

Project Assurance

Purpose

To release the Project Board from the burden of project assurance by undertaking the delegated role of inspecting the project.

Benefits

- Y Provides an independent source of information on the state of the project for the Project Board
- Y Reduces the workload of the Project Board
- Y In many instances Project Board members are from a business function and therefore do not necessarily have a Project Management background. The Project Assurance Service is performed by an experienced Project Management Consultant; this reduces the effort required for project assurance whilst increasing the value of the observations and recommendations made
- Y Performing the Project Assurance Service on a project stage basis enables a fixed price to be offered to simplify budgeting if required (price on application)

Method

The Project Assurance Service is based on a number of iterations dependent on the size and duration of the project. It is recommended that there is a Project Assurance iteration per stage of the project.

The Project Assurance Service comprises:

- Y An initial two-day exercise to meet with the Project Board representative, gather the key project documents, establish the Consultants Terms of Reference and determine the schedule for the quantity of iterations required
- Y A number of iterations, each taking four days to complete. This will involve a number of random inspections on a sample of project activities, followed by the production of a report. If several iterations are performed, the Consultant will choose different areas of the project to inspect at each iteration, unless there is cause for serious concern, in which case an area is recommended for a follow-up inspection

The inspections will include:

- Y External Assurance to confirm the project is following overall and corporate standards
- Y Internal Assurance to verify the project is delivering products/deliverables that meet the agreed Quality Criteria and that conformance to project standards is being monitored and maintained
- Y Focused Inspection on the request of the Project Board, i.e. a specific project area will be inspected

Deliverables

- Y Project Assurance Plan
- Y Project Assurance Report(s)

Reporting & Reviewing

The Consultant will liaise with the Project Manager to arrange the inspections and issue observations and recommendations to the Project Board.

Price

Please call 01244 852 544