

The Project Challenge

Truth or Dare. Are you ready to see how your project portfolio is performing?

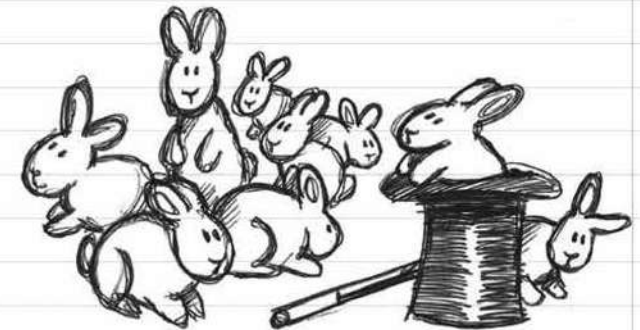
Go on, we dare you!

Is **9** your
magic number?
You decide...

Sometimes delivering a project can feel like you are being asked to pull the rabbit from a hat. But a project's success is no magic trick! Realising your goals takes dedicated skills, planning and insight from all involved.

So when it comes to delivering your project effectively are you asking the right questions?

Turn the page to discover 9 challenging exercises that may help you find the answers...

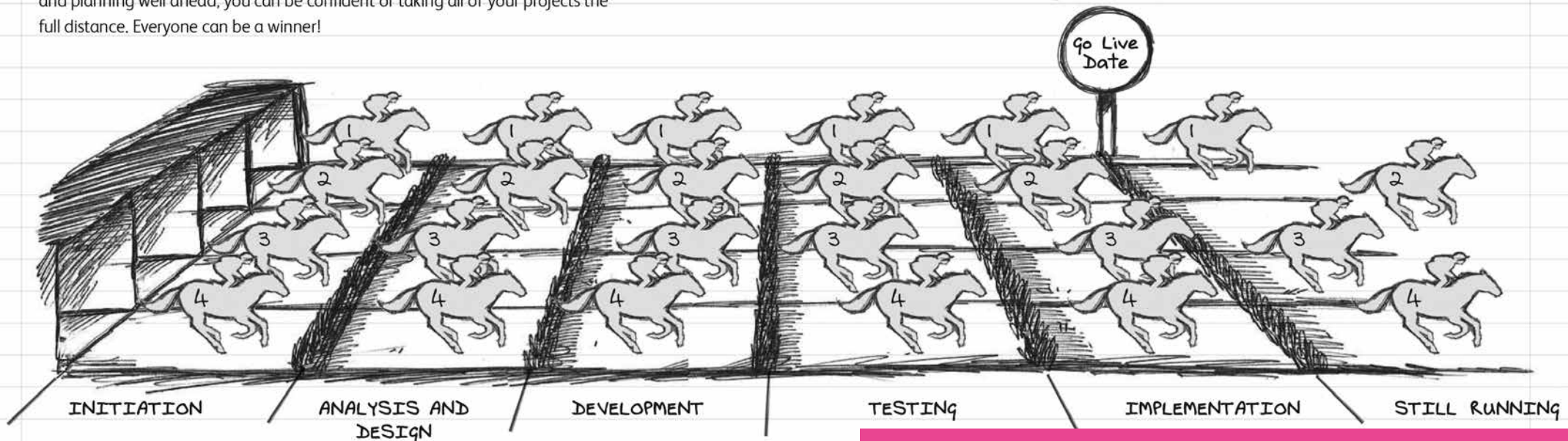
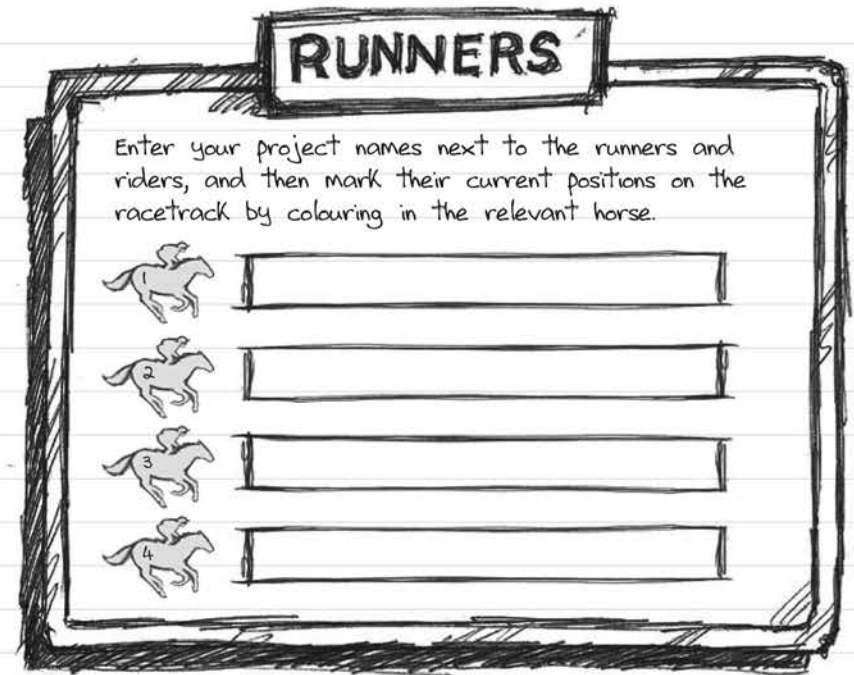


