



Service: Get set up for success with programme governance and infrastructure

If you're outside your comfort zone with project management nitty-gritty, let's get you "up and running"

Typical Benefits

If you are an operational manager responsible for running a strategic change project or programme but you don't have a lot of project delivery experience, this service sets you up with firm foundations based on established project management techniques. Typically you will see value in the following areas:

- Your operational skills and understanding, underpinned with project / programme management know-how.
- Improved estimation and financial control, with better delivery predictability and capability (right first time).
- Projects fit for purpose, on time and on budget, improving credibility with and confidence from the business.

Overview and typical delivery approach

- We spend a day with you reviewing your programme and discuss with you what elements of programme infrastructure you need in place the most and soonest, for example:
 - **Goal-oriented governance:** Set up project and programme boards with the right people, agree terms of reference, prepare reporting packs to drive decisions and follow-up packs to ensure action.
 - **Savvy scheduling for on-time delivery:** Create an integrated schedule of delivery activities, with dependencies, resource allocations and milestones, and filters. Identify risks while there is still time to do something about it.
 - **Tools for teamwork:** Set up a web portal to allow team members to see project documents, work items, and hot topics, with views to focus them on their own activities or give them an overview of the whole project.
 - **Financial Framework for control and predictability in delivery:** Set up a cost tracker to compare forecast and actual spend with budget, sliced and diced to enable you to spot financial problems and overcome them.
 - **Choosy change control to manage costs without compromising quality:** Devise, agree and document principles; create a register to capture requests and assess impacts, approve the good ones, reject the rest.
 - **Articulate Analytics:** Visualise live programme data, find out where risks, issues and actions come from and how long it takes to resolve them, to improve your control of the programme and predictability of delivery.
 - **Learning lessons:** Based on Ken's book *Learning lessons from projects*, reflect on project delivery experience and identify within in useful lessons; use these lessons to improve processes or identify risks in future projects.
- We agree a cost / time box, and using the list as a prioritised backlog, incrementally deliver items from it to get your project or programme up and running on sound project or programme management foundations.

Deliverables

- **Governance and reporting:** A meeting schedule of boards with representation from business as usual and the delivery team, agreed terms of reference, meeting packs that drive decisions and follow-up to ensure action.
- **Scheduling:** An integrated schedule of delivery activities, with dependencies, resources and milestones, and filters.
- **Team collaboration site:** A Microsoft® SharePoint® team site of registers, document libraries, and custom views.
- **Financial Framework:** an Excel® file capturing forecast and actual spend against budget, with analysis by categories.
- **Change control:** Agreed and documented change control principles and process; register of requests and decisions.
- **Analytics:** A web portal visualising live programme or project data to answer your delivery questions.
- **Learning lessons:** A set of actions to improve delivery processes or identify risks in future projects.

Client testimonial

*"When Pragmatic PMO was engaged, we had no project management function or framework to support the programme. Pragmatic PMO implemented **just enough project management fundamentals** and discipline to enable the programme to robustly deliver some fantastic outcomes for the client. If you are looking for strategic programme delivery support services that you can actually lean on, **Pragmatic PMO should be at the top of your list.**"*

Mark Ferguson, Programme Director