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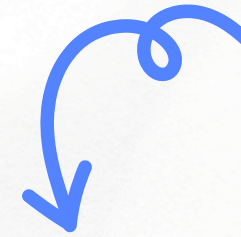
PROJECT MANAGEMENT SKILLS DEVELOPMENT FOR SMALL TEAMS





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DEFINING YOUR PROJECT



- **Project Goals**

Clearly define what the project should achieve (specific outcomes and success criteria)

- **Scope**

Outline what's included (and excluded) in the project to prevent scope creep

- **Stakeholders**

Identify who is involved or impacted (team members, clients, users) and their expectations

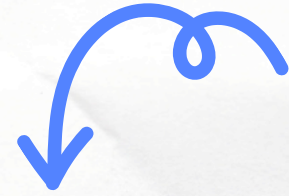
- **Alignment**

Ensure the whole team agrees on the goals, scope, and stakeholders from the start





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WHAT IS PROJECT MANAGEMENT?

APM What is project management? Share

What is
Project
Management?

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PROJECT LIFECYCLE

- **Initiation**
Define the project's purpose, feasibility, and main objectives (the "why" of the project)
- **Planning**
Break the project into tasks, create a timeline, and assign resources/responsibilities
- **Execution**
Carry out the project plan and produce deliverables (the team works on tasks)
- **Monitoring**
Track progress and performance, manage changes, and keep stakeholders informed
- **Closing**
Finish all tasks, deliver the final product, evaluate outcomes, and document lessons learned





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HOW TO BREAK DOWN A PROJECT INTO MANAGEABLE TASKS

- **Understand the Task:** Thoroughly understand the task. What is the end goal? What are the requirements?
- **Break It Down:** Divide it into smaller, manageable parts.
- **Sequence the Tasks:** Determine how these smaller tasks should be completed.
- **Estimate Time:** For each small task, estimate how long it will take to complete.
- **Prioritize:** Prioritize the tasks based on their importance, deadlines, and dependencies.
- **Plan for Breaks:** Remember to schedule short breaks between tasks.
- **Track Your Progress:** Keep track of your progress as you work through the tasks.
- **Review and Adjust:** Regularly review your task list and progress. Adjust your plan based on priority changes, unexpected obstacles, or tasks taking longer than expected.



TASK PRIORITIZATION METHODS

The **MoSCoW** method is a simple technique for prioritizing tasks where you assign every task on your to-do list to one of four categories:

- **M – Must do:** M tasks are things you absolutely have to do.
- **S – Should do:** S tasks are things you should do, but they're a lower priority than M tasks.
- **C – Could do:** C tasks are nice-to-dos. You'd like to do them, but if you don't, it's probably not a big deal.
- **W – Won't do:** W tasks are things that just aren't worth doing.

The MoSCoW method of prioritisation

BiteSize Learning



Must have

Absolutely essential elements that must be included at any cost.



Should have

Important elements that should only be omitted with careful consideration.



Could have

Desirable elements that would ideally be included if resources allow.



Won't have

Elements that are out-of-scope, unfeasible or actively counterproductive.