Are your current projects on track?

**How many projects do you have on the go right now?
Do you know what stage they're at? Are they surging ahead or falling behind?**

When the odds are against you it is all too easy to overstretch or overcommit resources, hurry vital preparation or take risks without considering the overall results. This means multiple projects compete against each other simultaneously or could all fall down at the first hurdle or not start at all. The stakes are high. Why take a gamble?

By taking control right from the start, being fully engaged, communicating clearly and planning well ahead, you can be confident of taking all of your projects the full distance. Everyone can be a winner!



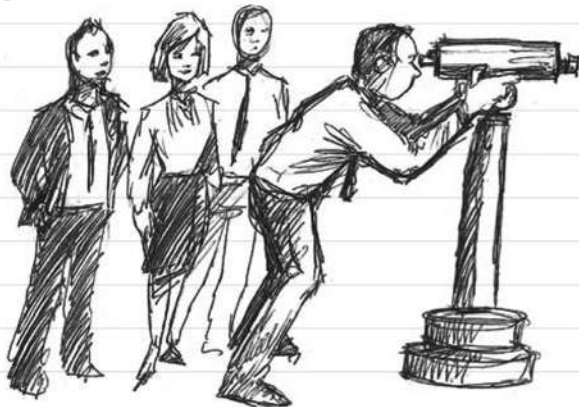
Nine Feet Tall has a proven track record in helping businesses define clear cases for change and overseeing the delivery of projects so that the benefits are realised and the change is embraced by the entire business. Put yourself in the best position to lead the field...

Do you know where you're all heading?

Pick a current project. Any one will do. Does everyone involved know why they are involved and what the business benefits are? If your people aren't sure about the goals, then how will you all end up in the same place?

Project success depends on clarity. If your vision isn't clear from the start it will most likely never be seen through to the end, resulting in financial write-offs or even job losses. Without clarity and coherent communication confusion reigns.

Having clearly defined the project benefits, keeping them in sight and communicating them well means a project, and its people, all look in the right direction and the positive outcomes can be shared by the whole business.



Write down in three sentences the Top 3 Benefits your project is going to deliver...

Project Name: _____

- 1
- 2
- 3

Now ask your team to do the same. If they aren't able to list the benefits then it's possible the vision hasn't been communicated clearly enough.

Nine Feet Tall specialises in not only helping to deliver projects, but also in bringing clarity to ones that have lost sight of where they are going. With focus and determination we often help businesses succeed where others have failed.

Do you really know how much things cost?

How many projects actually cost what they set out to? How do you keep control of what's being spent at any given time? Are you ever surprised when you add everything up at the end?

Project budgets can often creep out of control without anyone really noticing until the final bill arrives. It could be that the budget was actually unachievable from the outset, or that unplanned extras all added up along the way. Either way, the money has to come from somewhere – often another project or another area of the business has to pick up the tab.

When a budget is set from the start, and actually met, it is largely the result of consistent communication, clearly defined processes and using the right tools and resources to see the project through at every stage.

Planning well ahead, having an appreciation of what things really cost and building-in a realistic contingency can often make the final bill much easier to swallow.



Nine Feet Tall has the tools, knowledge and experience to help define realistic budgets and help guide our clients smoothly through every stage of a project. It's sometimes difficult to stick to a budget, but we can bring clarity to the budget situation, assist in justifying the need to overspend and help our clients understand why budgets slip in order to avoid unexpected surprises in the future...

