

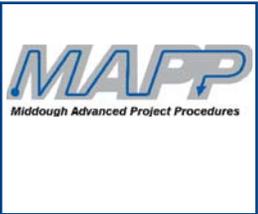
## 8 Project Management Tools for Building Success

Project management at Middough spans from small consulting assignments in an owner representative role to full EPCM of large process industrial projects. Regardless of the project type, size, or delivery method; use of the following tools builds our foundation for project success.



### 1. Organization Chart

Projects are only as successful as the collective team performing the execution. Crafting the org chart and annotated roles and responsibilities of both Middough and the Client, helps the project team understand the reporting hierarchy, as well as the expectations and commitments. Draft it early, agree to it, maintain it, and share it throughout project progression.



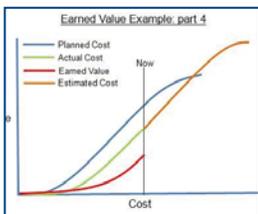
### 2. Project Execution Plan (PEP)

The PEP is developed from the proposal stage and is gradually finalized prior to project kick-off. Every project, regardless of the size, needs a written plan. Identify the project delivery method and draft the plan accordingly with input from all the key project stakeholders.



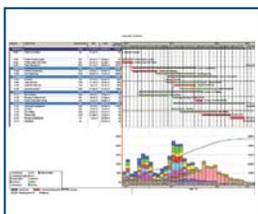
### 3. Goals Charter

Formally creating a one page document defining success for the Client and Middough is invaluable. The PM works with the project stakeholders including management, executive leadership, end users, operations, and maintenance personnel to define the goals for success. Remember to include safety and quality metrics, in addition to scope, schedule and cost.



### 4. Financial and Project Reporting

PMs must clearly understand the business objectives of Middough and the Client. Agree on the project reporting deliverables and change management process, follow the execution plan, track the progress and have regular financial communications. Middough's standard EPR, DTSR and MAPP-based reports are essential tools.



### 5. Integrated Project Schedule

Like the charter and execution plan, the schedule needs to be developed and maintained with input from all stakeholders. Tying the activities properly with predecessors and successors at an appropriate level of detail, and understanding the critical path is crucial for the entire team. Maintain it and use it regularly for decisions and control, to learn what needs to be expedited, to understand how a single deliverable might affect the whole project, to forecast cashflow, and to help build accountability with the entire team.



## 6. Contract

The contract is the PMs friend and the project should be managed with it. By using the contract as a tool, PM and the Client can together more easily manage the required notifications, document submissions, change control, liability, and collectively prepare for successful project completion.



## 7. Risk Analysis

Before finalizing the proposal and prior to the preparation of the project execution plan, make the time to draft the risk analysis. All projects have risk and they are not typical. Survey the team and document the identified risks. Middough and our Clients must calculate the estimated severity and potential financial impacts, and develop the mitigation strategy and contingency plan together.



## 8. Continuing Education

At Middough we take time to learn and use our defined project management work process, MAPP, coupled with training through Middough University to “keep the saw sharp”. Not only does this continuing education help the individual PM, but it also helps the collective Middough project execution process.

All of the tools we utilize during project management help ensure Client success. From proven methodologies to industry experience, Middough delivers predictable results in sometimes unpredictable environments. Let Middough show you how to make your next project a success. For more information, send an email to [contactus@middough.com](mailto:contactus@middough.com).