



The Anatomy of a Project

Ten components every successful engagement is built on — from the first statement of vision to a roadmap the whole team can follow. Get all ten right and delivery becomes the easy part.

DEFINE

I – III

1

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Vision — what this project accomplishes

The north star. One clear statement of the future state — what will be true when this project is done, and why it matters. Every later decision is tested against it, and **everyone on the team can repeat it**.

2

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SMART objectives that define success

Specific · **M**easurable · **A**chievable · **R**elevant · **T**ime-bound. The vision translated into concrete targets with numbers and dates — so "success" is a measurement at the end, not a debate.

3

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Constraints & challenges to address

Budget ceilings, fixed dates, legacy systems, availability of key people, change resistance. Named on day one and assigned an owner — a constraint that is **managed early never becomes a surprise later**.

STRUCTURE

IV – V

4

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SOW · WBS · EVA — clarified & synchronized

The contract (SOW), the work breakdown (WBS), and the earned-value baseline (EVA) must describe the **same project with the same numbers**. Hours, rates, and deliverables reconcile across all three — then the baseline is frozen at signature.

5

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Detailed WBS — the methodology itself

The heart of the method. Value streams break into processes, processes into user stories, stories into acceptance criteria — a complete, testable definition of **how the work actually gets done**. Everything downstream (schedule, RACI, sessions, roadmap) hangs off this structure.

★ KEY

THE TEN COMPONENTS • THIS SHEET COVERS 1 – 5

1

VISION

2

SMART
OBJECTIVES

3

CONSTRAINTS

4

SOW · WBS
· EVA

5

DETAILED
WBS ★

6

TEAM
& SOPs

7

RACI

8

SCHEDULE

9

SESSIONS

10

ROADMAP



People, Cadence & the Plan

With the structure in place, components six through ten put the right people on the right work, on the right days — and turn analysis into a plan everyone can follow.

PEOPLE

VI – VII

6

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Team makeup, roles & SOPs

Consultants and client members, each with a defined role, rate, and standard operating procedures. Everyone knows **what their seat owns** — how meetings run, how decisions are logged, how work is handed off.

7

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Responsibility assignments — the RACI matrix

Every activity crossed with every team member: **Responsible**, **Accountable**, **Consulted**, **Informed**. One accountable name per activity — ambiguity about "who owns this" ends here.

EXECUTE

VIII – X

8

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Scheduling & resource allocation

Activities placed on the calendar deliberately — every session has a date, a duration, attendees, and planned hours. Resource views show **consultant vs. client load per person**, so nobody is double-booked and nothing auto-repeats.

9

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Content analysis & design — working sessions

The WBS comes alive in facilitated workshops: walk each value stream with the client, drill into stories and acceptance criteria, mark scope in or out, and **capture every decision where the work is defined** — not in scattered notes.

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Roadmap — the analysis & design plan

Everything above, sequenced: sessions, milestones, decision gates, and deliverables laid on a timeline with owners and dates. The roadmap is the **single view of what happens next** — reviewed every week, adjusted deliberately, followed by all.

THE TEN COMPONENTS • THIS SHEET COVERS 6 – 10

1

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