

**Órangescrum.**



**Project Management  
Practices & Habits of  
Successful Manager to  
Achieve Milestones**

## |Contents|

<b>Chapter 1:</b> 5 Project Manager Habits to Become Successful.....	<b>3 - 7</b>
<b>Chapter 2:</b> 6 Project Management Practices You Need to Blacklist.....	<b>8 - 14</b>
<b>Chapter 3:</b> Must Have Features in Project Management Software.....	<b>15 - 20</b>
<b>Chapter 4:</b> How to Achieve Project Milestones in 5 Ways.....	<b>21- 25</b>

## |Conclusion|

# 5

## Project Manager Habits To Become Successful



**P**roject Managers and [Project Management Software](#) are two different aspects. No software can replace the timely delivery of projects unless there's someone efficient to handle it. That being said, Project Managers take ownership of projects with the quality to foresee challenges that lie ahead. But it doesn't end here.

According to Digital.ai's 2020 statistics, the lack of leadership participation was the second most [challenge](#) with Adopting [Agile Project Management](#).

When a crisis occurs, a high-performing Project Manager should be ready to respond. Unfortunately, this is often not seen as a proactive move. A [good Project Manager](#) prepares for the unexpected and takes action.

So, what makes efficient Project Managers stand out?

## 5 Habits of an efficient Project Manager

### 1. Starting with the end in mind

Beginning with the end in mind is one of the crucial factors in [Project Management](#). A Project manager needs to plan before executing, recognize and report possible risks before they actually occur. Focusing on project goals and outputs rather than the sum of its pieces is something that can build confidence and curb challenges of project managers to a great extent.

The simplest of tasks can become daunting at times. A good project manager, on the other hand, knows how small tasks add up to the big picture. The highly successful project manager should always have the big picture in mind, and they should work to link all members of the [project management team](#), higher management ideas, and other project-related employees to the project's end result. By forming this partnership, Project Managers can ensure that project is moving in the right direction.

### 2. Tracking Time

Delivering projects within a specified timeline is a crucial factor for Project Managers. Project managers are well-versed with project management processes, but this is mostly confined to the realm of scheduling and planning. It's about time tracking on a more normal, everyday basis that we're concerned about. This is more relevant to filling up [timesheets](#). Project teams also hesitate to use timesheets if they haven't had that kind of experience before. Many project management software applications provide [time tracking as a feature](#).

As a result, introducing the transition to time monitoring as a team could be simpler. Tracking your own time is critical to ascertain the time spends. Making a habit of keeping track of how you spend your time is a good idea. It will assist you in determining whether you are devoting enough time to the most important project tasks.

In this context, the Project Manager's role is to determine the approach that will give the team the best chance of delivering your project safely on time and on budget.

Following this approach along with a project [workflow](#) management smoothens drastically.

