



*The Project Management Edge*

## **Worksheet 1: Select your project**

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Using these worksheets (starting here with the first one), you can take what you are reading and apply it to a real-world project.

You are in control. You can work on the things that you want to work on, and apply the project management edge in ways that make sense for you.

This is a hands-on approach that allows you to accomplish good things for your project as you read. You also get instant feedback on what works and what doesn't, so you can adjust as needed. But most important is the hands-on learning experience that will serve you on every future project.

### Instructions

As a first step, please select a project to work on. Make it something from your work or personal life that is important to you.

You are going to make it happen. I will supply the methods and tools, to give you a simple and hopefully enjoyable way to bring these practices to life on your project.

1. Create a blank "My PM Edge Worksheets" folder.
2. Complete this worksheet, and save it in your 'My PM Edge Worksheets' folder with your initials in the file name.
3. You now have a project to work on. Keep reading and lead that project like a professional.

**Project Name:** {Give your project a name.}

**Project Description:** {Write a concise overview of your project. State the purpose, the key people involved, what you expect to end up with when you are done, and the benefits the project will bring.}

**My Role in the project:** {What are you responsible for, from start to finish?}

**Project Success Criteria:** {How will you confirm that the project has fulfilled its' purpose, and is in fact done? Be as accurate and specific as you can be. Metrics (something you can measure) work well here.}