

Project Start-Up & Initiation Service

Purpose

To assist the Client Project Manager to set up a project using a structured approach, so that the project's control parameters are clearly defined and agreed by the relevant stakeholders.

Benefits

- Y Guidance on how to reduce management overheads whilst providing appropriate levels of governance in accordance with the importance and complexity of the project
- Y Early identification and resolution of conflicting requirements and an early check on the viability of the project before it consumes significant funds
- Y Skills transfer on the pragmatic use of PRINCE2

Method

The overriding principle of this service is that the Client Project Manager must retain ownership of the project. It therefore comprises the provision of an experienced Project Management Consultant to provide advice and guidance to the project manager on the critical activities required for a specific project to be established in order to gain approval to proceed. The Consultant will provide five days of assistance over the Start-Up and Initiation period, which will include:

An initial meeting with the Project Manager to determine:

- **Timescale** – how long do we have to set up the project?
- **Current status** – how much has already been done?
- **Resources** – who is needed/available to plan the project?
- **Approvals** – who will approve the project and are there any company specific procedures that must be adhered to?

The Client Project Manager and WPM Consultant will jointly draw up a task list of what needs to be done in order to set up the project and gain management approval within the required timescale.

Reviews

The Consultant will provide a critical review of the project management products prior to submission to the Project Board or Project Sponsor for approval. This activity will take three days, a day each to review and present feedback for the Start-up and Initiation documents and a day to produce a Lessons Learned Report that will provide documented feedback.

The following management products will be reviewed:

- Y **During Start-Up**
 - Project Brief and Project Approach
 - Initiation Stage Plan
 - Outline the Business Case
- Y **During Initiation**
 - Project Initiation Document
 - Project Plans (Project and Stage)
 - Quality Strategy
 - Project Filing
 - Project Register (Risk, Issue, Quality)
 - Project Product Description
 - Business Case

Coaching

In addition to reviewing the specific project management products, the service includes a day of coaching. This could be provided in the form of telephone/e-mail support or face-to-face meeting, with a further status review at an agreed time after the workshop to check progress and to provide guidance.

Deliverables

- Y Experienced Project Management Consultant for four days of consultancy and one day of coaching
- Y Lessons Report so that skills transferred can be applied to future projects

Reporting & Reviewing

The Consultant will report only to the Client Project Manager for the duration of the service.

Price

Please call 01244 852 544