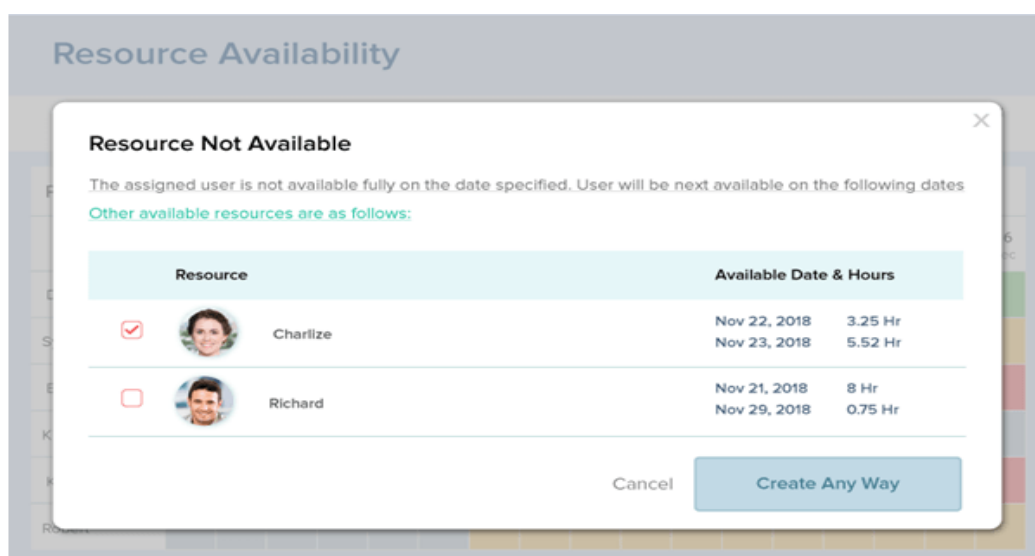
### 3. Managing Project Issues

All the projects hit unexpected obstacles from phase to phase. Successful project managers handle issue management without burning their fingers. Logging your issues each week can resolve a whole bunch of workload.

Incorporating this habit into your weekly routine can help you stay on top of managing multiple projects.

Project management is all about planning, [time management](#), and resource allocation, and utilization at the right places. To manage issues greater than these, great [agile project management](#) software helps you handle issues related to team collaboration time log, and time tracking.

Additionally, **project collaboration software** like Orangescrum eases the challenge of [schedule management](#) for Project Managers. This in turn helps in viewing [resource availability](#) according to the logged time by team members and assign tasks appropriately.



## 4. Understanding the Team

A project manager is like an omnipotent entity during an entire project lifecycle. However, your team will be the one to deliver the outcome. Soft skills and communication come in handy when reaching out to team members. Project Managers should possess the quality of effective communication while accepting ideas that flash from the other end.

In the rush to get things done, managers can be tempted to get tasks completed or shouldering too much. Doing something single-handedly results in faster completion and simpler than spending time training subordinates how to perform tasks. But this brings down the ease with workflow management.

A good coach, on the other hand, understands that team members must learn their assigned tasks in order to gain self-confidence.

Although Project Managers are frequently torn between keeping customers, subordinates, team members, and senior executives, your team will be the one to produce the results of a large and complicated project.

Project Managers often face the struggle of checking team member's work status. To help them carry out this job efficiently, an all-in-one **Project tracking tool** can work wonders.

Collaborating with the team and accepting every idea will be daunting. Managing their task in a Kanban view can help grow together in completing and managing tasks jointly.

## 5. Documenting everything

According to Wellington's 2020 report, nearly 25% of organizations sometimes or never create project scoping documents. Ignoring documenting every aspect of a project can cause discrepancies within tasks and timelines.

One way a project manager can maintain the overall responsibility for the project is by documenting. A good project manager is a good document-keeper of recording, monitoring, and maintaining data analysis. This habit should encompass any aspect of a project, and the project manager should be able to provide documents to back up every event or change that occurs.

**Orangescrum** document management add-on serves as a central repository for all your projects. It consists of a parent folder with 3 folders created by default. This can also be helpful for documenting brainstorming sessions from stand-up meetings.

## Project Managers drive Project Success

Skyrocket your productivity as a PM by adapting to effective habits. Don't be hard-pressed with working out plans without flexibility for the team. Becoming a good leader translates to a great project manager in real. Practicing the above habits is definitely going to take you to the next level of Project management efforts and drive productivity.

Get started with [Orangescrum 14 Day Trial](#) today or talk to our experts on our journey with the [best Project Management tools](#) to assist you with a smooth-flowing journey in 2021!



# 6

## Project Management Practices You Need to Blacklist

Holistic Project Management practices focus on the project objectives, which ultimately drive a project's success. Projects are most often interconnected with various other ongoing product development processes. Project pitfalls are bound to take place if the foundation isn't strong enough to sustain a project plan.

Having said this, in 2020, KPMG research reported a staggering 70% of organizations suffering project failures in 2019. Did you know that most of the projects fail due to running a poor [project plan](#)? Not only that but also, deviating from the plan.

Fewer projects under the belt with a refined approach help in project effectiveness and timely completion. Kicking-start a project as early as possible while keeping an eye on the early signs of hurdles smoothens the rough edges of a project schedule.

Since it's better safe than sorry, today's Project Managers must watch out for [red flags](#) that could prevent projects from functioning as expected.