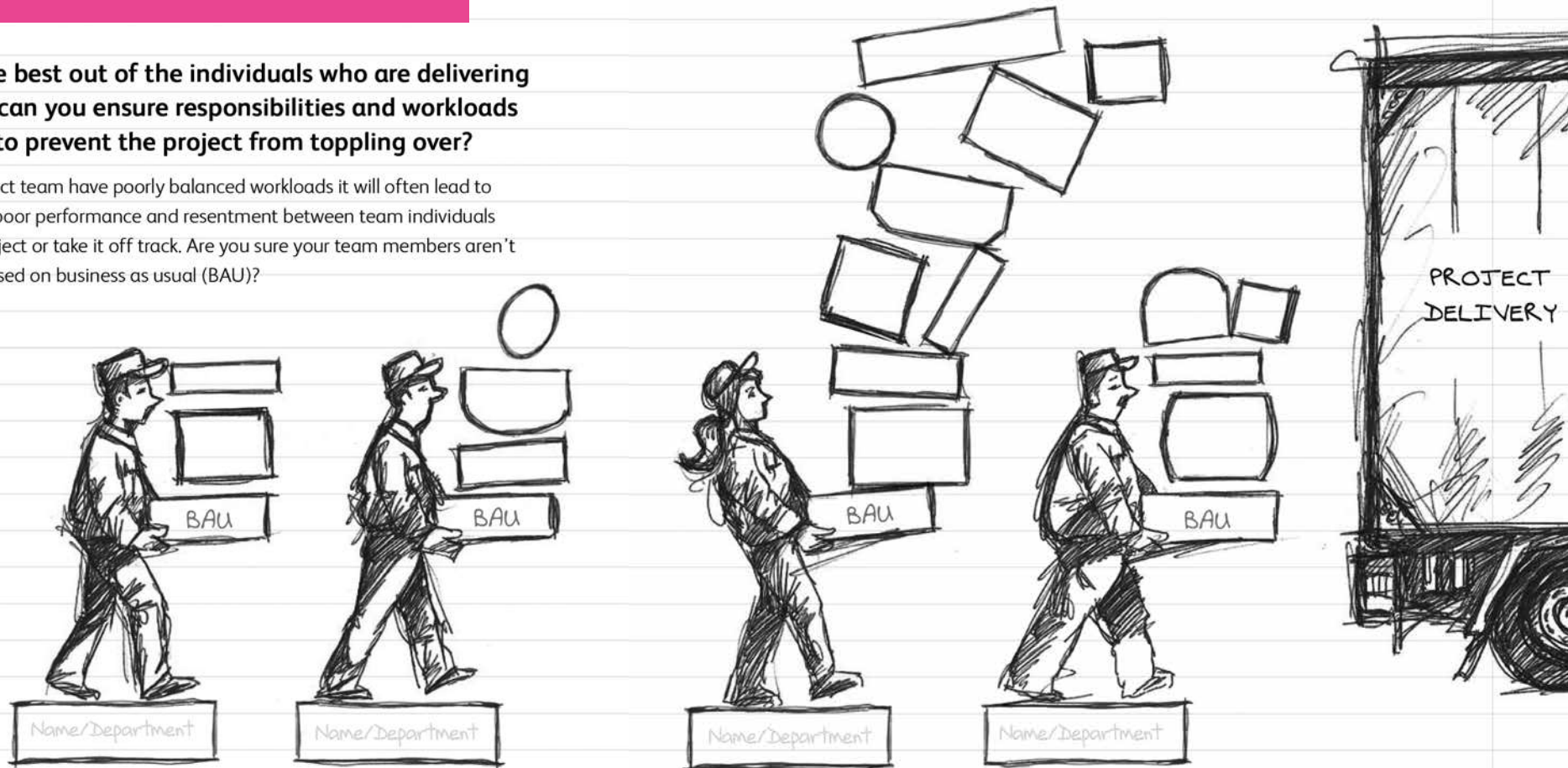
Are you achieving the right balance?

Are you getting the best out of the individuals who are delivering your project? How can you ensure responsibilities and workloads are best balanced to prevent the project from toppling over?

When members of a project team have poorly balanced workloads it will often lead to conflict in the workplace, poor performance and resentment between team individuals which may delay your project or take it off track. Are you sure your team members aren't over-stretched or too focused on business as usual (BAU)?

Understanding how the workload is distributed across a team and identifying any points of stress can prevent possible issues that might threaten the project further down the line. When workloads are well balanced a project will often thrive, be seen through to completion and the benefits shared throughout the entire business.

Get ready. Get steady...



