

# Project management

## Move along smoothly

Welcome to this tutorial about project management! Here are some tips for making your projects and the ones of the young people you are supporting move along smoothly:



### Keep your goal in focus

Keep your goal in focus with help of the "Means-Ends Analysis". Break down big goals into sub-goals and sub-goals into to-does, so you reach the finish line without too many detours.

### Deadlines

Be brutally honest with your deadlines. Are they realistic? If not, adjust them or scale down your project.

### Pareto Principle

Follow the Pareto Principle, also known as the 80/20 rule. Meaning: Identify the most important 80 % of your project that you use 20% of your work capacity on. It's all about working smarter!





## Kanban board

So many tasks, some can get lost... Create a Kanban board to organize your project: Divide all your tasks into "to do", "in progress" and "done". By moving tasks around you will keep your board up to date!

## Find the obstacle

When the workflow is not moving, find the obstacle. One root cause could be that nobody feels responsible or the person in charge doesn't have the required resources in terms of time or skills.



## Compare necessary resources

Don't forget to compare necessary resources with the available ones and double check them. Any resources missing? Think of fostering synergetic networks among colleagues and young people, and also reach out to parents and organizations!



Trust in the ancient proverb: "The journey is the reward!"

We wish you good luck with passing your knowledge about project management on to your buddy teams to help them making their ideas become a reality!