Use agendas and reports, and distribute meeting minutes for task assignment

Rule 5

6. BE A ROLE MODEL

- Lead by example.
- Having a spirited team helps because happy people ultimately do more work.
- You should be goal-oriented, flexible yet firm, and realistic.
- You also should communicate effectively and be a good planner.

Rule 6

7. LEARN FROM FAILURE

- In each sprint, draw conclusion and closure and mark a period.
- Celebrate the results if you're successful or discuss how to do better in the next sprint if you fail.
- Always review lessons learned with your team members.
 - How did we do?
 - What worked well?
 - Any advice for the next sprint?
 - Why did we fail?
 - Was it us or was it something we could not foresee?

Resources: Parts/Components

- Teams with resources not yet available
- Finalization of procurement of the parts and components