

Your Employee Assistance Program is a support service that can help you take the first step toward change.

Crafting a Clear Project Description

A well-outlined project description is an important tool for clarifying both the task at hand, and the scope of responsibilities for everyone working on it. And the more you feel you don't have time to make a plan, or that you "have it all figured out," the more you might be able to benefit from the tips below.

A basic project outline or description should:

- Define the project scope
- Define and allocate the tasks necessary to complete the project
- Create a timeline
- Distribute and communicate the tasks to appropriate employees
- Maintain regular communication throughout the project
- At completion, evaluate the methods and processes used

Distinguishing between activities and achievements is important in project management. Activities are the means to an end; achievements are the desired end result. Current thinking in project management favors achievement-oriented descriptions, as achievement assignments:

- Succeed by gaining employee commitment and offering intrinsic satisfaction from the job
- Require the manager to commit to a specific outcome desired, creating a fair environment in which to give rewards or consequences based on performance

By following these tips, you will be well on your way to a successful project. Time spent documenting tasks and jobs in advance will pay valuable dividends during the course of the undertaking.
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