



Project Snapshot

Rapid Project assessment with Observations

Description

This is a fast, powerful and cost effective intervention that provides a “fresh eyes” review of your project by adding an experienced reviewer to the panel at one of your routine project reviews. Your project team will be tasked to present the project status to a panel including an experienced independent reviewer who is able to challenge without constraint and through experience recommend alternative solution paths.

Intended outcomes:-

Identify problems and any underlying issues that require resolution.

Provide the business with alternative solution paths.

Increase the constructive challenge exercised by staff both during the event and subsequently.

A plan of action which enjoys a high degree of support.

Especially Designed for:

Any sized Business that is involved in the introduction of new products and has reached a point where there is a need to increase the level of confidence in a project plan. This might be due to difficulties with a current project, the business impact that a project represents or simply a desire to maximise project potential.

Format:-

Initial Appraisal: Duration 2 - 4 hours

An initial meeting with the prime stakeholder (Project Director or Managing Director) supported as required by key project decision makers (normally the project manager and up to 3 others). The meeting's aims are to scope the project, identify the opportunities that exist and establish a suitable format for detailed exposure. A short written summary giving an assessment of the current situation and offering high level recommendations for a review format will be provided.

Review Planning: Duration 1 - 6 weeks (part time)

Following an initial appraisal and a decision to proceed, an opportunity for more detailed preparation by the project team and background research by the reviewer. This also provides time for engagement of any agreed external resources and detailed event planning.

Project Review: Duration 1 - 3 days

A series of structured presentations by the project team following a previously agreed agenda with opportunities for detailed questioning and input where appropriate by the reviewer(s). The review can be held on your premises or off-site. Participants will include all key project team members and ideally any senior management members normally involved in reviewing this project. You should arrange to record notes from the sessions for future reference.

Progress Review: Optional

Typically conducted 6-8 weeks after the review, a follow up meeting with the prime stakeholder to check on progress and identify any implementation road blocks that may exist. A short written summary giving an assessment of the situation and offering high level recommendations will be provided.

Typical Cost Range: £2,500 - £25,000
