

# PROJECT DEVELOPMENT SEQUENCE

## 12/7/11

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### NEWEST TRG LEADERSHIP TOOL

"Practical Means for Dealing with Difficult Times"

This section of our site features business tools and planning considerations designed to assist leaders for whom "just keeping up" is not good enough. These notes focus on sequences of thought and action intended to enhance the positioning of your group, both on a long and short-term basis.

Each week additional sets of Tools on a wide array of business subjects will appear. Your input is requested as to which Tools might be of interest to you. Requests will NOT create any form of obligation on the Reader who makes the suggestion, but will help us understand which subjects are of general interest.

Please check back weekly to review the next tool. Visit our [LEADERSHIP TOOLS ARCHIVE](#) for previous tools.

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### BACKGROUND

- In order to assure that projects of all types are appropriately initiated and correctly managed, it is most valuable to run their development in similar fashion to establishing a corporate strategic plan, only potentially on a lesser scale.
- The order of development and techniques engaged are similar, only the depth of resources involved and time devoted should vary.

### CENTRAL SUPPORT

- Master Prioritization (To be applied to all Areas of Focus)
  - Immediate Needs of All Kinds
  - Generally Near Term
  - Eventual (But with a Date Certain)
  - Eventual (Target Date Not Specified)
- Executive/Leadership
  - Initial Identity and Role
  - Progressive (Targeted)
- Staffing (To be established at Initiation)
  - Common Standards
  - Individual Targets
  - Recruiting with related Training/Orientation
  - Cross Training

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### PLANNING (Requirements and Methods)

- Task and Element Focused Teams
  - Formation
  - Scheduling
  - Common (Mandatory) Protocols
- Use of the ExCo and the BoD
- The Foundation
  - Plan
  - Independence vs. Integration
- Common Planning Formats
  - Leader Training
- Working Sequences (including integration to both near term and full Calendar)

### FUNDING

- SPECIAL (Immediate Needs)
  - Levels
  - Means
- Adjusted Budgeting
- Sponsorships
- Licensing
- Activity-related Funding Plan
- Endowment(s)
- Bequests

### REPORTING

- Intended vs Actual Structure
- Requirements to Achieve
- Permanent (Basic) Protocols

### TRAINING AT ALL LEVELS

- Initiating
- Progressive Sequence

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### POSITIONING/PR

- NEAR TERM (IMMEDIATE)
- Sequence/Targets
- Methods

### CALENDAR

- Annual
- Monthly
- Task

### POLICIES

- Categories (Critical; Significant; General)

### OPERATING PROCEDURES

### GLOSSARY

For additional information regarding PROJECT DEVELOPMENT SEQUENCE, please visit our [Contact Page](#) and send us an Email or simply call us directly during East Coast business hours on our toll free number 1.800.97-REGIS (1.800.977.3447).