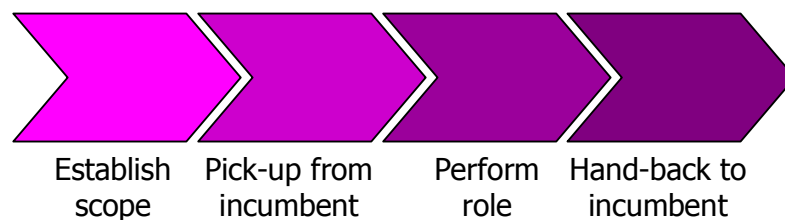


Interim Manager Role

The Interim Manager Role is one of the services provided by Peter Caine – Project Consulting Ltd. (pc-pcl) to assist with the successful implementation of IT related projects and programmes from project/programme inception through to completion.



Temporary management cover

During its normal business operation an organisation occasionally has a sudden, short-term need to find a temporary locum to fill a senior management role. This may be a result of a planned absence, pending a new appointment, as part of a re-organisation or due to unexpected illness.

"A successful team coach always has good players on the substitute's bench."

Experienced senior manager

By appointing an experienced senior manager on a temporary basis it enables the organisation to fill the gap in a quick and cost-effective manner with minimal disruption to overall business performance. Depending on the need this could be a full-time or part-time engagement either at a fixed-price or time and materials basis.

Peter Caine – Project Consulting Ltd. is a small consulting services business that is able to offer flexibility and value. One of our strengths is the range of business and project-related experience we are able to bring to our assignments. The company is based on 29 years of practical experience of project consulting, project governance, managing projects and line management. These assignments were mainly based around information technology but also included elements of engineering and construction.

There are two outputs from the performance of the Interim Manager Role:

1. The performance of the role being covered during the agreed period.
2. Handover of the role back to the permanent senior manager in the organisation. This handover will typically include a period of overlap during which there will be an incremental transfer of the role supported by appropriate status and transition documentation.

Process Step	Main Activity
<i>Establish Scope</i>	<i>Clarifying with the client the scope of the role, the level of responsibility, reporting lines, timescale and hours of cover.</i>
<i>Handover from Incumbent</i>	<i>Picking up the role from the current incumbent (assuming they are available). Documenting the start position and agreeing how it will be handed back at the end.</i>
<i>Perform Role</i>	<i>Performing the role for the agreed period and keeping an on-going record of activity in preparation for the handover at the end of the assignment. Providing the client with regular status reports.</i>
<i>Hand-back to Incumbent</i>	<i>Presenting a summary report to the incumbent manager on events that have happened during the absence. Progressively handing back the role until the incumbent is performing it all and is fully aware of any developments that occurred during their absence.</i>

The overall timescale for the Interim Manager Role depends on the needs of the organisation, however it is typically in the range of 1 to 12 months. Anything shorter than one month needs significant organisational knowledge for it to be cost-effective; anything much greater than 12 months is effectively a permanent appointment.

The assignment does not need to be full-time, often there are parts of the role that can be temporarily re-assigned to an existing senior manager leaving only a part of the vacant position needing to be covered.

In summary the Interim Manager Role:

- brings both the capability to perform the role in question as well as additional external knowledge and experience that could further benefit the business;
- has the flexibility to provide the right level of cover that is needed by the business for the required period of time; and
- is a cost-effective way of ensuring operational continuity with minimal business disruption.

This service draws on actual assignments successfully performed across a wide range of industries and for varying sizes of organisation. It would be delivered by a project management professional with over 29 years of IT and business management experience.

For further information please send an e-mail to info@petercaine.co.uk or call Peter Caine on 07850 329026