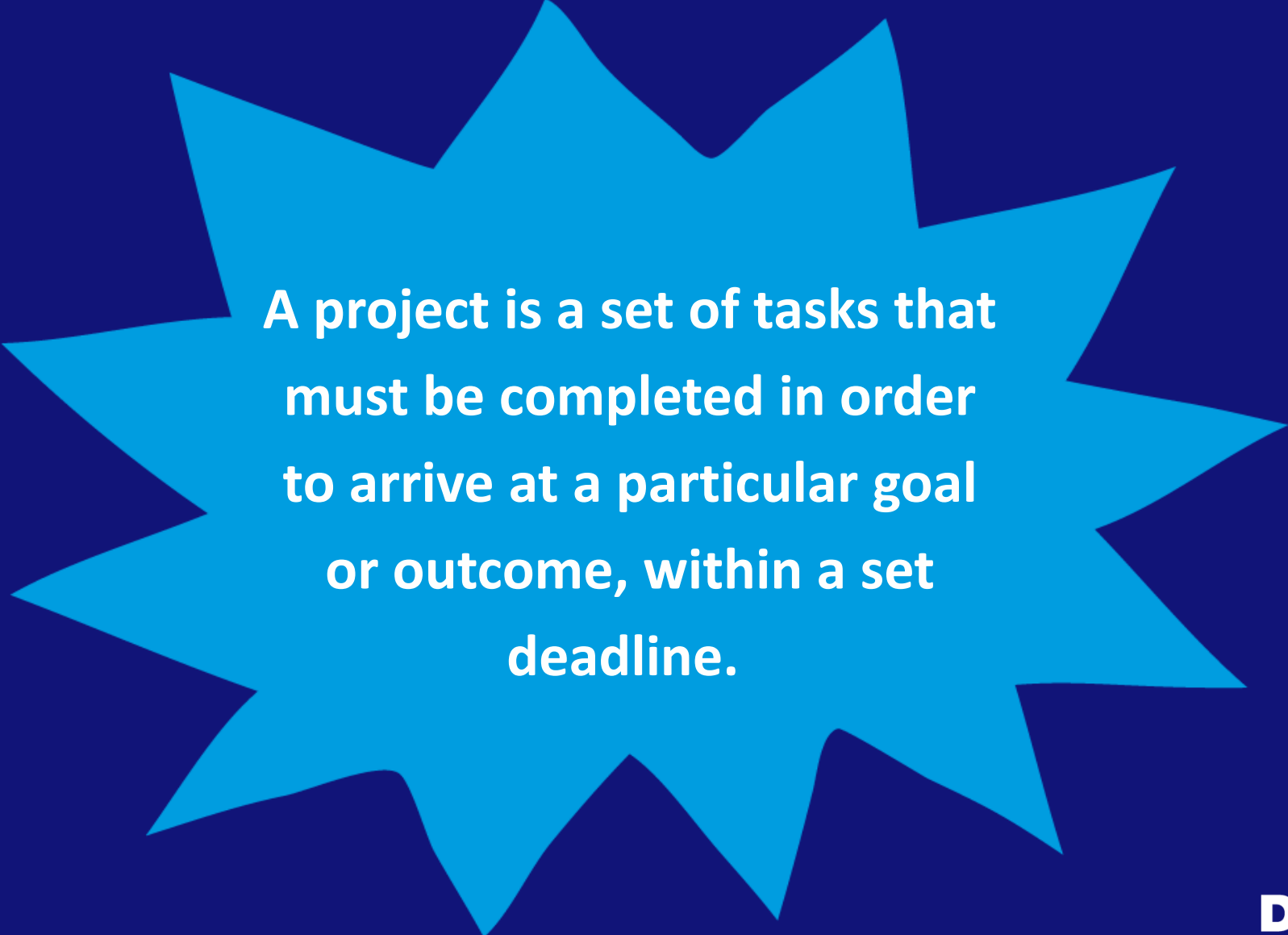


# PROJECT MANAGEMENT

**DiABETES UK**  
KNOW DIABETES. FIGHT DIABETES.



**A project is a set of tasks that must be completed in order to arrive at a particular goal or outcome, within a set deadline.**



## ENVISION IT



- Business case
- Form the project team
- Define success
- Brainstorm
- Prototype and test



## PLAN IT



- Define the scope
- Create your budget
- Project plan
- Manage dependencies
- Communications plan
- Elevator pitch
- Project poster



## EXECUTE IT



- Work iteratively
- Track your progress
- Track your budget
- Log learning
- Create sustainability



## DELIVER IT



- Get project sign off
- Complete admin
- Project retrospective



## IMPROVE IT



- Revisit original goals and scope
- Was anything removed from the original scope?
- Reflect with those involved