



**Project Management Steps, Tools, Answers**

By Forbes Advisor

The goal of project management is to help a team achieve a goal or solve a problem with a set deadline. The project manager owns responsibility for the team hitting its deadline and meeting the goal. But what is project management exactly, and how does it work? Here's a primer on everything you need to know to get your projects on track.

**What Is Project Management?**  
Project management uses processes, skills, tools, and knowledge to complete a planned project and achieve its goals. It differs from general management because of the limited scope of a project, concrete deadlines, and specific deliverables.

A project exists temporarily and must balance the involved team members' time and usually the organization's limited financial resources—a daunting task but one that can be accomplished in a few deliberate steps that utilize special methods and tools.

**Steps of Project Management**  
Project management begins when a manager or team initiates a project. The five steps of project management include:

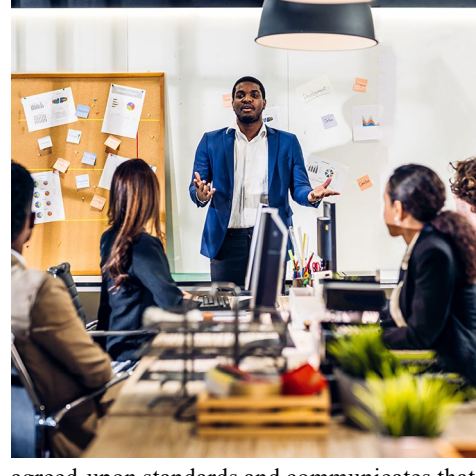
**The initiation phase.** The project manager will assign—or ask for team members to volunteer—to complete specific tasks.

**The planning phase.** The team agrees on a schedule with the client or among themselves for the project. The team may also create a communication schedule with key stakeholders, determine the project's standards and set a budget during this phase.

**The execution phase.** This phase is where the work gets done. Employees may work independently or as a team on tasks that were determined during the previous phases.

**The monitoring phase.** The project manager monitors each person or team's progress along the way to ensure the project is on track to meet the overall deadline and achieve its goals. This phase often happens simultaneously to the execution phase.

**The closing phase.** Finally, the project manager ensures the team completed the project to the



agreed-upon standards and communicates that the team completed the project.

**Project Management Tools and Techniques**  
Even though every project has its own goals

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**PROJECT OVERVIEW**  
A new out-of-the-ground two story, approximately 80,000 square foot (SF), Operational Facility, along with an adjacent, approximately 10,000 square foot (SF), equipment yard, on a 7-acre clear greenfield site in Melville, New York. This is a purpose-built, storm-hardened, redundant, state-of-the-art operational facility.

The building will include a 2-story high Technology arena, second story observation space, offices, meetings and training rooms, break rooms with pantries, a wellness room, restrooms with showers and lockers, and an open work area for workstations or touchdowns. The facility will also contain various meeting spaces that are flexible, and capable of being subdivided into three or more rooms that may be utilized as bunk areas to house storm riders. All necessary and required mechanical, electrical, emergency back-up equipment, and systems with also be constructed.

The project construction duration is from Q1 2026 through Q4 2027.

