**Mistakes in Managing Multiple Projects (Top 5)**

**Part 2: Project Planning**

Project planning is one of the most important steps in project management. In this step, proper documentation is created to ensure successful project completion. This documentation includes all actions required to define, prepare and integrate additional plans. The project plan should clearly define how the project should be executed, monitored, controlled and closed. Let's see what mistakes can be made in project planning.

**Mistake #2: Careless Project Planning**

one of the most important reasons for project management failure is not thinking deeply about the project plan before assigning it to an employee. A project plan that has unclear instructions, outdated plan, unused, or incomplete leads to failure in project execution.

Inefficient and outdated project plans are the main reason behind most of the project management mistakes. Once you failed to update your projects plan, you fail to monitor and influence the progress of your team members who are working on that project. As a result, your team members will make delays in completing the projects and because of lack of updated instruction or plan, the project quality may fall. And in the end, this will make a delay in your project delivery date.

**Winning strategy #2: Keep Your Plans Realistic and Up-to-date**

How you can keep your project plan updated and realistic? Let reveal some ways

**Make a flexible plan:** You and your project plans should have the flexibility to co-operate with the unexpected changes in the projects. You should always ready to react instantly on unexpected changes on a project and adjust your plan for the projects.

**Always review progress:** If you want all of your projects to be done before the deadline and under your budget you should keep checking the progress of each of your projects on a daily basis. You should keep checking with your project team members about their projects goals, schedule, and performance. To get an excellent result you must review and update your plans regularly otherwise your project and plan may fail.

**Have All Information Ready:**

Gather your data and keep all project-related files in one place. Make files accessible to the people who are related to that specific project. Having all the information at one place will allow you to know where each of your projects stands at any given moment.

**Continue to Part 2 of the Most Common Mistakes in Managing Multiple Projects.**