

MODULE B
PROJECT AND PROGRAMME MANAGEMENT



Modular Approach to Business Improvement:

Module B – Project and Programme Management

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Section 1: Evaluating Project/Programme Management Systems

1.1 Appropriate Project/Programme Management Systems

- Ensuring existing Project/Programme Management Systems are fit for purpose and in line with good industry practice.
- Aligning other internal systems to complement Project/Programme Management Systems or vice versa.
- Development and Implementation of new Project/Programme Management Systems

Section 2: Effective Stakeholder Management

2.1 Identifying all the appropriate stakeholders

- Identifying key stakeholders and determining their level of influence and power
- Developing strategies for effective management of influences and powers to achieve successful delivery of Project/Programme objectives.
- Capturing and managing expectations.

Section 3: Appropriate Planning Tools and Methods

3.1 Choosing the right Tool for the job

- Evaluating different Project/Programme Management tools against business needs to ensure a “fit for purpose” solution.
- Implementing new Project/Programme Management tools

3.2 Applying the correct methodology

- Evaluating existing/implementing new planning methods to ensure achievable, encompassing and complete programmes.
- Evaluating existing/implementing new resource planning methods to ensure optimal use of existing resource.

Section 4: Tracking and Reporting Progress and Cost

4.1 Tracking Tools and Methods

- Evaluating existing/implementing new tracking tools and methods to ensure an accurate account of progress and value of work done.

4.2 Reporting Progress and Cost

- Evaluating existing/implementing new reporting systems to ensure the appropriate level of information at any level within the business.
- Integrating reporting systems to minimise duplication of data.

Section 5: Managing Change

5.1 Changes to Scope, Programme and Specification

- Evaluating existing/implementing new early warning systems to effectively flag up variance in a timely manner.
- Evaluating existing/implementing new notification systems to ensure variances are notified in accordance with contractual/managerial requirements.
- Evaluating existing/implementing new assessment measures to accurately calculate the impacts of any change.
- Evaluating existing/implementing new configuration management systems

5.2 Balancing Practical and Contractual Management

- Contractual and Commercial awareness (i.e. understand obligations and liabilities)
- Establishing protocol for managing change on site.
- Mitigation measures and minimising the impact of any change on the Project/Programme objectives.

5.3 Dispute Resolution

- Evaluating existing/implementing new claims management regimes to thrash out frivolous claims whilst ensuring full recovery of legitimate claims.
- Evaluating existing/implementing new strategies to enable quick, easy and affordable resolution whilst maintaining a healthy partnership.

Section 6: Post Mortem

6.1 Learning from past experience

- Evaluating existing/implementing new post mortem principles, tools and applications.
- Trend analysis to identify similarities (both leading to failure and success).