

# Bid/Project Management Consultancy Assignments

## Purpose

To deliver Project Management or Bid Management consultancy to achieve a specified result. Examples include:

- Y Developing/enhancing Client-specific Project Management procedures, standards or templates
- Y Developing/enhancing Client-specific Bid Management procedures, standards or templates
- Y Project-specific or Bid-specific guidance
- Y Developing Client-specific course material
- Y Assessing Project management or Bid Management performance within an organisation or department

## Benefits

- Y Consultancy work performed by a subject expert. WPM consultants are practitioners in their field of expertise. This enables them to keep abreast of the latest theories and best practice working methods whilst demonstrating a practical view of implementation
- Y Using project management techniques to manage consultancy assignments enables the scope to be understood by both parties, the desired outcome to be clearly defined and the measures of success to be identified

## Method

All consultancy assignments will result in one or more deliverables being produced by the consultant on the behalf of the Client.

WPM will produce a Product Description for each deliverable and a Work Package describing how the products will be developed and how the assignment will be managed. By treating the assignment as a Work Package within a Client's project, WPM will be able to keep the management overhead to a minimum.

The consultancy assignment comprises two phases:

## **Definition**

The Definition activity can take from one to three days depending on the complexity of the requirement. The outputs from the Definition phase are the Work Package and Product Description(s) for the assignment, together with an estimate of the time and effort required to complete the products.

## **Delivery**

The generation of the Work Package and Product Description(s) will enable the scope of the assignment to be clearly defined, thus ensuring that the Client acquires the business benefit they expect from the assignment.

Typically, the Definition phase is undertaken before the agreement to proceed with the assignment. Should the assignment proceed, the effort for the Definition activity is added to the initial invoice.

## Deliverables

- Y A Consultant equipped with a laptop and mobile phone
- Y Work Package and Product Description(s)
- Y Other assignment specific deliverables agreed at the start of the assignment

## Reporting & Reviewing

The consultant will issue weekly Highlight Reports to the Management Team and Hiring Manager. The consultant will also issue standard weekly reports to the WPM Operations Manager.

The WPM Operations Manager will have a performance review with the Hiring Manager at the end of the first week of the assignment and a review with the Hiring Manager at the end of the assignment.

## Price

Please call 01244 852 544