

WORKSHEET

From idea to project: to be taken into account

It is key that our projects, particularly those that can allow our organization or company to take a leap, are structured in a special, clear and concise way. It is the way to ensure that nothing escapes us and to be able to track their activities, durations and the people in charge of carrying them out. To turn an idea into a project:

STEPS

- 1 Give it a name.** When you have decided to transform that great opportunity into reality, the first thing to do is to baptize it. With an attractive name. It will be the way that everyone will identify and engage with it.
- 2 Appoint a person in charge.** If there is no one in charge of leading it, we may be very excited, but will be left unaddressed.
- 3 Describe it.** In a clear and brief way, explain what is going to be done in this project. It also describes the **objective** to be achieved. In this way, over time, we will know if the project has been successful or not.
- 4 Identify and describe the activities** that will be necessary to carry out the project. For each of them, it specifies **who** should carry it out.
- 5 Plan activities.** For each activity, establish its duration and the time that must be dedicated to carry it out.
- 6 Communicate it.** Once finalized, you must share it with all the people involved. Make clear the objectives, dedications. And, action!
- 7 Control it.** Regularly monitor their progress.