

# Project Considerations

Unit R012 - Understanding tools, techniques, methods and processes for technological solutions

# Introduction

- One of the tasks of the Initiation phase is to set clear objectives for a project, to ensure its success.
- Which types of objectives are used will depend on the product being created. The main types of objective are:
  - **SMART** targets
  - **User Requirements**
  - **Success Criteria**
  - **Constraints/Limitations**

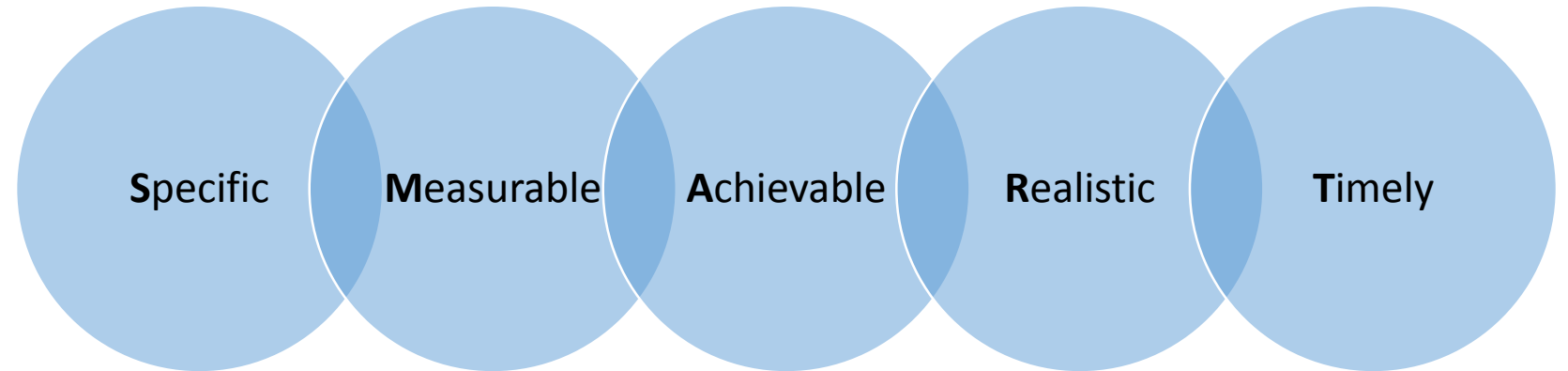
# Introduction

- It is important to set **objectives** for any project as it allows the project to be **measured** against them following its **completion**.
- If the **objectives** are **not** being met then the project may be **delayed** or **stopped** to allow for time to go back and to **rectify issues**.
- **Correct objectives** allow:
  - Full **met requirements**
  - **Nothing** to be **omitted** from the project

# SMART Targets

• SMART stands for:

- **Specific**
- **Measurable**
- **Achievable**
- **Realistic**
- **Timely**



# SMART Targets

- SMART stands for:
  - **Specific**
    - Ensure targets are **clear** so that they are easy to monitor and measure success against.
  - **Measurable**
    - Targets should be **measurable** so the project manager can **judge** whether they are being achieved.
  - **Achievable**
    - Targets must be able to be **met**, otherwise the project would fail instantly.
  - **Realistic**
    - A **realistic** target is one that the project manager and team are able to work towards and **achieve**.
  - **Timely**
    - Add a **timescale** to the target so that the project doesn't just keep going.

# User Requirements

- **User requirements** are **criteria** put forward by the **client** that they wish to have **included** in the final **product**.
- It is **important** that in each **phase review**, the **requirements** are **referred** to as part of the **monitoring** of the product.
- If the **requirements** are **not** being **met** at any point then **changes** need to be made to ensure that they are doing the right task.

# Success Criteria

- The project needs to be **measured** against a **series** of **criteria** to see whether or not it has been **successful**.
- Again, if the success criteria are not defined clearly then how can you measure whether or not the project is successful?
- They should be measurable and allow the **project manager** to **review progress** towards them at each phase review.
- If they are **not realistic** and/or relevant then the **project** will **probably fail**.

# Success Criteria

- Examples of success criteria that could be used are:
  - Target audience
  - Colours/Font to be used
  - Hardware platform that the product is to be installed on
  - Software platform that the product created with
  - How the product is to be accessed (Network/Cloud)
  - Components to be used
  - Input and output formats.



# Constraints/Limitations

- Some of the constraints or limitations will be provided by the client. These might cover:
  - **Time**
  - **Resource**
    - Budget / Hardware / Software
  - **Regulations/Laws**
    - DPA / CMA / Copyright
  - **Security/Risk Management**
    - Physical Methods / Logical Methods
  - **Mitigation of Risks**