

Worksheet 2-1: Applying the 21 Practices to Your Project

Practice	Relevance (0-5)	Current Capability (0-5)
1. Define project success criteria		
2. Identify project drivers, constraints, and degrees of freedom		
3. Define product release criteria		
4. Negotiate achievable commitments		
5. Write a plan		
6. Decompose tasks to inch-pebble granularity		
7. Develop planning worksheets for common large tasks		
8. Plan to do rework after a quality control activity		
9. Manage project risks		
10. Plan time for process improvement		
11. Respect the learning curve		
12. Estimate based on effort, not calendar time		
13. Don't over-schedule multitasking people		
14. Build training time into the schedule		
15. Record estimates and how you derived them		
16. Use estimation tools		
17. Plan contingency buffers		
18. Record actuals and estimates		
19. Count tasks as complete only when they're 100 percent complete		
20. Track project status openly and honestly		
21. Conduct project retrospectives		