Bridge Imara

FREE GUIDE

Project Management Guide

Plan, track and deliver small projects on time, without the chaos.

Most small projects do not go wrong because people do not work hard. They go wrong because nobody is quite sure what "done" means, who owns what, or what changed. This guide walks you through five simple stages, with a one-page brief, a task plan, a weekly routine and a status update you can reuse on every project. You can type straight into it.

The 5 stages of a project

Stage	What you do	What you end up with
1. Plan	Agree the goal, what "done" looks like, the deadline and the budget.	A one-page project brief (Step 1)
2. Organise	Break the work into tasks, give each one owner and a due date, and spot what depends on what.	A task plan (Step 2)
3. Execute	Do the work in one shared tool, so nothing hides in emails or chats.	Tasks moving to "done"
4. Track progress	Follow a simple weekly routine and report status every Friday.	A weekly status update (Steps 3 and 4)
5. Deliver	Hand over the work, get sign-off and close the project properly.	A closed project and lessons learned (Step 6)

Step 1: Write a one-page project brief

Fill this in before any work starts, and get the person who approves the project to agree it.

Project name

Project owner

Goal: why are we doing this?

What "done" looks like

Describe the finished result so anyone could check it. Example: "New booking page live, tested on phone and laptop."

In scope (included)

Out of scope (not included)

Deadline	Budget or hours	Who approves

Main risks: what could delay this?

Step 2: Break the work into tasks

Every task gets one owner (not "the team") and a due date. Keep tasks small: no more than one or two days of work each.

Task	Owner	Start	Due	Depends on	Status
Example: draft the booking page text	VA	3 Mar	5 Mar	Brief approved	Done

Put every task in one tool, such as Trello, Asana, ClickUp or a shared spreadsheet. If a task is not in the tool, it does not exist.

Step 3: Follow a simple weekly routine

When	What to do	Time
Monday: plan	Review what is due this week and next. Check every task has one owner and a due date. Ask now for anything you need from others, such as approvals.	15 min
Mid-week: check in	Everyone posts three short lines: Done (what I finished), Next (what I am on now), Blocked (anything stopping me). Fix blockers the same day.	5 min each
Friday: review	Look back on the week, update every task and send the status update in Step 4.	20 min

Step 4: Send a weekly status update

Overall status

☐ On track ☐ At risk ☐ Behind

Done this week

Coming next week

Risks and decisions needed (what could cause a delay, and what you need from whom)

Hours or budget used so far

Hours or budget left

Step 5: Handle changes before they grow

Scope creep is when small extra requests pile up until the project is bigger, later and more expensive than planned. It usually starts with "Can you just quickly...". When a new request comes in:

1. Write it down as a change, not just another task.
2. Estimate the time or cost it adds.
3. Agree with the person who approves: add it now, swap it for something else, or save it for later.
4. Update the brief, the task plan and the deadline if needed.

Step 6: Close the project properly

- ☐ The person who approves has signed off every deliverable.
- ☐ Files are organised, named clearly and saved in the shared folder.
- ☐ Logins and access are handed back or removed.
- ☐ Final hours or costs are confirmed and invoiced.
- ☐ Lessons learned are written down: what to keep and what to change next time.
- ☐ The client or team has been thanked and asked for feedback.

Want a project manager on your side?

Bridge Imara Services plans, tracks and reports on projects for busy business owners, with a clear status update every week. Book a free 30-minute call to talk about your next project.

Book a free call: calendar.app.google/WMqLtpyrDJUDHbDF9