## Project Management Practices that need to be avoided —

### 1. The 'Note-taking' Manager

Inexperienced Project Managers usually dwell under the notion of keeping themselves limited to note-taking tasks during stand-ups. The missing element here is effective communication, brainstorming ideas with subordinates and team managers to come up with lucrative strategies. Bringing value to a project and inviting cutting-edge ideas can accelerate [project milestones](#) and deadline dates.

Getting a project commenced on the right foot is fruitful when a project is initiated beyond just taking down notes. A project team needs clearly defined goals, aims, and objectives for further project discussion and proceeding.

So be wary of hearing statements like “I conduct stand-ups and note down pointers”. This is a red signal that your PM isn't listening enough in a struggle of taking notes.

The solution?

Project Management is a different ball game and isn't just limited to taking down notes. Running an experienced manager through one-day training on individual roles, responsibilities, deadlines. This will in turn spike their confidence to focus on possible [challenges](#) and contribute ideas for accelerating project synergies.

### 2. The One-Man Army (Shutting down ideas)

Going on a power trip is great as long as you don't take on too many tasks on hand. One of the worse [project management practices](#) is going solo with projects and handling task hassles all on your shoulders. Considering your own approach being the best can put your own efforts into the drain.

A team constitutes people with varied suggestions that can lead to a project's success. Avoiding inputs from your team members can ruin an opportunity to ace your own pace within a project.

Your team is most likely to be experiencing various touch points in terms of challenges, risks, and issues that are likely to impact the project.

Chris McMasters, the CIO for the City of Corona, cites the case of a project SaaS CRM system project failure. When an 18-month-long implementation went wrong, he mentioned "We weren't as engaged as we could have been. Probably we could have teamed up better with the business."

Instead of shooting down your team's ideas, engaging your team and giving them a stake at the end of a project can prove like icing on the cake for you as a Project Manager.

### 3. Resource Mismatch

Do you select resources based on their respective skills set? One grave mistake of assigning resources based on availability (instead of skills set) can shake the foundation of a project.

An offshoot of crisis situations prevents the success of critical projects. Experience is the main factor that comes into the picture.

Scrutinizing the skills and experience of team members that are often overlooked can work out as a blessing in disguise. Making sure a team member fits a particular task should be a priority. Attention to such dependencies gives space for saving time and assigning the right people for each task.

Resource planning is one of the basic factors responsible for Project Management best practices. Allocate the right resource by understanding each challenge that could possibly impact the project goal. Clear communication, vigilance, and thorough expectations from the team are a must during the project initiation stage.

This, in a way, also encourages team spirit, close collaboration, knowledge sharing for a team that is fragmented and bound to communication breakdown.

## 4. Inability to Deny

The two-letter word “No” can create havoc on an entire project!

