# SET UP FOR SUCCESS

" **I set up every project for success by clarifying the business context, deliverables, and resources.** "

**GUIDELINE**

# WHY IT MATTERS

**I SET UP EVERY PROJECT FOR SUCCESS BY CLARIFYING THE BUSINESS CONTEXT, DELIVERABLES, AND RESOURCES**

## Key Benefits

- ☑ Our team is more engaged and productive

- ☑ We're clear on how to contribute to the business

- ☑ We focus on key business priorities

- ☑ We make decisions that are aligned to our goals

- ☑ We have more autonomy to take action

# WHAT IT MEANS

**I SET UP EVERY PROJECT FOR SUCCESS BY CLARIFYING THE BUSINESS CONTEXT, DELIVERABLES, AND RESOURCES**

## As a Manager

I explain why our projects matter to the business. I clarify goals, deliverables, constraints, and resources so the team can own projects end-to-end.

## As a Team Member

I understand my business context and goals. I take charge of clarifying deliverables and project constraints so I can deliver on time and on budget.

# DO'S

✓ Clarify "why": the thinking behind decisions.

✓ Ask others to share their understanding of the "why."

✓ Break down objectives into smaller, more specific goals.

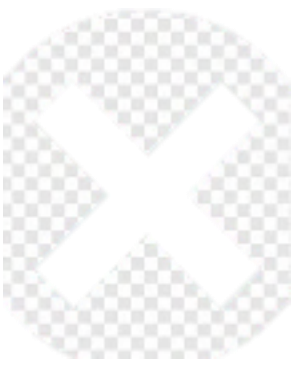✓ Be specific about what needs to be delivered by when.

✓ Identify constraints, solutions, and resources.

# DON'TS

Assume that everyone is clear on context and goals. Verify!

Pretend you understand when you don't. Ask!

Forget that priorities change. Reconfirm!

Rush to action if you're not clear about business goals.

Wait to be asked. Propose an action plan!