UNLOCKING PROJECT SUCCESS
QUESTIONS THAT EVERY PERSON ON A PROJECT SHOULD BE ASKING

CUSTOMER VALUE

1. Who is this project for and how is it serving them?
2. Am I clear on the requirements?
3. Am I clear on the desired outcomes?
4. Is it clear why these outcomes matter?
5. What is missing that we can surprise and delight our client with?

EFFECTIVE COMMS

1. Is my communication style simple with language that can be easily understood?
2. Are my emails well laid out with clear bulleted or numbered points?
3. Is there a lot of "noise" happening on our internal project channels I need to fix?
4. Is there jargon I need to get dumbed down to really understand what "this thing" does?
5. Is my tone in my communication style helpful?

OPERATIONAL EXCELLENCE

1. Do I follow our "jointly agreed to" internal processes?
2. As a team are we double-checking our work?
3. Am I proud enough to share this work with our founders?
4. What best practice checklists are being followed?
5. Does this project have the potential to scale?

SPEED DELIVERY

1. Could collaboration help speed things up?
2. Are we missing any automation or AI tricks?
3. Is everyone informed of timings?
4. Is anybody waiting too long for something? What can I send them so long?
5. Do I understand the time required to deliver this kind of work and can I easily explain this?

COLLABORATION

1. Do we have the best mix of talent and is the collaboration working?
2. Are the right decision-makers in this meeting?
3. What can I do to help to get people on this project to collaborate better?
4. Is everybody on this project getting a chance to engage and voice opinions?
5. Are the debates ending up healthy?

EMPOWERMENT

1. Do I need to help others on my team?
2. Am I making time for online research?
3. Is there somebody who may have done something similar who I can lean on for some "tips" to help accelerate this?
4. What knowledge from this project can I jot down "simply" for others to benefit from?
5. Am I easily able to share this knowledge with others?

EMBRACING CHANGES

1. Does the change still fit to the project goal/strategy?
2. Have I considered the cost implication for this change?
3. What other moving parts are going to be affected by this change (s)?
4. What is the best way to tackle this change?
5. Will the change required go quicker with a new team or same team or doesn't it matter?

GOOD METRICS

1. How are we measuring project success?
2. Come the end of this project will success measures be clear to see? What needs to be measured ongoing?
3. Are we on track to deliver on this project? How do I know? Have we broken this project down into sizeable "delivery" chunks so we can measure momentum on this project?
4. How will we celebrate goals reached?
5. Is there a solid commercial plan for this project?

SIMPLICITY

1. Is there too much detail here? What can we simplify?
2. Could this long document simply be a simple checklist?
3. Can we spice up this document to include visuals/colours to explain it better?
4. Have we got "just enough" processes in place and ways of working with our "task tools" that it feels easy enough to manage?
5. How can I explain this more simply?

STEADINESS

1. As a team are we super focussed and not fumbling about?
2. Are the project meetings running on time and are the agendas and action items clear?
3. Is our technology helping us and not slowing us down in our delivery?
4. Is there a good work flow vibe?
5. Are there only essential interruptions happening to allow people to produce?

SELF ORGANISATION

1. Do I know this project inside out?
2. Am I prepared and do I show up on time for my meetings?
3. Am I clear what I am accountable for and what others in the team are accountable for?
4. Am I instilling confidence with our client that we have "got this"?
5. Am I managing my timelines and actions?

CONTINUOUS IMPROVEMENT

1. What are we doing right - how can I ensure we keep doing this?
2. What didn't go so well, what specific actions can we put in place for next time?
3. What great things are other people doing on their projects that I can apply to mine?
4. What am I noticing about my team and their general "well being", does anybody need elevation, motivation?
5. Have I thought about how this project could fail to make sure we do the opposite?