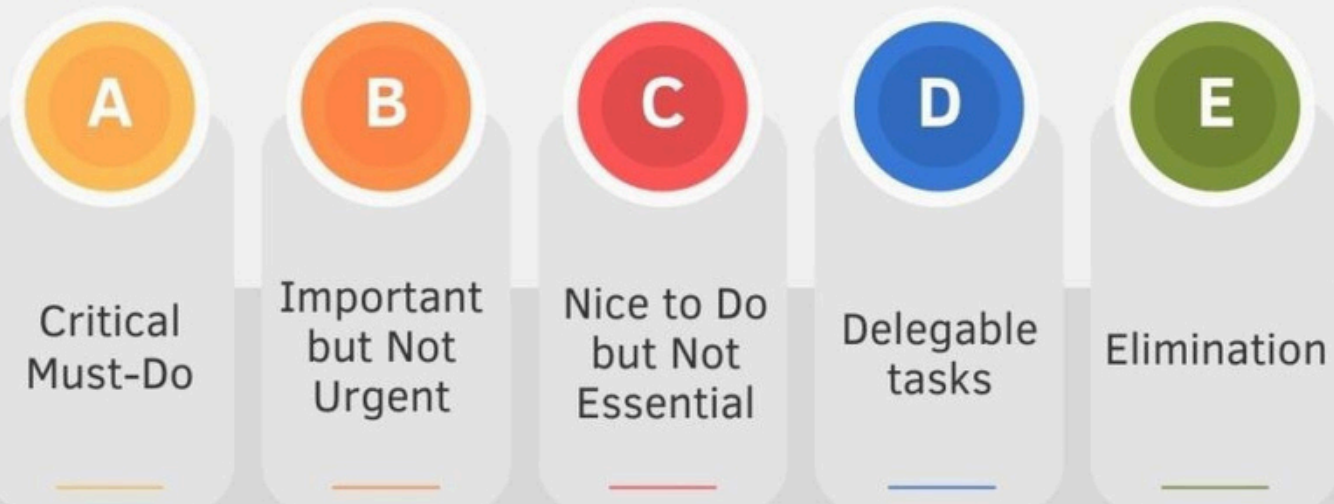
TASK PRIORITIZATION METHODS

ABCDE method

Similar to the *MoSCoW* prioritization technique, the **ABCDE method** gets you to assign each task on your list into a category:

- **A tasks are things you must do.**
- **B tasks are things you should do.**
- **C tasks are nice-to-dos.**
- **D tasks are tasks you should delegate to someone else.**
- **E tasks are tasks you should eliminate.**

The ABCDE method of prioritization



The **ABCDE method** expands on the *MoSCoW* method by prioritizing tasks you need to do and identifying the ones that can be done by someone else.

SIMPLE TOOLS FOR SMALL TEAMS



- **Trello / Asana:** Kanban board tools for visual task tracking and team progress at a glance
- **Google Calendar:** Shared calendars to schedule deadlines, meetings, and reminders for the team
- **Notion / Google Docs:** Simple platforms to document project plans, share notes, and collaborate in real-time
- **Gantt Charts:** Visual timelines (even a basic Excel or Google Sheets Gantt chart) to map out task schedules and dependencies





MANAGING TIME & RISK IDENTIFICATION

- **Roles & Responsibilities:** Clearly define who is doing what – even in a small team, assign owners for each task to avoid confusion
- **Time Management:** Use techniques like time blocking or Pomodoro to help team members make the most of their limited time
- **Risk Identification:** Discuss potential challenges or risks early (e.g. tight deadline, scope changes, resource gaps)
- **Risk Mitigation:** For each major risk, have a simple plan or backup idea to handle it if it occurs
- **Communication:** Keep open communication so team members can quickly report issues or delays and adjust as needed



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MONITORING PROGRESS & DELIVERING RESULTS

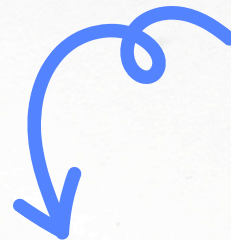
- **Track Status:** Monitor task progress with a simple tool or checklist so everyone knows what's done and what's pending
- **Regular Check-Ins:** Hold brief check-in meetings (e.g. weekly or daily stand-ups) to update on progress and address blockers
- **Adapt as Needed:** Be ready to adjust timelines or re-prioritize tasks if the project's situation changes (stay flexible)
- **Quality Check:** Ensure deliverables meet the required standards and project goals before final delivery
- **Stakeholder Feedback:** Upon finishing, confirm the results with the client or stakeholders to make sure they're satisfied with the outcome





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COMMON CHALLENGES IN PROJECT MANAGEMENT



Most Common Project Management Challenges

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Balancing PROJECT
TIMELINES

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10 TIPS & TRICKS FOR SMALL TEAMS

