# Software Implementation Project Progress (Simple Tips for Success)

Unlock progress success with a methodical, people-centric approach to workflow software implementation—empowering leaders, fostering open dialogue, and ensuring meticulous project management for timely, budget-friendly success.

**Adding new tech to your business sounds exciting but can be tricky.**

Sometimes, what starts as a small project gets bigger than expected, and things get stuck from progressing because too many new things have come into the fold. Or people might not be ready for the change and the project stalls out due to a lack of understanding.

To avoid projects not progressing, it's crucial to have a documented plan, talk to your team about what's happening, and be ready to adjust if things don't go as planned.

# Tips to help improve software project progress

**1.** Find the most passionate people about the initiative and empower them to lead it. A small group has to be the lead. Their goal is to lead, not control. What I mean by this is, that their focus should be on building up collective buy-in from all parties that will be affected by the implementation of the new workflow software.

**2.** Document Your Communications - Online documents like Google Docs or any central online document editor.

**3.** Review progress frequently. Something needs to progress each week.
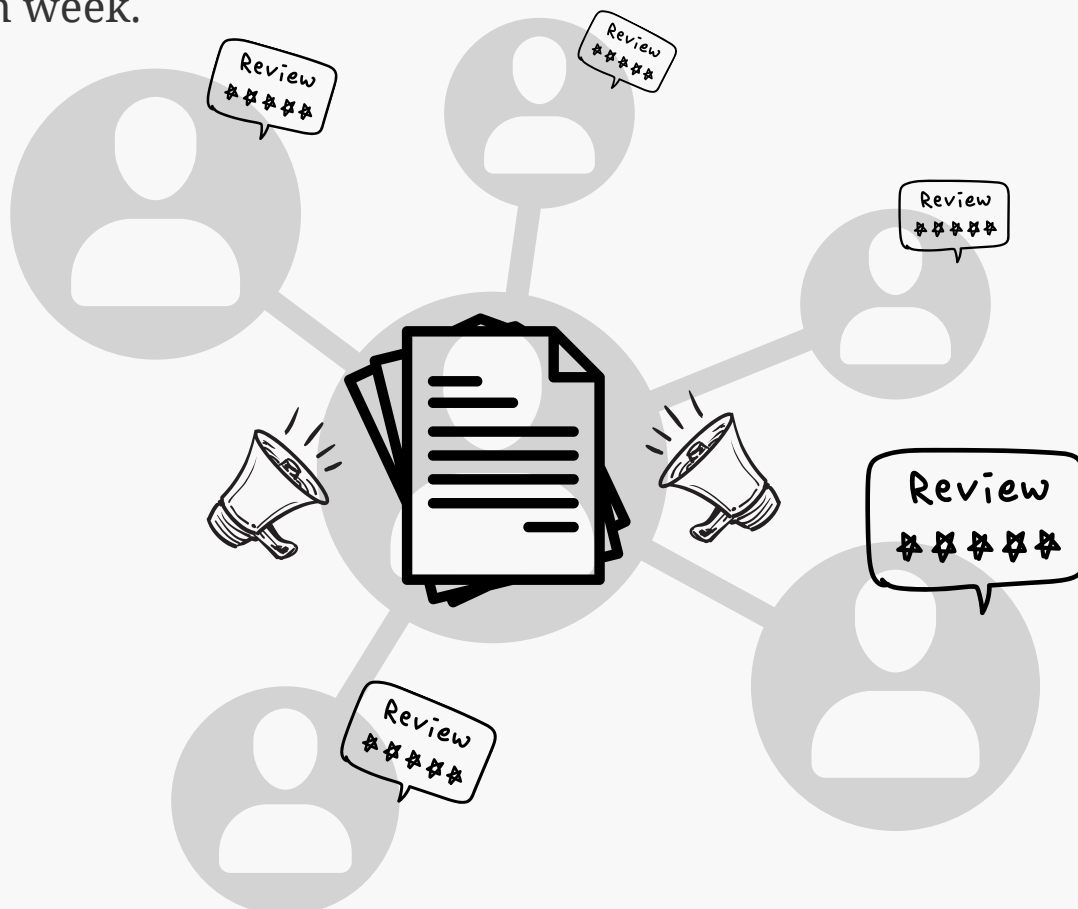
This might sound too simple - and to be honest it will be simple to the right people. The people who do not shy away from what I like to call "grunt work" - the roll up your sleeves and start chipping away at it type of work that some people shy away from.

## Project - 00 - Progress Tracker

Project Link and other details

**DOWNLOAD**

### Complete

| | |
|---|---|
| Design Completed | <u>ProjectName - Year - 10 Title - DRAFT01</u> (link to <u>other</u> document) |
| Design Completed | ProjectName - Year - 09 Title - DRAFT01 |
| Design Completed | ProjectName - Year - 08 Title - DRAFT01 |

### To Do

| | |
|---|---|
| **Ready for Client Review** | ProjectName - Year - 05 Title - DRAFT01 |
| **Ready for Client Review** | ProjectName - Year - 05 Title - DRAFT01 |
| Design In Progress | ProjectName - Year - 05 Title - DRAFT01 [COMMENT] |
| Not Started | |

### Wait

| | |
|---|---|
| Not Started | ProjectName - Year - 01 Title - DRAFT01 |
| Blocked | ProjectName - Year - 99 Title - DRAFT01 [COMMENT] |
| Blocked | ProjectName - Year - 99 Title - DRAFT01 |
| IGNORE | ProjectName - Year - 9999 Title - DRAFT01 |