Fill in the names of the Key members of your project team and then load them up with the responsibilities that make up their workload. How is the workload distributed within the team? Where are the stress points? As a team are they best balanced to deliver the project successfully.

Nine Feet Tall provides a valuable resource that can be used to run entire projects or specific project stages. Where employees may struggle to cope with the workload, we can work with your team to help deliver projects on time while individuals gain useful experience and can apply new-found skills to their day-to-day tasks. Nine Feet Tall can help you lighten the load...

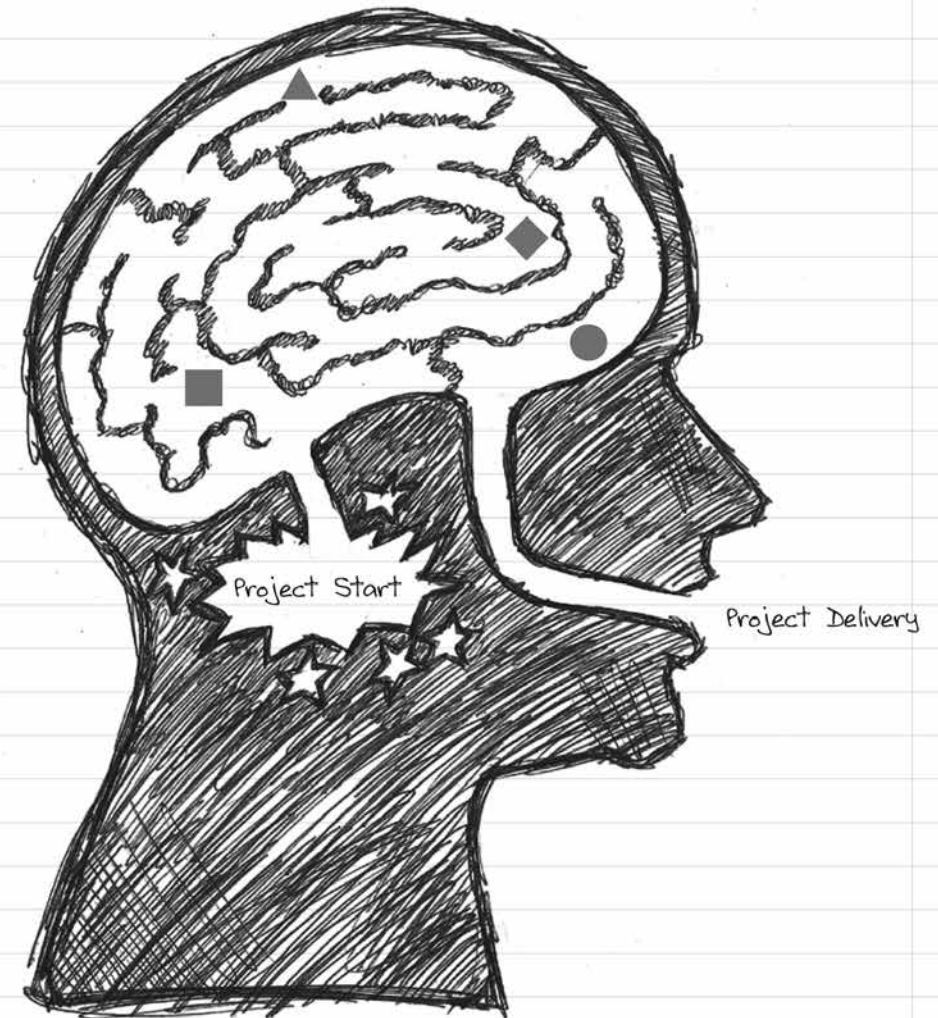
Do you have a well thought out plan?

Is it being communicated properly? Does everyone understand where they are and what is required at every stage of the project? How will you ensure your people or the project doesn't get lost along the way?

When a project isn't well thought through it is almost guaranteed that it will take twice as long and cost twice the budget. It's all too easy to get lost and waste resources doubling back to find out where the project should have been going all the time. Sometimes plans are unrealistic or lacking in critical detail with too many interdependencies, resulting in the plan being left behind and the team being left wondering which way next...

By creating a clear project plan that is understood from the top of the business down, everyone knows where they are heading and can stay on the right course at all times. With the foresight a plan provides, potential obstacles can be seen ahead of time and the project can run proactively rather than reactively.

Find your way through the brain maze making sure you hit the Key project milestones (four coloured shapes). But beware, planning ahead is essential as you're not allowed to take your pen off the page, reach dead-ends or retrace your steps...



