9 TIPS

to consider for
your projects

From Ranjit Sidhu's book
Titanic Lessons in Project Leadership

Titanic Lessons in Project Leadership
Effective Communication and Team Building
Ranjit Sidhu

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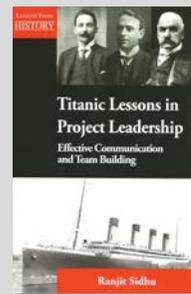
Tip 1. Consider your stakeholders

Understanding the bigger picture gives a better appreciation of the different project stakeholders, what really matters to them and how best to manage them.

Even emperors can't do it all by themselves.

Bertolt Brecht

Who are the key players involved?

What is important to them?

What are their expectations?

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Tip 2. Clarify the business need

Many mistaken assumptions are made in the early stages of the project and can be due to a lack of understanding of the business needs.

💡 Do you and your team fully understand what is needed?

💡 What will a successful outcome look like?

💡 How will you know whether what you deliver will be acceptable?

> *Things which matter most must never be at the mercy of things which matter least.*
>
> *Goethe*

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Tip 3. Ensure planning is a collaborative, team effort

Plans facilitate communication and provide a realistic picture of the journey ahead, showing what needs to be done, by when and by whom.

> *If you fail to plan, you are planning to fail.*
>
> *Benjamin Franklin*

- Involve the people who will actually be doing the work
- Check for constraints and test assumptions early
- Identify and define deliverables before jumping into activity planning

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Tip 4. Communicate, communicate, communicate

Communicate extensively throughout the project, to set and manage expectations, actively involve people and report progress.

Identify early the audiences you need to communicate with?

Set your communication objectives for each audience group

Consider key messages and encourage two-way communication

> " *The biggest problem with communication, is the illusion that it has happened.* "
>
> *George Bernard Shaw*

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Tip 5. Adapt to change

During any project, circumstances change which may mean changing requirements and scope. This is normal; but it is how these are managed and resolved that makes a difference to project success.

Change is certain.
Progress is not.

E. H. Carr

Are changes explored from multiple perspectives?

Have the wider impacts of change been considered?

Identify alternatives and consequences of the alternatives

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Tip 6. Consider team dynamics

Pay just as much attention to team dynamics as you do to project plans. Project team members come from a mix of disciplines with different experiences and expectations.

Clarify roles, responsibilities and the team's purpose

In what stage of team development is your team currently?

Create an environment of openness and trust amongst the team

> *Coming together is a beginning. Keeping together is progress. Working together is success.*
>
> Henry Ford

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Tip 8. Proactively identify and manage risks

A person's attitude to uncertainty affects how they respond to situations. It also affects whether they see things as risky and what they choose to do about it.

Consider how you and the team feel about uncertainty and risk

What is the wider organisation's attitude to risk?

What beliefs and assumptions could be getting in the way of how risks are identified and managed?

" *Nothing is inevitable until it happens.*

A. J. P. Taylor "

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Tip 9. Deal with issues as they occur

During any project, problems and obstacles will always arise. Resolving and managing problems and issues in a timely way is critical for project success.

> *The eye sees only what the mind is prepared to comprehend.*
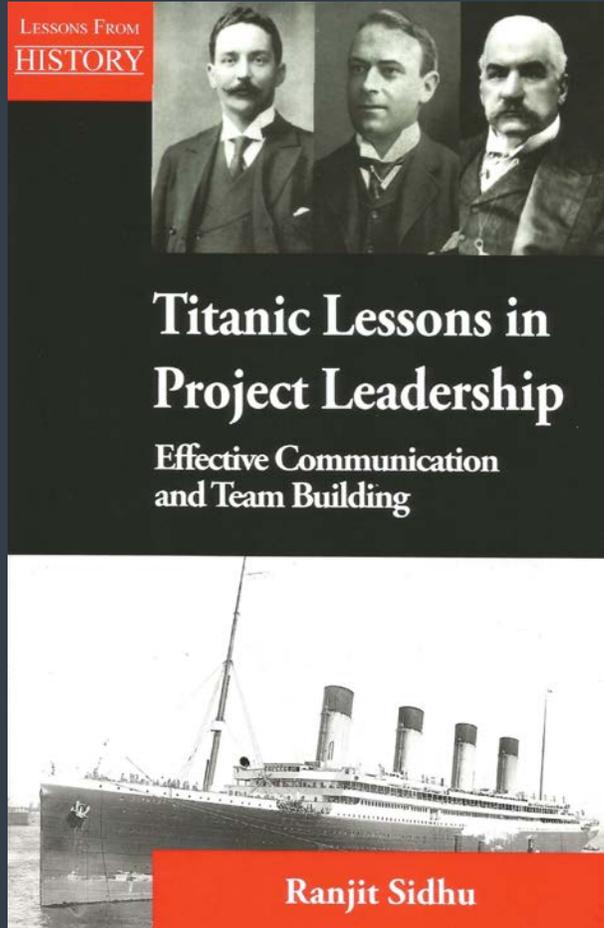> Robertson Davies

- Regularly set aside time to openly discuss issues

- Encourage team members and stakeholders to express their views and concerns

- Escalate and involve the right people in helping to resolve problems

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Learn more

LESSONS FROM HISTORY

Titanic Lessons in Project Leadership

Effective Communication and Team Building

Ranjit Sidhu

These 9 tips were taken from Ranjit Sidhu's book *Titanic Lessons in Project Leadership*, a practical guide to help you gain a deeper understanding of how leaders and teams can operate at their very best.

The **lessons of the Titanic** are startlingly **relevant for business today,** and **invaluable** for **project managers** and **change managers.**

What sank the Titanic? It wasn't just an iceberg, it was people. Leaders whom no one dared challenge, employees unable to communicate, organisations lulled into a false sense of security.

Learn more

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Organisations need to create an open, safe environment where people feel comfortable raising issues and challenging assumptions.

Why not have Ranjit Sidhu present and share some of the insights from her Titanic Leadership book with your team?

Call ChangeQuest on 01276 34480 to discuss *Titanic Lessons in Project Leadership* coming to your organisation

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