

# WHAT TO DO, IF THE PROJECT IS DELAYED?

- Find reasons of delay
- Discuss possible mitigation
- Apply mitigation
- Communicate with client
- Figure out estimated time of delay
- Create new timetable to accommodate mitigation
- Reorganize teams(hire / fire)
- Reevaluate priorities (drop unnecessary work load)
- Increase work time if needed

# WHAT TO DO, IF THE PROJECT IS DELAYED?

- Explain and communicate with everyone
- Find the problem
- Fix the problem
- Take actions to prevent it (and another) problems from happening again
- Be calm
- Find a compromise
- Reschedule and start working again
- Work on Essentials
- Check funds / get more funds
- Redistribute workforce
- Compensate (the customer)
- Seek outside help
- Calculate losses and minimize them
- Change the group leader
- Don't lose hope and keep a positive mindset 😊
- Bribe

# HOW TO PREVENT PROJECT DELAYS?

- Good time management
- Create room for the changes
- Proper task distribution / prioritization
- Continuous supervision
- Good motivation
- Proper technology
- Proper HR management (skills)
- Risk management
- Choose proper framework (Scrum, waterfall, KANBAN)
- Good information flow
- Good working environment
- Outsourcing
- Having backup plan and possible scenarios
- Legal support