

# Outsourced Project

## Purpose

To provide you with an alternative to managing and resourcing your projects using internal staff so that you can focus on your existing business activities whilst the project is in progress. WPM will undertake to deliver a specified scope of work for you.

## Benefits

- Y Reduced impact on existing business - Using an external organisation to manage the project enables the Client to focus on current operational duties
- Y Reduced costs - Using proven project management practices, the project costs will be reduced by getting it right on time and first time
- Y Consultation - relevant stakeholders will be consulted and their requirements captured, thus avoiding potential conflicts of requirements
- Y Project focus – WPM is a results-driven project management organisation. The team assigned to the Project will be fully focused on meeting the project requirements on time without distraction

## Method

WPM will use the PRINCE2 project management method to plan and manage a fixed scope of work on your behalf. The project will include the following stages:

### **Start-Up and Initiation**

- Y WPM will establish a project management team to capture requirements and develop the plans for the project. The requirements for the project will be clearly defined in the Project Brief and agreed by both parties.
- Y The project solution (plans, product descriptions and controls) will be documented in the Project Initiation Document (PID) and agreed by both parties.

### **Delivery Stages**

- Y WPM will establish a project team to undertake the work defined in the PID and will manage the project in accordance with the controls in the PID.

## Closure Stage

The project is assessed to verify that:

- Y All deliverables have been accepted by you, the Client
- Y Lessons learned have been captured
- Y All outstanding issues in the issues log have been assigned to an operational owner

## Deliverables

- Y Management Products
  - Project Brief - the requirements definition
  - Project Initiation Document (PID) – how the project will be implemented and controlled
  - Communications Plan - to define how we keep everyone fully informed
  - Reports (Highlight/Checkpoint/End Stage/End Project) - to keep everyone fully informed
- Y Project Specific Deliverables defined in the PID

## Reporting & Reviewing

The WPM Project Manager will issue Checkpoint Reports to your Liaison Manager and Highlight Reports to your Project Board.

Project issues will be raised with the Liaison Manager in the first instance and escalated to your Project Board if they cannot be resolved.

It is recommended that a joint Project Board meets on a monthly basis. The Project Manager will report progress to the joint Project Board.

An End Project Report will be produced by the Project Manager and issued to the joint Project Board for review.

## Price

Please call 01244 852 544