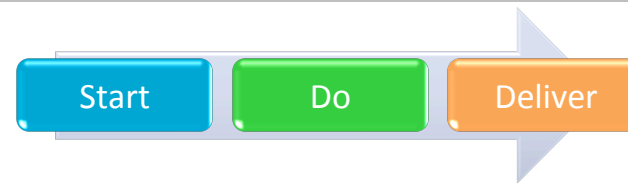


The Ideal Process



Start. World-class project management starts with a front-end process that selects the right projects and clearly defines the objectives and appropriate scope. The business case articulates the financial benefits and intangible value points, in addition to the investment requirements. A leadership council governs and managed the projects as part of the balanced enterprise portfolio of investments.

Do. World-class project managers work with experts to translate the business case into a detailed plan. They recruit and ensure the best resources are optimally utilized, schedule the work and apply the appropriate processes to design and build deliverables at the right level of quality. The team achieves a high level of performance and key stakeholders feel the right level of engagement. Before customer impact, the team detects and resolves issues and risks. Project managers manage change and routinely communicate project status to leadership. Customers and team members demonstrate confidence that project objectives will be achieved.

Deliver. World-class project managers lead diverse teams to successfully deliver, stabilize and transition the project and its product(s) to operational owners as planned. The organization learns project and portfolio lessons and leverages them during future projects. The organization achieves the benefits defined in the approved business case, tracking them within the investment portfolio.

Best Practices

Select	Scope	Plan + Schedule	Resource	Quality	Stakeholders	Risk	Transition
<p>Select Right Projects</p> <p><i>Ensure</i> strong sponsorship <i>Align</i> projects with business strategy <i>Develop</i> a believable business case, articulating value and investment <i>Choose</i> the right projects that balance strategic and financial value</p>	<p>Define Scope</p> <p><i>Deliberate</i> goals and SMART objectives – Specific, Measurable, Achievable, Realistic, and Time-bound <i>Define</i> the project scope clearly – in and out <i>Document</i> and agree to the detailed deliverables <i>Refine</i> assumptions and constraints</p>	<p>Plan and Schedule</p> <p><i>Plan</i> all aspects <i>Create</i> the detailed project schedule with dependencies, resource assignments, task estimates and leveling <i>Identify</i> the critical path, milestones and optimize <i>Validate</i> and/or refine delivery commitments <i>Baseline</i> and communicate <i>Update</i> portfolio</p>	<p>Resource the Team</p> <p><i>Plan</i> >Procure >Manage >Transition <i>Ensure</i> appropriate engagement of sponsor and steering team <i>Negotiate</i> for critical internal resources <i>Procure</i> needed physical, human and financial resources <i>Build</i> a high-performing project team <i>Transition</i> project resources with 360 team feedback and documented knowledge transfer to and acceptance by operations</p>	<p>Ensure Quality</p> <p><i>Define</i> and design desired level of quality into project and product processes <i>Predict</i>, measure and respond to deficiencies throughout <i>Deliver</i> via an iterative process, developing team and stakeholder confidence</p>	<p>Manage Stakeholders</p> <p><i>Analyze</i> stakeholder needs <i>Engage</i> the right stakeholders in appropriate decisions <i>Plan</i> and execute a robust communication and behavioral change program, calibrated to stakeholder concerns <i>Manage</i> project and product change requests formally</p>	<p>Resolve Risks</p> <p><i>Create</i> continuous process for identifying, communicating and resolving issues and risks <i>Perform</i> qualitative and quantitative risk analysis <i>Integrate</i> risk response actions into plans prior to baseline</p>	<p>Transition and Complete</p> <p><i>Integrate</i> operations into the project early to drive transition effectiveness and efficiency <i>Develop</i> and deliver tailored training and communications <i>Implement</i> plan to monitor behaviors to sustain the change <i>Document</i> lessons learned and make improvements <i>Achieve</i> objectives <i>Celebrate!</i> <i>Deliver</i> promised business benefits, monitor and document portfolio returns</p>
<p>Identify 1 Sponsor 4-Step Initial Pjct Definition Force Rank 5 Delivery Objectives Sponsor Go/No Go Business Case Portfolio-Level Go/No Go</p>	<p>Confirm SMART Objectives Project Agreement Signed Crystal Clear Scope via Work Breakdown Structure (WBS) Final WBS=Scope Baseline</p>	<p>Follow our simple 10-Step Process Choose the right scheduling tool Involve the team in estimating Build the Initial Schedule Include Reality, Optimize, Baseline Monitor Progress Against Baseline Stop & Think via Regular Status</p>	<p>Identify resources needed with WBS & initial project team Develop project org structure Clarify Responsibilities via RACI Plan resources across the schedule and get commitment</p>	<p>Complete the Quality Tracker</p>	<p>Complete the Stakeholder Analysis & Management Matrix (SAMM) Develop the Communication Plan</p>	<p>Complete the Risk Analysis & Response Worksheet</p>	<p>Complete the Lessons Learned Worksheet Complete the Project Close Worksheet Communicate Project Close Celebrate!</p>

<--Include Actions in the Schedule. Monitor. Stop & Think via Regular Status.-->