Nine Feet Tall are experienced in rescuing projects that have lost their way, easing the worries, concerns and bad feelings that a project that has taken a wrong turn causes. We can help you put a clear and concise project plan together and ensure that communication of the plan is consistent and to the point.

Have you got the right people on your side?

Everyone wants a project to succeed but have you got the best team in place to deliver the right result? Have you secured the support of the key stakeholders? Is everyone working together and to the same goals? Does your team have any gaps?

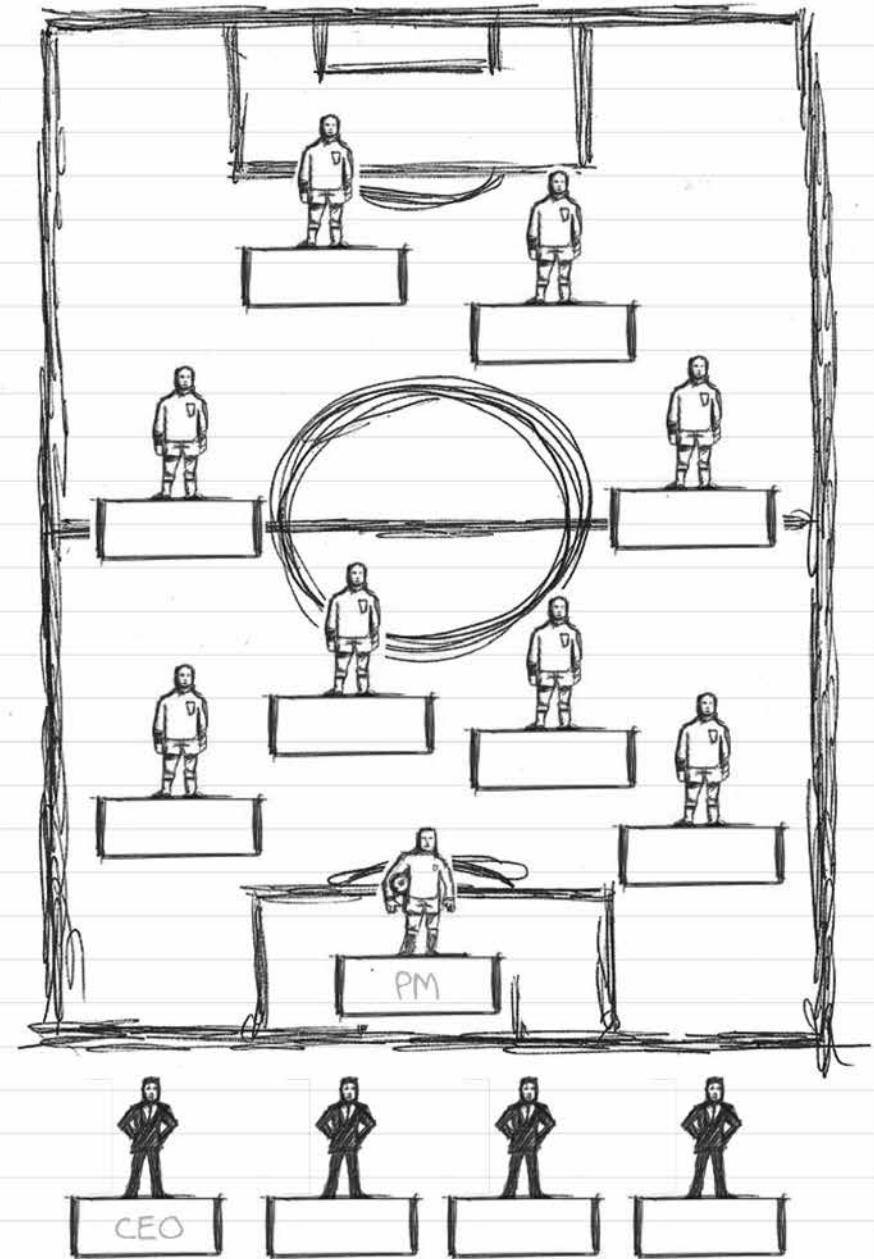
When a project depends on stakeholder support, it only takes one person not playing the game to make the difference between a win or lose result. Failure to have everyone in the right position, with no gaps, providing their contribution to the project can ultimately stop even the simplest goals being reached.

A well-managed team, with everyone playing their part together will lead to a project coming in on time and on budget, possibly even under budget and ahead of schedule. Morale will stay high and the entire business more excited and confident about the results that can be achieved.



