

Twelve Steps to Managing a Project Successfully

	Planning
	1. Define the project.
	2. List the tasks.
	3. Plan the running order.
	4. Add contingency.
	5. Consider crashing.
	6. Make a Gantt chart.
	7. Calculate resource requirements.
	8. Assess risks and prepare action plans
	Action
	9. Monitor progress using the Gantt chart.
	10. Monitor costs.
	11. Readjust your plan.
	12. Review.

		12-Feb-20	17-Feb-20	22-Feb-20	27-Feb-20	3-Mar-20	8-Mar-20	13-Mar-20	18-Mar-20	23-Mar-20	28-Mar-20	2-Apr-20	7-Apr-20	12-Apr-20	17-Apr-20	22-Apr-20	27-Apr-20	1-May-20	7-May-20	12-May-20	17-May-20	22-May-20	27-May-20	1-Jun-20	6-Jun-20	11-Jun-20	16-Jun-20	21-Jun-20	26-Jun-20	1-Jul-20	6-Jul-20	11-Jul-20	16-Jul-20	21-Jul-20	26-Jul-20	31-Jul-20	5-Aug-20	10-Aug-20	15-Aug-20	20-Aug-20	25-Aug-20	30-Aug-20			
Choose country	Sawai	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	861		
Get permit	Praveen	6	6	6	6	6	4	0	0	0	0	0	0	0	0	0	0	0	5	4	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30
Purchase site	Gaurav																																												8
Modify building	Deepesh																																												15
Install furniture	Hrushikesh																																												153
Open	Abhishekh																																												22
Find site								6	6	12	12	6																																	42
Hire manger	Sawai																																												48
Buy furniture	keshav						4	12	12	12	4	4																																	10
Hire staff	keshav																																												52
		6	6	6	6	6	4	4	18	18	24	16	10	0	0	0	0	0	5	4	0	0	6	0	0	0	0	0	0	4	12	12	12	15	15	27	32	30	30	22	11	9	10	380	