



# Tips for Smoothly Rolling Out Projects

## 4 Questions to Answer with Your Team

The project rollout represents a **planning opportunity** that ideally occurs during the estimating stages of your project. Even if you don't consider a rollout this early in the game, these techniques can work wonders later, especially if it's becoming clear that there's too much complexity to deploy successfully at one time. You can also combine these techniques and use whatever blend of options makes sense for your project.

- 1. Can you roll out your project as a pilot program?** Pilot rollouts offer a small-scale way to put the project to a real-world test with a smaller group of people, and to fix any problems before a large-scale deployment occurs.  
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- 2. Can you complete and phase in the requirements over time?** This is an especially powerful risk mitigation technique if you have many more features than you can possibly implement within the time available. Can you develop a skeletal version of the system — one that has the framework but not all of the functionality, for example — then add the remaining elements later?  
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- 3. Can you supply completed project modules in stages?** Similar to #2, can you gradually deliver a series of fully functional, independent modules, one by one? That way, people can thoroughly evaluate each module under real-world conditions, and you can address any problems and make needed adjustments before rolling out the next one.  
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- 4. Can you involve the affected personnel in planning the rollout?** If you can get people involved in learning and making decisions about the rollout, it can be very effective, especially where many things need to change at once. In these cases, people are active decision-makers, not just passive “change targets” who are required to accept only decisions that are made by others.  
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