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How to Manage a Team

When managing a team – many key points are valid for one to keep the team on track:

1. Have a process for projects
2. Get good detailed specifications for major projects
3. Before bringing in consultants have a clear idea on what should be obtained
4. If new requirements come down the pike – a process should be in place to remedy upper management approval
5. Track support – both business and technically related
6. Try to eliminate double entry into tracking systems
7. Make sure all employees obtain current training often
8. Communicate with other teams often
9. Commit to having employees work on dedicated projects
10. Utilize documentation
11. Have a back-up plan in place for all systems both business and technical
12. Capture changes to both business and technical related items
13. Make sure all members of the team are on the same page as to what is trying to be obtained