1. **Confirm capacity before taking up new projects**
2. **Set expectations early**
3. **Add milestones to your schedule**
4. **Manage risks**
5. **Ensure smooth project communication**
6. **Invest in team collaboration tools**
7. **Strive to improve task completion quality**
8. **Balance your team's workloads**
9. **Continuously track progress**
10. **Request feedback and evaluate project performance**





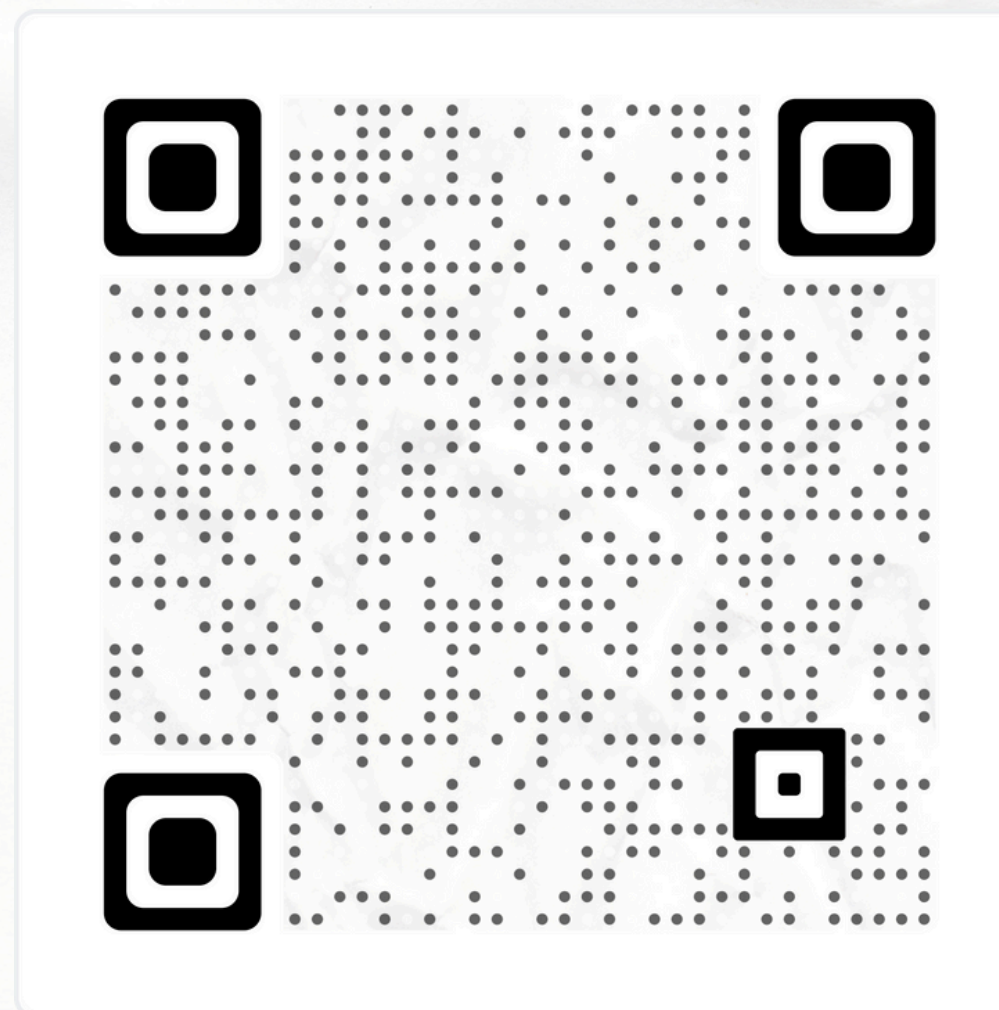
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WHAT TYPE OF PROJECT MANAGER ARE YOU?



There are no right or wrong answers in the test. There is no need to provide personal data to obtain results.



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ANY QUESTIONS?





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THANK YOU

