

## A Scorecard on Project Management Principles

- Do you have SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound) that everyone understands?
- Have you created a comprehensive plan outlining tasks, timelines, milestones, and resource allocation?
- Do you have a plan in place to manage scope creep and ensure project deliverables meet expectations?
- Have you identified potential risks and developed strategies to minimize their impact on the project?
- Have you assembled a team with the necessary skills and experience to succeed?
- Do you have clear communication channels in place to keep everyone informed and aligned?
- Do you foster a collaborative environment where team members can share ideas and learn from each other?
- Do you provide clear direction, motivate your team, and empower them to make decisions?
- Do you have a system in place to track task completion, identify roadblocks, and ensure everything stays on schedule?
- Do you have a process for managing changes to the project scope, timeline, or resources?
- How do you ensure that project deliverables meet the required standards and specifications?
- Do you regularly monitor project progress, performance metrics, and budget utilization to identify and address issues early on?
- Are you consistently delivering projects on time?
- Do you stay within the allocated budget for your projects?
- Are you completing projects with the functionalities and features originally planned?
- Do your projects meet the needs and expectations of your clients or stakeholders?