Introduction

When managing projects in an organization, a "let's get it done" attitude sometimes, is not enough to meet client expectations. Most often than not, team members diving directly into execution does not always result in the expected outcome. Any organization needs to implement the SQERT Project Management Model to ensure that the specifications given by the client are met. This allows project managers and team members to have a better understanding of what needs to be done and how long it will take.

The SQERT Project Management Model starts with defining the project scope and then moving on to set quality standards, estimating the effort required, assessing risk, and then finally putting a timeline on the project. By using this model, organizations can ensure that their projects are completed on time and within budget.

Definition

SQERT is a periodic trend analysis report specific to projects. The abbreviation SQERT stands for Scope, Quality, Effort, Risk and Timing. The SQERT Project Management Model is an important tool for ensuring that projects meet the client's expectations.

When to Use it

The SQERT model will help you better analyze a set of constraints you find in a typical project. Use the SQERT model for examining the planning, execution, and implementation of what it will take to finish a project.

The SQERT Project Management Model is a five-step process used to:

- Set standardized tools, methods, and processes that everyone in the organization will follow. When you want everyone to adhere to organizational procedures.
- Get everyone on the team focused on a common objective. This is important to avoid conflicts in the workplace when potential issues (behavioral or technical) go out of hand.
- Target the scheduled timeline so that everyone on the team is moving at the same phase.
- Deliver high-quality outcomes. Nothing is more important than achieving 100% client satisfaction.
- Manage resources effectively to minimize risks. It's not always that resources are readily available or skill sets are always the exact fit for the project. Keeping track of all the resources all the time, and taking note of strengths and weaknesses, whether human or machinery is critical in filling in the gaps.
- Communicate effectively with stakeholders of the project promptly. Getting clients, executives, and other stakeholders updated is crucial in establishing your credibility as an organization. It could have an effect on the current project status or future engagements (if they will give your organization more projects to handle).

Details

What is SQERT all about? Here are the details to quickly understand this project management model.

S – SCOPE

Pertains to "deliverables" as agreed by both clients and the organization. It could be objects you need to build, solutions that must be implemented, countries or cities that must be reached, or activities that must be done. In summary, SCOPE is what the project is trying to achieve: the reason and purpose of the project.

Q - Quality

This means having a set of criteria and standards defining whether the project outcome has been produced or delivered successfully. For products or projects to perform effectively means, they have undergone reliability testing or quality assurance procedures to satisfy quality standards.

E - Effort

This refers to where all resources are accounted for in the completion of the project: people, equipment, facilities, and budget. Breaking down all the resources is important to distribute efforts equally or determine what aspects of the project are high priority or low priority.

R - Risk

Risk means external factors that could harm your project. These are possible issues that might arise during the project implementation. It's essential to assess potential threats for project managers to create a proactive risk management plan.

T - Time

Time refers to the time to complete a project. Projects usually have a "start date" and "end date". Meeting the scheduled deadline for specific deliverables reflects how efficiently the project is being managed.

Example:
When using the SQERT Model, here are some guide questions to help you:

S	Scope	What are the list of goals, objectives and activities to complete the project?
Q	Quality	What are the client's requirements for the team? What technical work should be done?
E	Effort	What are the specific tasks to be done at each project phase? What skills or abilities are needed? Who are the person(s) responsible for the tasks?
R	Risk	What are the possible scenarios that could happen along the project completion? How can the team minimize these risks?
T	Time	When does the client expect the team to deliver the outcome? What is the specific schedule of activities for every project phase?

References:
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