

# BLUEHAT



## **SIMPLE TRICKS WHEN MANAGING CHANGES**



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## FIRST TRICK

Things never go to plan in a project. Never forget that. So, you better be prepared to deal with changes which will naturally occur during the course of your project. And that is fine.

### **Don't confuse Change and Changes!**

Change is what you bring into your organisation to do things differently (after a project for instance) whereas Changes and things that happen during a project which require management and action to deal with.

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## SECOND TRICK

Always look at the impact of a Change as soon as it happens.

Look at the impact  
on your budget,  
on your schedule  
and on the rest of the project itself  
*(how it affects your team or your suppliers for example).*

Put aside a Change Budget to pay for things that you did not anticipate as they happen during the project. It is also a good idea to define what you would be prepared to pay extra for and what you would not sacrifice extra budget for.



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## THIRD TRICK

You could define Changes as **something that happens and was not planned and requires an action/correction.**

A good idea is to categorise Changes according to what works best for you and your organisation. There are many ways you could do this.

The following is only one possible suggestion:

- New requirements added by a user
- Improvements that could make the outcome better
- Errors in a deliverable that needs correcting
- Problems that need to be solved

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## FOURTH TRICK

Always embrace Change. They could lead to opportunities, new possibilities. They may even enable a better result at the end of your project.

Never cease to view Changes with a positive perspective and see beyond the event itself.

Improvements can cost more than the benefit they yield. Define clearly (and be tough with yourself) what is really worth adding to the project and reject firmly what is not. Don't forget things not done now can always be done later (even after the project).



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## FIFTH TRICK

Always record Changes in a notepad or in a log so that you can follow them during the course of the project but also analyse them at the end of your project so you can learn from them.

This may help you to improve your next project by being able to foresee the future based on the experience you have accumulated.

These are invaluable and are really worth analysing.

In fact, when starting a new project, I invite to look at your previous logs to see if they can help you prepare it on sounder foundations.

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## REMINDER



Things never go to plan so plan for the unexpected

Look at the impact of a Change on Schedule and Budget

Never ignore Changes and act swiftly

Embrace Changes as they are full of potential to do better

Record and analyse Changes to improve the future

## ESSENTIALLY



First reflex is to RECORD the Change as soon as you discover it.

You can still analyse it later but if you don't record it, you'll quickly forget about it.

Then analyse what you can do about it and how it would impact your project.

Who would pay for it and how would we correct the situation.

Also verify if the situation would bring you out of tolerances

in which case you would be in Exception and you would add a further path for reporting that separately.

DO put your actions in place without which the whole thing would have be useless.

# ACTION PLAN

## before the project

Find records of previous projects on what Changes occurred and if they can be prevented (if negative impact) or if they can be generated (if positive impact).

Take any previous experience of Changes happening as an opportunity to better plan your project

## during the project

Note and communicate any Change as soon as they happen. Log them first, you can always analyse them later (but don't wait too long before taking action).

Define the action you need to take, analyse the impact and decide quickly on what is required so you can put a correction in place (if needed).

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## after the project

Analyse what went well as what went badly. Make a record of EACH Change as a reference for the future.

Communicate your experience with others as it will make your team stronger.

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**LIST THE KEY PROBLEMS YOUR PROJECT FACE**

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**EXPLAIN THE ACTIONS YOU HAVE TAKEN IN RESPONSE TO EACH**

# ABOUT US

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BlueHAT delivers courses, coaching and consulting related to Project, Programme, Portfolio and Risk Management in view to enable organisations to bring Change and allow for deep Business and Personal Transformation. Our goal is to elevate the owners of businesses and help them become Leaders.

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