CLEAR THE LOGJAMS

Logjams happen when the last-minute and routine work becomes standard and strategic work falls by the wayside. Before starting a project, work through these steps to determine if the team has the ability and capacity necessary to complete it on schedule.

TEAM HABITS

Project: _____

Start Date: _____ **End Date:** _____

STEP 1: Set a deadline for the planning phase that is no more than one-third of the total project time.

Planning Phase: _____ **Execution Phase:** _____

Have we allowed enough time for planning? Y N **For execution?** Y N

If no, how much more time is needed and where? _____

If more time is needed for planning make sure to add twice as much time to the execution phase.

STEP 2: Determine how this might impact your commit:complete ratio.

For every project you commit to, how many do you complete? (Ideal range = 70-80%) _____

Have we done something like this before? Y N **If so, when?** _____

Are there any parts of this project we have historically struggled with in the past? Y N

Where have we struggled on similar projects in the past? What can we put in place to address these challenges?

PAST STRUGGLE	SUCCESS STRATEGY
_____	_____
_____	_____
_____	_____
_____	_____

CLEAR THE LOGJAMS

TEAM HABITS

Project: _____

STEP 3: Create room in the team's schedule for this strategic project by addressing the routine and urgent work that is currently taking up space. As a team, go through your routine tasks and projects and ask the following questions:

·   Which routine tasks or projects can be eliminated entirely? (Drop)
·   Which can be intentionally deferred without causing urgent or strategic harm? (Defer)
·   Which can be outsourced or offloaded to another team or function? (Delegate)
·   Where can we be smarter and more efficient about the task? (Do more efficiently)

Routine Task/Project	Action	Notes

STEP 4: Confirm project viability under current conditions.

Considering your answers for steps 1-3, can the team confidently move forward with this project in the estimated time frame?   Y   N

If no, what needs to be adjusted or addressed before the project can start?