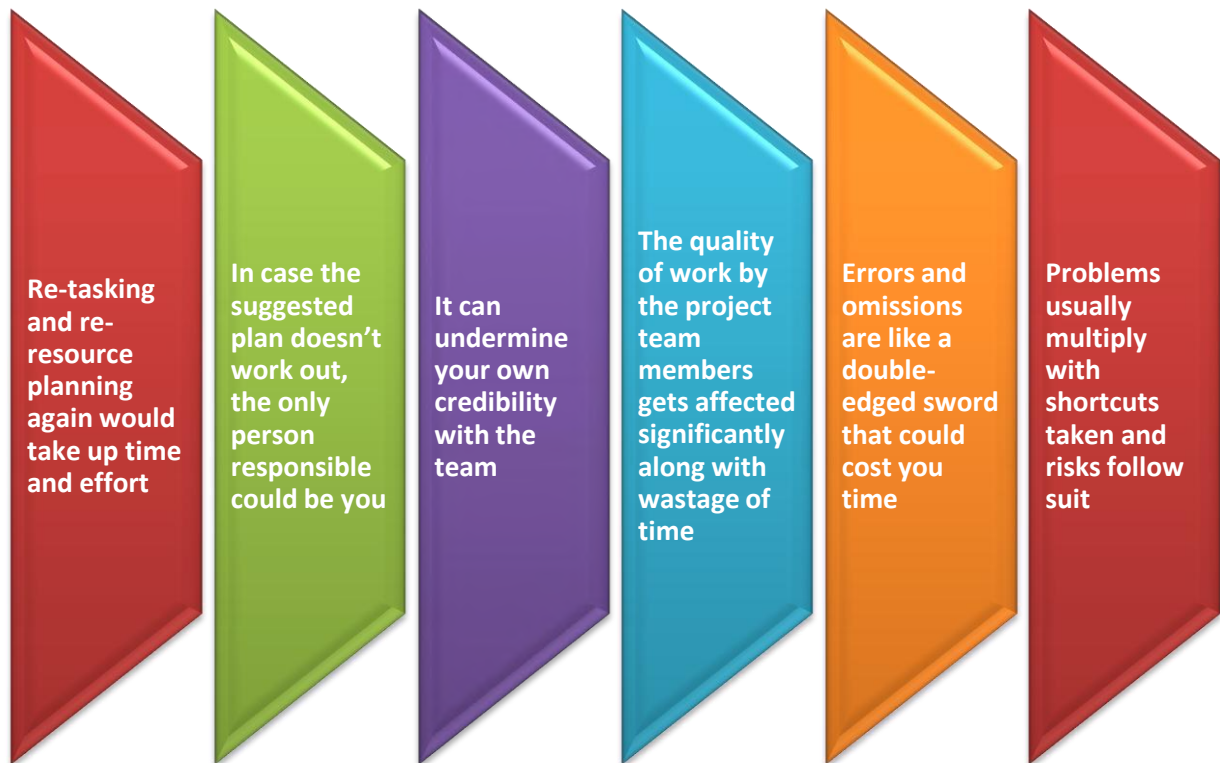
As much as accepting productive ideas from team members can be beneficial, denying some of them comes with de-motivating consequences. Although we mentioned that working as a one-man army can be lethal for projects, at times, rejecting suggestions that may not profit the project is cumbersome.

There are occasions when project managers, as well as team members, need to say “No”. Denying in an indirect way can prove to be profitable as well as open new opportunities. Beginning your response with a “Yes...” instead of slamming a “No” can provide an alternative to the suggestion instead of coming across as a rejection.

Unrealistic requests from stakeholders are common situations where Managers need to explain the consequences of taking the wrong path.

For example, if a Stakeholder states “After thinking over the entire project plan, I think adding an extra task will add value to the project.”..As a Project Manager, gracefully offering alternatives and explaining your point like “Starting with a “Yes, this sounds like a great idea to hit your business objectives, however, our project goals will have to be reinstated with a reshuffling of resources and tasks. This could inversely demand extra time along with an additional budget increase of X amount.”

What can go wrong when you blindly agree to ideas for the sake of being modest?



## 5. Faulty Budget Estimation

A [project budget](#) embodies the amount of money needed to complete the development of all the project phases. Plucking figures in the air, expecting a project to be “reasonable” would result in an unequal ratio of work and budget. This leads to [project Management issues](#) that take time-consuming efforts. Basic assumptions and guesswork won't really motivate or offer clarity in the amount of effort required.

When unpredicted expenses exceed the original budget estimate, cost overruns are bound to take place. Project delays and budget overruns often lead to time wastage. A project requires a specific time and budget. Underestimating future costs are the primary reason for cost overruns.

Three things to keep in mind while estimating a budget—



There is a high possibility of inaccurate resource distribution within a project. Faulty budgets lead to damaging productivity in every aspect, leading to a project failure.

## 6. Undefined Project scope

The primary reason for a project failure is conflicting project scopes. A project scope paves the way to a project [workflow management](#) defining the desired outcome. They should be baseline at the beginning of any project. Project Managers must insist upon the scope to understand the depth and gain clarity and insights into the project.

There must be a process to handle change requests for the scope. Disregarding the scope can cause a big-time impact on the budget and schedule.

Granular scoping helps Managers to break down the budget and allocate resources at a task level.

Refrain from estimating hours in lump sums during the initial scoping process. This provides greater control and transparency to estimate future projects with similar tasks.

## Say “Hello” to the best Project Management Practices

Gaining absolute clarity and recovering from potential pitfalls is the main idea behind resolving project management issues. As a Project Manager, avoiding the above project management practices can certainly help with completed and successful projects.