Who are the key players in your project team?

Fill in the names of your winning team - The CEO, the project sponsor, the stakeholders, the project manager, the other key players - you could even draw arrows to show how they are interconnected.



Nine Feet Tall can often provide the missing link in a project team, helping everyone push forward and move in the right direction towards the agreed goals. If your team has any skills gaps, it pays to use a highly capable player with a proven level of project success time and time again.

Is your message really getting through?

Is it being clearly heard? Do your people know what is going on? Is your communication reaching the right people at the right time and do they provide the right response?

All major projects are communications critical. When communication dries up on a project so do the chances of a successful outcome. People who are no longer communicating could be hiding a problem, feel overwhelmed or simply lack an understanding of where the project is at that time. This is when communication is more important than ever.

Clear, timely and relevant communication not only engages the business in the project but also makes the entire project move more steadily forward to the desired result. Good communication also means everybody from board level right through to the front line are kept informed, engaged and connected at all times, and in a format that works for them wherever they are.

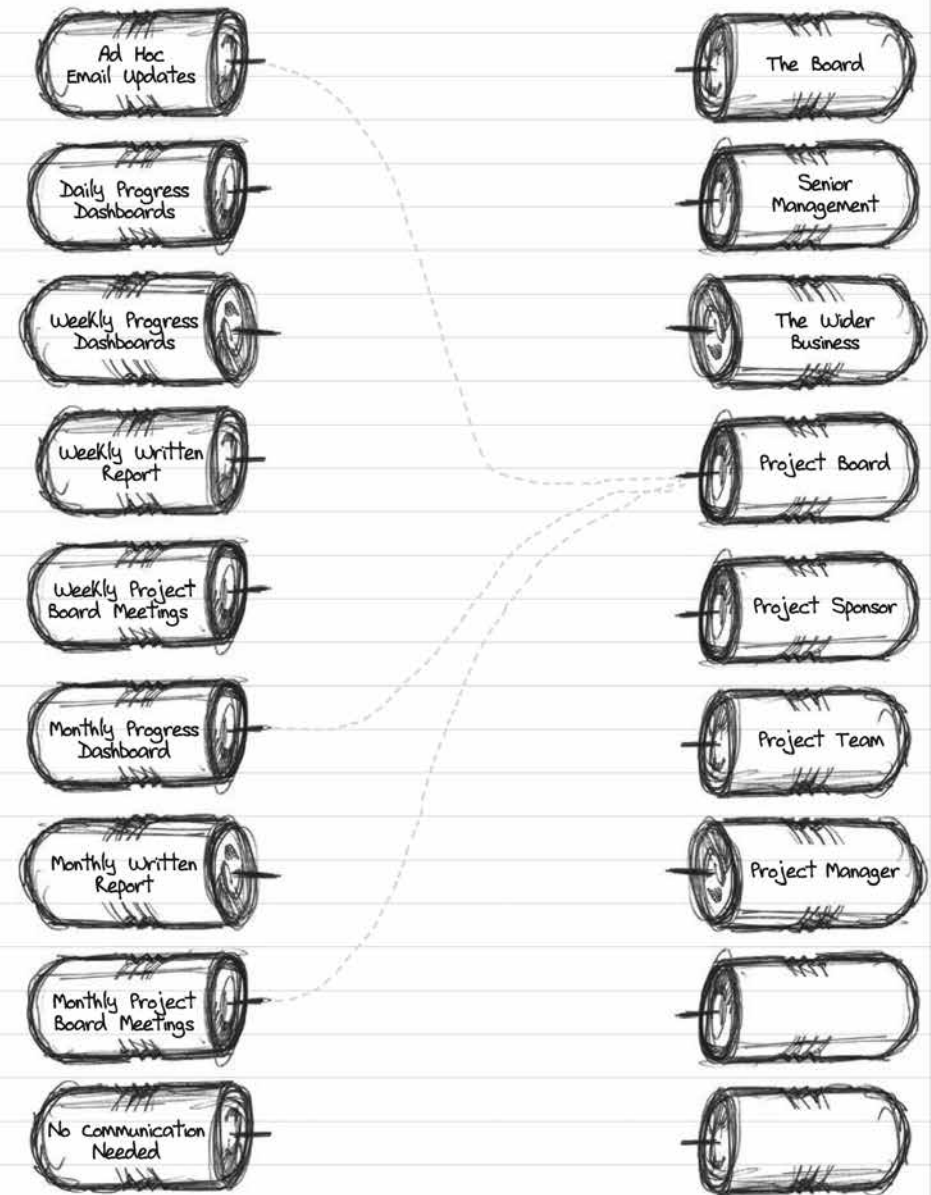
Prevent hearsay – it's time to be heard loud and clear...