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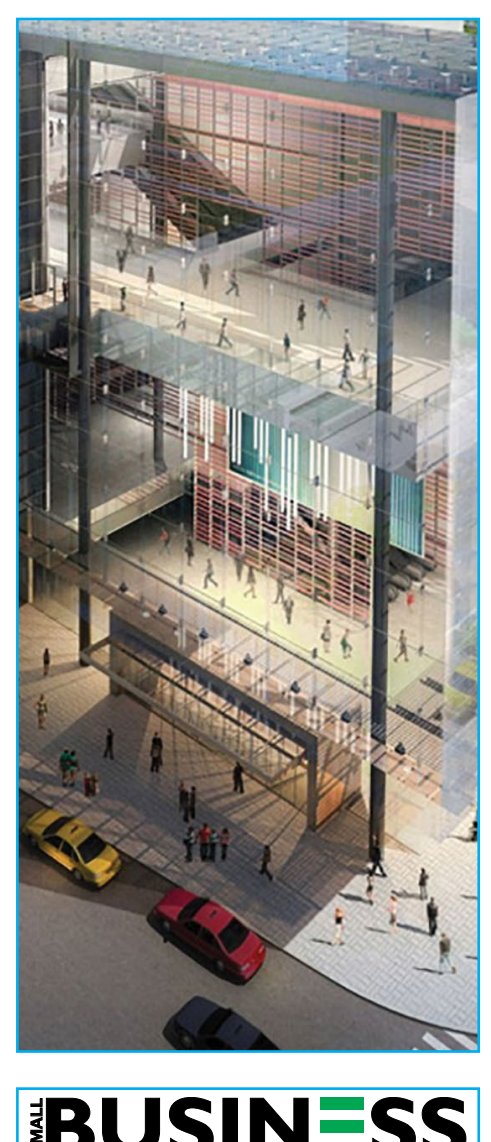
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**SBA 101: Introduction to SBA Programs Webinar**  
Monday, June 8, 2026, 10:00 am–11:00 am Online  
Main Sponsor(s): US Small Business Administration, Rhode Island District Office  
Contact: Brian Hopkins, 401-528-4575, [brian.hopkins@sba.gov](mailto:brian.hopkins@sba.gov)  
Fee: Free; registration required  
This free workshop, presented by the Rhode Island District Office, is designed to help entrepreneurs understand the various SBA programs and services available to help them as they start, expand, grow, and recover their businesses. This overview presentation covers: Introduction to the SBA; SBA Resource Partner Network—Business Training and One-on-One Counseling; Selling to the Federal Government—SBA Contracting Certification Programs; Access to Capital—Loan and Surety Bond Programs; International Trade Assistance; Emergency Preparedness and Disaster Assistance Loans. Register online for the free Assistance Loans webinar at <https://www.sba.gov/event/80670>

**Federal Contracting for Small Businesses Webinar**  
Tuesday, June 9, 2026, 12:00 pm–1:30 pm Online  
Main Sponsor(s): US Small Business Administration  
Contact: Irene Gonzalez, 208-334-1673, [irene.gonzalez@sba.gov](mailto:irene.gonzalez@sba.gov)  
Fee: Free; registration required  
Learn the essentials of federal contracting for

small businesses. This event will cover the basics of navigating the federal contracting process, as well as the various certifications available to help your small business succeed in the government marketplace. Certifications include: 8(a) Business Development Program, HUBZone Certification, Woman Owned Small Business (WOSB/EDWOSB), and Veteran Owned Small Business (VOSB). Don't miss this opportunity to gain valuable insights and resources to help your small business. Register at <https://www.eventbrite.com/e/federal-contracting-basics-and-certifications-for-small-businesses-tickets-197729664666>

**Federal Contracting: Woman-Owned Small Business (WOSB) Certification Program Webinar**  
Tuesday, June 16, 2026, 2:00 pm–4:00 pm Online  
Main Sponsor(s): US Small Business Administration  
Contact: Patrice Dozier, [patrice.dozier@sba.gov](mailto:patrice.dozier@sba.gov)  
Fee: Free; registration required  
SBA is creating a space for Woman-Owned Small Businesses, via WOSB certification! Are you a woman owner of a small business? The federal government's goal is to award at least five percent of all federal contracting dollars to woman-owned small businesses each year. Join us for training on how to register for SBA's Woman-Owned Small Business (WOSB) program, which helps eligible small businesses to qualify for federal contracting opportunities. The monthly sessions include an overview of the self-certification process, and a discussion of the NAICS codes that qualify as WOSB or EDWOSB. Register at <https://www.eventbrite.com/e/woman-owned-small-business-wosb-certification-program-tickets-1986913543896>

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