Top Tips for a successful project:

1. Have clear business objectives. You need this to be able to direct the team.

2. Have one person responsible for the business case. This person will make budget and timescale decisions.

3. Agree a specification. Make sure the users fully understand this, and buy into it.

4. Frequent deliveries. Deliver things weekly or bi weekly. Get the users to test this. The earlier mistakes in the specification are found the quicker and cheaper the changes will be.

5. Be sure to have a contingency. It is likely that there will be gaps in the specification. A successful project is not one that blindly delivers what is in the specification, but one that delivers what the business needs. A contingency will be able to fund unforeseen changes.

6. Communicate issues quickly and manage them in a blameless culture. The earlier issues are raised, the more time this provides to work around the issues.

7. Focus on what is needed to go live. Sometimes ‘small’ issues prevent the system going live. Most systems have issues in the first couple of months. Once LIVE you focus on the ones that are a real issue.

8. Work in partnership. Avoid creating a them and us culture. Get both sides to focus on delivering a successful project.