Project management

Workshop

5-6 April 2016, Mövenpick Hotel, Geneva, Switzerland

Do's and Don'ts

Outcome 1

IEC | ISO

Do's and Don'ts

Best practices for project management

Before circulating the proposal to committees:

1. Exchange of strategic business plans (SBPs) between related committees (and even SDOs with related work) to enhance collaboration and avoid conflict

2. Encourage members to contact the secretary before submitting a new proposal (NP) …AND facilitate interactions/debates between the committee and the NP proposer BEFORE the NP is sent out

3. Submit a 'white paper' along with the NP that describes the business case (a white paper could also be useful at preliminary work item (PWI) stage)

4. Share PWI information to socialize the proposal and gather broader feedback from the community (for example, using social media)

5. Perform a quality check of the Form 4 – the secretary is responsible, but should consult others, e.g. committee officers, Chair's advisory group (CAG) and TPM/TO, to ensure the quality of the information

6. Review the fit with the SBP (does the project fit?); challenge the SBP (maybe it needs revision?)

7. Include wide consultations on the scope (within committee and with external actors)

8. Set up an Ad hoc Group to support preparation of the proposal

9. Identify possible risks

10. Estimate workload/resources needed for the project

11. Identify the liaisons required – proactively explore what work others are doing on the topic

12. Circulate the NP to other TCs or organizations in liaison in order to get feedback

After the project is approved:

13. Review and confirm project milestones (not just DIS, Publication) > intermediate milestones; create a detailed work plan

14. Ensure that the project leader (PL) has the required skills; investigate training for the PL, on soft skills, if needed

15. Continue project marketing – involve stakeholders from early stages (role of the committee through TF, AhG, etc., and of the NSB)

During the project development (CD, DIS...):

16. Ensure there is participation from the countries with the greatest expertise/market interest in the topic (invite them, if not already involved), link with stakeholders identification in the NWIP

17. Promote stakeholder engagement at national committee (NC) level

18. Publicize the work, socialize the work, gather feedback

19. Don't work in isolation (be proactive, listen and communicate)

20. Promote continued momentum

21. Convenor or PL to engage dormant experts (e.g. by means of survey)

22. Reinforce the importance of early commenting

23. Invite experts to read the comments from others before the meeting

24. Keep track of the history of changes/decisions in a draft

25. Ensure transparency of delivery against milestones

26. Train the project leader, especially on soft skills

27. Seek help from facilitator if needed to support project leader or convenor

After the publication:

28. Need to institutionalize a learning mechanism – collect info on what went well with the project and what did not (lessons learnt). Systematic gathering of feedback.

29. Ensure transparency of delivery against milestones – make the project outcome visible and accessible so people can see if target dates were met.

30. Continue marketing of the finished deliverable.