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CompanyName

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# Project Name

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** This document is best viewed when "View > Show Print Layout is OFF"

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### 07 MARCH 2024 / 10:00 AM
### ATTENDEES
Person1, Person2, Person3, etc

✔

### AGENDA
**Last Meeting Follow-up**
- Team Review
  - Item1
  - Item2

**To Do**
- Group1
  - Example (Purchase all the iStock Photos)

**TLDR**

**This document provides insights on implementing workflow software smoothly, emphasizing the importance of a methodical, people-focused approach.**

Key tips include empowering passionate leaders, maintaining clear and centralized documentation and communication, fostering a culture of enthusiasm and open dialogue, and ensuring regular project progress reviews. It stresses the need for preliminary planning, risk assessment, and adaptability to new workflows.

The conclusion highlights the necessity of structured project management, engagement with both skeptics and optimists and documentation to ensure projects are completed on time and within budget.

**Empower passionate leaders inside your organization**

**Insights from a Decade in the Trenches**

Embarking on a workflow software implementation project requires more than just technical know-how; it demands a nuanced understanding of your team's dynamics and the operational intricacies of your company. With over a decade of experience in software development, particularly within the manufacturing sector, I have gained insights into what makes projects succeed—or falter.

**Effective project management** hinges on a cohesive team comprising the project lead, developers, and end-users. Each plays a critical role in driving the project forward. However, "stallouts" or periods of inactivity are common and can significantly derail progress. Drawing from my experiences, I've learned the importance of not skipping steps—each phase of the project should be realized before moving on to the next.

**To mitigate these challenges**, fostering a culture of enthusiasm and open communication about the software implementation is crucial. Getting the company buzzing about the potential benefits of the new system can create a supportive atmosphere that helps navigate skepticism and optimism alike. Skeptics ensure you remain critical and discerning, while optimists foster buy-in and acceptance within your organization. Both of these kinds of people need to be at the table and have their opinions heard and documented.

**Before taking any concrete steps,** it's vital to engage in preliminary discussions and planning. Talking about the project for a month or two before engaging with software providers can clarify your objectives and expectations. This phase should include informal note-taking, meetings with potential providers to gauge compatibility, and identifying a risk-free first step, such as a trial offer or a detailed scope development.

**Regular reviews are essential** to maintain momentum. A project should show some progress each week; prolonged periods of inactivity necessitate a critical evaluation of the project's viability.

**Beyond project management**, attention to the software selection process, willingness to adapt to new workflows, and maintaining clear, centralized communication are pivotal.

A well-organized document that tracks project developments, starting from scratch, allows for a tailored approach that can enhance productivity and ensure that the initiative reflects your unique operational needs.
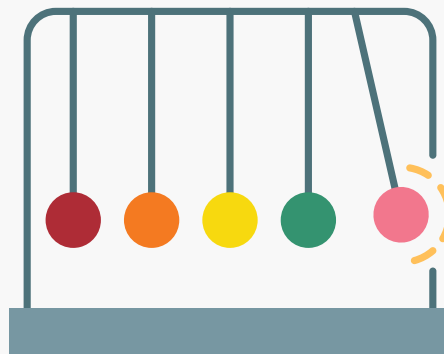
**Maintain momentum**

**Conclusion**

Strive for a methodical, people-focused approach to workflow software implementation. By encouraging open dialogue, embracing both skepticism and optimism, and adhering to a structured yet flexible project management framework, companies can navigate the complexities of software implementation, ensuring projects are completed on time and within budget, ultimately achieving operational excellence.

Can it be this simple?
YES. But only if the right people are leading it, progress is happening every week, and things are being documented with good level of professionalism. People are getting paid, their work needs to reflect that of paid work.

I recommend reading "**Good to Great**" by Jim Collins, pay close attention to the section about putting the *"right people on the bus."*

**Summary**

Here is a simple summary of what I want you to walk away with after reading this material.

1. Put the most passionate subject matter expert(s) on the project.
2. Talk and document as much as possible. Having things written down will help when you face "stall-out" moments.
3. Review progress frequently. Something needs to progress each week.

# Glossary of Jargon Terms Explained

### Workflow Software Implementation
The process of setting up software to automate and improve business processes.

### Collective Buy-In
Getting everyone on board or agreeing with the new changes.

### Document Your Communications
Keep all your project discussions and decisions in one place that everyone can easily access.

### Central Online Document Editor, Slack, Trello, Balsamiq Wireframes
Slack for team chats, Trello for organizing tasks, and Balsamiq for creating simple designs of how you want the software to look.

### Grunt Work
The hard, essential groundwork that is necessary for success.

### Operational Intricacies
The complex details of how your company works.

### Preliminary Discussions
Initial talks or planning sessions.

### Scope Development
Outlining what you want the software to do for your business.

### Fostering a Culture of Enthusiasm
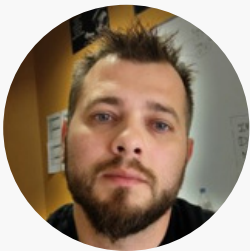Building an excited and supportive team atmosphere

### Open Dialogue
Open and honest conversations.

# THANKS FOR READING.
# I HOPE YOU FOUND SOME VALUE IN THIS MATERIAL.

To talk more about

removing bottlenecks in

workflow implementation projects,

find me on

LinkedIn

or

Schedule a Call

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Click Here
to Schedule
a Call