A slick and cost-effective Project Management software can manage your [project Management challenges](#). From project planning to time tracking, team collaboration, and project reporting, Orangescrum eases your project efforts and guides you through challenging project pitfalls.

If a holistic approach towards best Project Management practices is your idea of success, feel free to hit up with Orangescrum and manage projects like never before!

Start your [Free Trial](#) today!

# Must-Have Features in a Project Management Software



Third-Party Integration

Resource Management

User Role Management

Task Management

Time Tracking

Kanban Board

Report & Analysis

Project management has grown as an essential part of every business these days. In fact, 83% of top officials and directors believe project management is an important part of their business as described by *PMI* analysis.

On a busy day, managing tasks and a large team can become overwhelming for any project manager.

To manage this workload more efficiently, managers need [feature-rich project management software](#) as a solution.

But it is also difficult to choose the right tool that could fulfill all your requirements as there are so many options available in the market.

To help you in choosing the [best project management software](#), here is a list of seven important features that your next project management software must-have.

## Task Management

**Task management** is an essential part of any professional workplace. Over the years, technology has replaced the manual writing pads with project and **task management tools** and collaboration programs, to get through our workday.

A normal or even complex project consists of many tasks and sub-tasks, which could have multiple dependencies.

If the tasks have dependency, it will be important for the project manager to manage them efficiently otherwise, the project will be at risk.

A robust **task management feature** offers you

- ✚ Complete authority over your project execution
- ✚ Increased transparency for your project team
- ✚ Greater alliance of the team with the common goal
- ✚ Hassle-free task collaboration
- ✚ Centralized platform for the entire team
- ✚ Time savings from creating manual status reports
- ✚ Better alignment with your installed & time tested processes
- ✚ Enhanced team coordination and spirit
- ✚ Motivated workforce with higher productivity

## Time Tracking

Like task management, the **time tracking** feature is also highly important for effective project management. Especially when the team is working on projects with tight deadline and budget

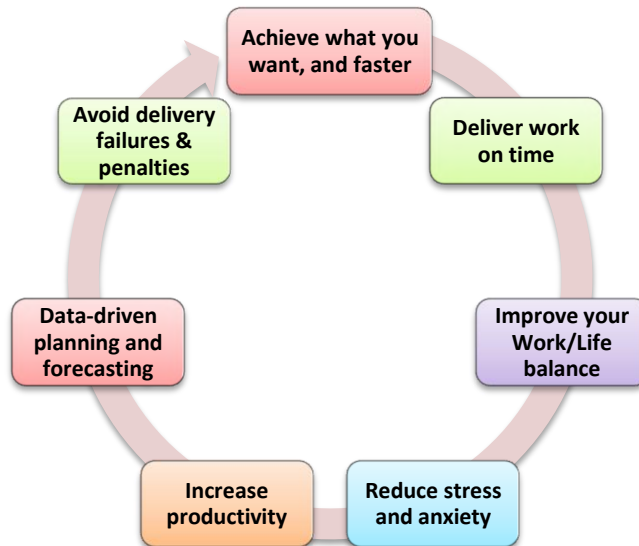
So, the project manager can ensure the quality of work done compared to the amount of work delivered.

Alternatively, effective time management lets you plan your task that can be finished with less effort by making the most use of the limited time.



Overall, it helps for **project budgeting** by forecasting required project hours.

The **time tracking feature** in project management software will help you to:



## Resource Management

Every project manager wants to evaluate their team members. By managing the team members properly you prevent resource overload, employee burnout, undesired stress & anxiety.

Make sure you have a robust task breakdown structure that your team understands and is comfortable with. Ensure the key components of task assignments are well defined.

The tactical benefits of **resource management** involve

- greater productivity
- timely completion of initiatives
- allocating resources to the most profitable ventures
- minimizing bench pool to zero
- prevent conflicts and chaos
- delivering services and support optimally

## User Role Management

A project may carry critical business and project strategies such as new product launches, financial data, customer information, etc.

And every user on a project does not need to access all this information.

