Project Walkthroughs

Project Walkthroughs Defined

The objective of a **PEER Review** of the product/deliverable is to find any *errors, omissions, improvements* and/or *alternatives.*

Walkthrough Operating Guidelines

Limited to 1/2 to 2 hours in duration
Ideally held off-site
Limited to two to six of the RIGHT people
Minimum 24 hour notice
Exclude managerial role

Things to Avoid in Walkthroughs

The fear of participants
Same-day walkthroughs
FIXING, rather than *DETECTING* problems
Overemphasis on alternatives

Barriers to Effective Communications

Bypassing of individual(s)
Incomplete communication
Poor personal relationships
Semantics
Hurrying up the process
Failure to see the need
Failure to listen
Inadequate planning

Ten Commandments to Good Communications

1. Seek to clarify your ideas before communicating
2. Consult with others, when appropriate, in planning communications
3. Examine the true purpose of each communication
4. Consider the total physical and human setting whenever you communicate
5. Be mindful, while you communicate, of the overtones as well as content
6. Actions should support communications
7. Take the opportunity to convey help or value to the receiver
8. Communicate for tomorrow as well as today
9. Be a good listener
10. Follow-up your communication