Are your communications reaching the project team in the most clear and relevant way?

Fill in the other positions of who you are talking to and then complete the lines of communication by drawing single or multiple lines from the 'how' cans to the 'who' cans...

How are you talking?

To whom are you talking?



Nine Feet Tall has developed a suite of tools that are a perfect fit for delivering clear project communication. We can help you recognise when communication is drying up and can help ensure that people at all levels remain engaged meaning the project always stays on course from start to finish.

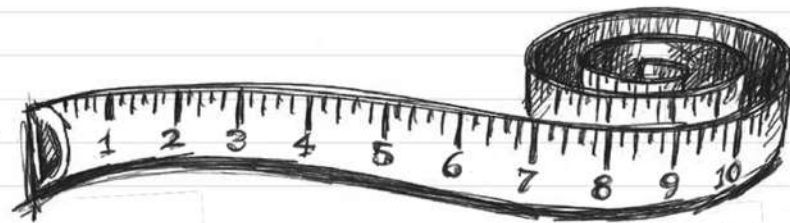
Is your project match fit?

Your project is nearing completion but are your people poised and raring to go live? Are all the processes and responsibilities clearly defined?

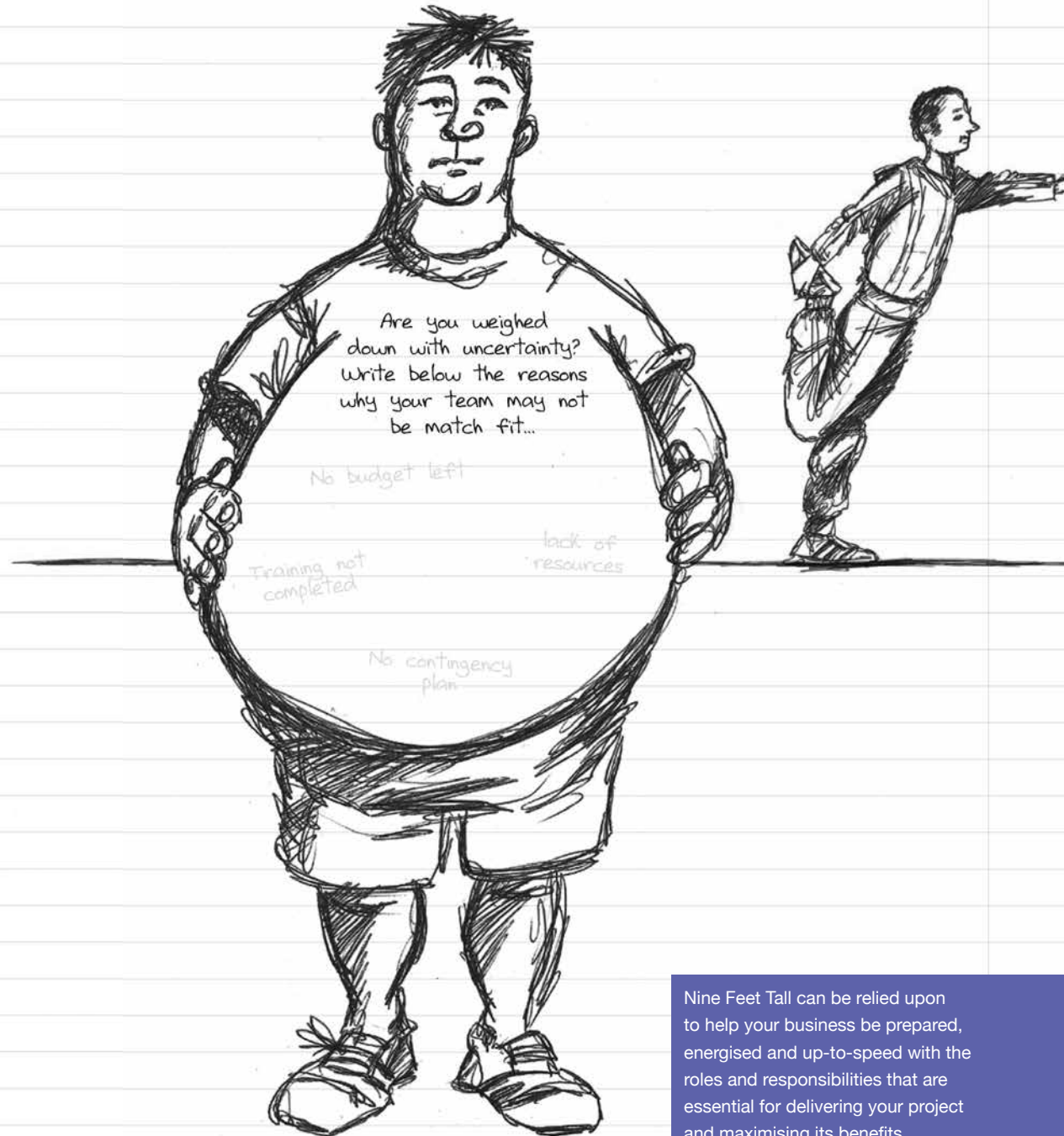
When a project is unfit, there's almost no point in trying to take it live. It's often the result of project team members not pulling their weight or unaware of their responsibilities. An unfit project simply won't have the stamina needed to run the course or even get out of the starting blocks.