**User role management** and access control helps to restrict unauthorized access to confidential project information.

The benefits of having **user role management feature** in your project management tool:

- ✚ Define Custom-Role and Roles like project manager, development manager, resource manager or senior developer or the stakeholders of your projects.
- ✚ Define custom access privileges for the roles.
- ✚ Add a Project-specific role to assign any individual for each project and define the **access permission** for the roles.
- ✚ Create and assign private tasks to your team.

## Kanban Board

**Kanban** is one of the leading agile project management methodologies. It suits almost every team and goal. It helps you in managing the flow of tasks as your team works on shared objectives.

By applying this approach to project management, the **workflow** becomes transparent and visual.

- Entire work is divided into manageable tasks.
- Collects all the important information that is needed for a task.
- Can adjust to your team and process.
- Gives you a proper work status under one roof.

## Report & Analysis

**Project Reports** are part of the project documentation and allow you to monitor your key performance indicators (KPIs) & overall project health.

The progress is quantified in the reports, so instead of flying blind and hoping for the best, you have a solid foundation to make informed decisions.

It also enables you to justify changes made to the **project plan**.

- ✚ Get the information of previous weeks logged-in users, no. of task created, no. of task updated, no. task closed, hours spent and storage used
- ✚ Visualize customized project status reports.
- ✚ Individual task status with each individual day's task created and updated count
- ✚ List of previously accessed/enrolled projects and their current status

## Third-Party Integration

Every business needs to acknowledge market demands quickly.

The integration creates an ecosystem that allows you to add or view through the third-party tool to maintain your business workflow. At the same time, your business might need months or years to develop the same alike tool for your own system.

Tools developed by professionals have already been through this refinement phase.

Successful project management tools allow integration with most of the common third-party tools like



## Bring it all together!

**Orangescrum** is a task, time, and project management tool offering an active platform for project managers to perform the project functions firmly and effortlessly.

Basically, it brings all your tasks and projects to one place, and controls your resources from processes, people, and technology in time, without manipulating the quality.

The notable features and the in-time service tools make this software solution more useful.

Businesses that are not using this type of software, usually do more work with less profit due to the scrap of time on rolling tiny tasks.

## Wrap-up

It's never too late to make the right decision. It's time to improve your team's [productivity](#).

Integrate Orangescrum at your workplace and set practice in place right away to help employees produce more to generate better.

Orangescrum is not limited to these points only. It has many other features with it. Based on the things you have read so far, Orangescrum is the best tool for project management.

# How to Achieve Project Milestones in 5 Ways



If small wins give you a dopamine kick, so will achieving Project Milestones!

Ever observed the signboards on the sides of highways indicating your completed and upcoming milestone? They help us keep our spirits high, assuring that we're on the right path. This is exactly what Project Milestones do!

When it comes to team projects, the success of a project milestone largely depends on how well is a project workflow managed.

According to [Project Management Institute](#), it's evident that 37% of projects fail due to a lack of clearly defined objectives and milestones. This being said, by setting manageable yet productive milestones, achieving project targets becomes a piece of cake.

## What is a Project Milestone?

Project Milestones are achievements or the completion of a major phase in a project. They serve as checkpoints on your project timeline. Additionally, they help you easily identify the current stage of your project plus how far you are from completion.

## What are Project Milestones important?

Inconsistency is the key factor that causes delays in the entire project delivery process, thus affecting business. Mapping milestones efficiently is quite a tedious job for Project Managers. Effective project planning builds the foundation for the next steps that lead to achieving a project milestone. Therefore, Milestone planning is a crucial part of [project planning](#)!

## Setting project milestones can help you to:

- ✚ Build a concrete project plan and structure.
- ✚ Spot potential workflow bottlenecks.
- ✚ Monitor project progress and deadlines.
- ✚ Control over project deliverables.
- ✚ Facilitate communication with stakeholders.
- ✚ Keeps the team on track.
- ✚ Improves team engagement.
- ✚ Highlights important dates.
- ✚ Analyze when the project can be completed.

## What do Project Milestones look like, in real project planning?

Calling out major events, decisions, deliverables, and dates makes it easier for keeping projects on track.

