



## "Practical Problem-Solving Advice for Publishers"

### McHugh's Sixteen Tips on Project Management

© 2017 by John B. McHugh

Serving as the Interim Publisher of the Project Management Institute taught me the value of project management techniques. These techniques pay rich dividends when used in a variety of publishing settings, from starting a new custom publishing service to creating a new periodical to purchasing and implementing a new software system. Important terms are in italic, which are defined in a glossary at the end of this paper. Your project will go smoothly if you keep in mind these 16 tips:

- Define the *scope* of the project.
- Define the *deliverables*.
- Secure project approval and support from top executives.
- Make adequate resources available.
- Appoint an experienced project-management leader and select team members.
- Identify team responsibilities and hold team members accountable.
- Write a detailed project plan that includes *milestones*.
- Build performance measurements into the plan.
- Schedule realistically.
- Identify risks and have a risk-management plan.
- Monitor *scope creep* (expansion of original scope of project).
- Implement a tracking mechanism to monitor progress and to measure deviation in schedule.
- Solicit topics from team members for future meetings.
- Prepare an agenda for each meeting and distribute the day before.
- Write and distribute the minutes from each meeting.
- Troubleshoot and revise the plan as internal circumstances change.

**Deliverable** [Output/Input]. Any unique and verifiable *product, result*, or capability to perform a *service* that must be produced to complete a process, phase, or project. Often used more narrowly in reference to an external *deliverable*, which is a deliverable that is subject to approval by the project sponsor or customer.

**Milestone.** A significant point or *event* in the *project*. See also *schedule milestone*.

**Scope.** The sum of the *products*, *services*, and *results* to be provided as a *project*

**Scope Creep.** Adding features and functionality (*project scope*) without addressing the effects on time, *costs*, and *resources*, or without *customer* approval.

**Schedule Milestone.** A significant *event* in the *project schedule*, such as an event restraining future work or marking the completion of a major *deliverable*. A schedule milestone has zero *duration*. Sometimes called a milestone *activity*. See also *milestone*.

**Terms reprinted from *Glossary of Project Management Terms.*, (PMI Project Management Institute, Newtown Square, PA, 19073-3299) © 2017. <http://www.pmgloss.com/>**

## Contact Information

Contact: John B. “Jack” McHugh  
 Phone: **414-351-3056**  
 Email: [jack@johnbmchugh.com](mailto:jack@johnbmchugh.com)  
 Website: <http://www.johnbmchugh.com/>  
 LinkedIn™ Profile: <http://goo.gl/cR51Dq>  
 Association and Nonprofit Publishing LinkedIn™: <http://goo.gl/xepxo2>  
 Self-Employment Forum LinkedIn™: <http://goo.gl/oJWZ8M>  
 Website: <http://www.self-employmentadvisor.com>

PM 5 —1/29/17 VH. 10/23/17 JM, BK, JAF