Being match fit relies on a positive attitude, shared approach and meticulous preparation. By ensuring everyone is clear about the new ways of working, their roles, responsibilities and by offering the support they need the project can go live with the energy, momentum and confidence it needs to succeed.

On your marks. Get set...



What shape is your project in?
Mark on the tape how you think your
project measures up...



Nine Feet Tall can be relied upon to help your business be prepared, energised and up-to-speed with the roles and responsibilities that are essential for delivering your project and maximising its benefits.

How do you measure success?

Over the life of your project you've invested time, money and resources. So, what do you and the stakeholders expect back in return? How and when will you make the measurements? And when is it time to celebrate?

Defining the goals of a project is one thing, achieving them is altogether more difficult. A project may deliver a single benefit or multiple benefits so knowing how to measure is key to your project's success. Surprisingly a large number of projects never reach a conclusion, losing sight of the benefits along the way.

When a project delivers what it set out to achieve then it should be celebrated in a big way. Reaching a conclusion to a project with the desired benefits still in sight and being realised is certainly a great moment for all involved.



Nine Feet Tall can help companies focus on the benefits that will come as part of their project, and help ensure that a project stays on track to deliver the desired results.

Lessons Learnt...

You've done your homework and the project is live, but what lessons did you or should you have learnt along the way? Was it a great success or is there more work to be done? Complete the questionnaire opposite to discover more...

- 1. Are all your current projects on track?**
 - a. Everyone's a winner
 - b. Fair to middling
 - c. The going is heavy!
- 2. Do you know where you're all heading?**
 - a. Our vision is crystal clear
 - b. We're slightly out of focus
 - c. We're In the dark!
- 3. Do you really know how much things cost?**
 - a. Yes, down to the last penny
 - b. We're probably on budget
 - c. We're doing the washing-up!
- 4. Are you achieving the right balance?**
 - a. We're perfectly balanced
 - b. We're wobbly but still there
 - c. We've crashed onto the floor!
- 5. Do you have a well thought-out plan?**
 - a. We know where we're going
 - b. We'll get there eventually
 - c. We've totally lost our way!
- 6. Have you got the right people on your side?**
 - a. We're all pulling together
 - b. They're mostly with me
 - c. I'm on my own!
- 7. Is your message really getting through?**
 - a. Loud and clear
 - b. Slightly muffled
 - c. Say again?
- 8. Is your project match fit?**
 - a. Fighting fit
 - b. Short of breath
 - c. Couch potato!
- 9. How do you measure success?**
 - a. Bottle of Champagne
 - b. Bottle of Cava
 - c. Bottle of Tizer!

Your results...

Mostly A:

Your project was a resounding success, but don't forget there's always something to be learnt so you can apply the best principles to your next challenge. Let's have a coffee and talk about how Nine Feet Tall can help you achieve even greater results on future projects.

Mostly B:

Your result was fairly average, but not for lack of trying. Many businesses only analyse their successful projects but it pays to look at how less successful projects could have gone better too. Give Nine Feet Tall a call and let's see where we can help your business achieve more.

Mostly C:

Ouch! That project didn't go well but nobody's pointing any fingers ...yet! Our kettle is always on - let's have a chat about how Nine Feet Tall can help your next project be a great deal more successful.



**My thoughts
and questions...**



More thoughts
and questions... 

**Have any questions?
We would love to hear from you.**

Drop Esther a line at
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