

Sample Project Ground Rules

Right to have a project plan

All project team members have the right to ask where is the plan and what are my tasks.

Assignments are reasonable

Project managers reality check assignments and time-lines with each assignee before the plan is finalized.

Overall project plan is reasonable

All project team members (and others with tasks to complete on the project plan) are consulted about the reasonableness of the plan prior to the plan being submitted to management for approval.

Project plan is complete

All project team members have the responsibility to notify the project manager of tasks or dependencies they believe are missing (or other needed changes to the plan).

Project manager ultimately responsible for plan

Due to business (or other) considerations, the project manager may be required to develop and follow a project plan which calls for an aggressive implementation schedule.

Team leaders of all with project assignments have the plan

Project manager is responsible for ensuring project plans which include assignments for a member of a different home team than that of the project manager are made available to the home team leader (in addition to being given to the project team member).

Responsibility for monitoring interdependent tasks is known

Within each project, there needs to be explicit understanding whose responsibility it is to monitor the status of interdependent tasks assigned to different people or teams. This is to ensure that changes in timing/deliverables of the predecessor tasks are communicated on a timely basis to those responsible for successor tasks.

Potential schedule slippage is made known

Project team members have the responsibility to notify the project manager of any potential difficulties in meeting the schedule for any of the team member's assigned tasks as soon as it is known by the team member.

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Workload conflicts are identified

Each project team member is responsible for ensuring anticipated workload conflicts with other assignments are brought to the attention of the project manager and their home team leader.

Follow Project Management Process

Project manager and project team members agree to follow the AIS Project Management Process to guide the project.