Here are some examples of Project Milestones that can be included in your plan—

- ✚ Start and end dates for project phases
- ✚ Key deliveries
- ✚ Requirements review
- ✚ Approval from Stakeholders
- ✚ Project phase milestones
- ✚ Final approval

## Why Project reporting is important in the Project Milestone process?

How do you know if you've reached the final line and hit a milestone or you're just enjoying an empty victory?

Project reporting can be helpful in this situation. A status report can help determine the overall health of a project. It helps in analyzing if you're behind schedule due to a change in project scope. Perhaps, a sudden shortage of resources can be recorded in a project report that can then help in rescheduling your project timeline.

## How to set Project Milestones?

Identifying the pros and cons of a project makes a project go a long way.

Before jumping over to achieving project milestones, it's essential to learn the right way of setting milestones.

## Some factors worth considering while setting Project Milestones:

**1. Scope & Complexity:** Most of the milestones involve critical decision points. The whole point of planning a project milestone is to achieve the project scope and overcome its complexity in terms of resources, overload, duplication, and redundant tasks.

**2. Project Timing:** Milestones lose their importance if project timings are set close to one another. Spacing them out plus making them challenging to achieve triggers a sense of achievement too!

**3. Frequency:** Never label every task as a milestone! Space out your milestones and control their frequency to escape the negative impacts.

*“Orangescrum auto-creates your tasks and notifies you via email on the frequency set by you.”*

**4. Accountability:** Each team member should be responsible to achieve a workable project milestone. Scheduling and improving project evaluation are factors that influence a team member’s accountability.

## How to achieve Project Milestones?

### 1. Set a Realistic Deadline

Deadlines speak volumes about productivity. Setting a deadline is the first step to achieve a project milestone. Every project assigned should be attainable. This is why setting a realistic deadline is critical. Projects when easily attainable maximize productivity. Segregating tasks that are easy to achieve can help achieve a deadline.

*In short, Small tasks + Realistic tasks = Maximum Productivity*

### 2. Set a Timeframe:

Defining a timeframe without a doubt translates to setting a [milestone](#). Without a timeframe to achieve a milestone, your project is bound to go haphazard. Milestones should include a start time/date and end time/date.

To set a timeframe, it’s important to take project priorities and end goals into consideration. The entire project journey has to be mapped with time-bound milestones to make it a success.



### ***3. Keep them Specific:***

Assigning vague and generic tasks that could have a common ground with other tasks can jumble up with other projects and cause confusion too. Milestones aren't effective if they aren't specifically tasked because it loses the whole reason of setting a milestone.

Clearly defined actionable milestones can help you breakthrough smaller challenges more effectively with less effort. The key intent of being specific is 'Clarity' of tasks and forecasting future challenges.

### ***4. Keep a Backup:***

A backup is required when too many milestones are scheduled at a time. If these milestones aren't checked periodically, you could end up landing far behind your schedule. Resource backup simplifies the process of resource allocation. Having a backup of enough resources will [prevent disruption](#) in achieving milestones, plus maintain uniformity in the project as planned.

### ***5. Focus on the progress:***

A project's progress gets hampered when you're stuck in the middle of two milestones. Resolve your queries and challenges while you're working on your current milestones. Focusing on the past will only prevent you from progressing toward the end of the project journey.

## **Parting Thoughts**

Journeys are adventurous than the destination. Similarly, the journey of achieving milestones with overcoming challenges upgrades your knowledge and experience. Paving the way for successful project completion becomes a cakewalk with collaborative project management software. Measuring capabilities to an extent where transparency, team engagement and collaboration, and project completions make achieving a milestone worthwhile.

## *Are you ready to celebrate a Project Milestone achievement?*

Making a mark in the [Project Management](#) space isn't Orangescrum's only achievement. Helping clients to overcome crucial [challenges](#) while achieving milestones has made this [Project Management tool](#) one of their favorites!



**Orangescrum**

[Sign Up Free](#)

[Download Free](#)

[Contact Sales](#)



Cloud: <https://www.orangescrum.com/>  
Open Source: <https://www.orangescrum.org/>  
Blog: <https://www.orangescrum.com/blog/>  
Email: [support@orangescrum.com](mailto:support@orangescrum.com)