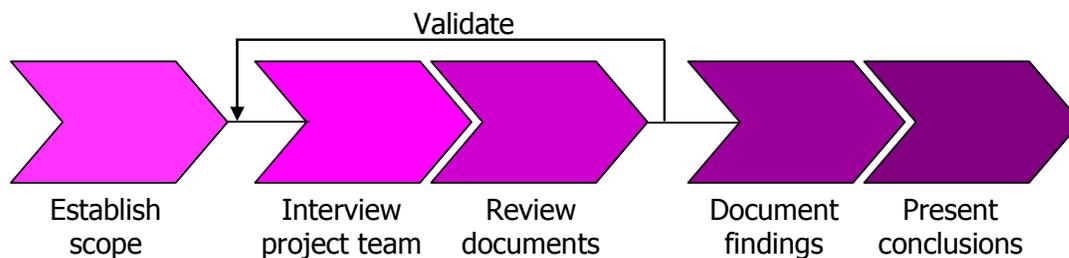


Project Health Check

The Project Health Check 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.



The need for a health check

Often in an organisation there are live projects which look to be under control; the monthly reviews do not show up any potential problems and progress appears to be tracking to the plan. Then suddenly, for no apparent reason, a project switches from being a beacon of success to a rogue project and in serious trouble.

Typically this is not because the project manager or the project team is deliberately hiding the truth from the sponsor and steering board but because they are too close to the day-to-day operation to recognise the start of a downward trend.

"How does a project get in trouble and miss its end date? One day at a time." [1]

It is for this reason many organisations will commission an external review of the whole project by someone able to stand-back from the project and identify the incremental "one-day-at-a-time" movement away from the original plan.

The Project Health Check will often prevent a beacon project becoming a rogue project that requires drastic, expensive recovery action.

A tried and tested review process

The Project Health Check provides a structured process to evaluate the current situation and assess the project's likelihood of success. It looks at project performance, management processes, project team, suppliers/subcontractors and organisational fit.

The output from the review will be a documented presentation report to the project sponsor highlighting the review conclusions and recommendations.

Process Step	Main Activity
<i>Establish Scope</i>	<i>Agreeing with the project sponsor the scope of the review.</i>
<i>Interview Project Team</i>	<i>Holding individual meetings with the key project team members to establish their perception and understanding of the status and operation of the project.</i>
<i>Review Documents</i>	<i>Reviewing project documentation (status reports, baseline documents, plans, organisation charts, communications and procedures).</i>
<i>Validate Findings</i>	<i>Checking any discrepancies between the project documentation and the output from the interviews.</i>
<i>Document Findings</i>	<i>Preparing the written report to document the findings, conclusions and recommendations.</i>
<i>Present Conclusions</i>	<i>Presenting the report conclusions and recommendations to the project sponsor.</i>

The overall timescale for a Project Health Check does depend on the project size, its location (i.e. is it spread across several different sites?), team availability for interviews and where the project is in its life-cycle. It is therefore not unusual for the whole review process to take around 20 to 25 working days elapsed time, especially if the review is not to impact the ongoing delivery of the project.

In summary the Project Health Check:

- provides the “no surprises” reassurance to the project sponsor or steering board on the performance of a key business project and its ability to delivery the expected benefits;
- highlights any additional risks and issues that could impact project performance enabling action to be taken to address them before they become critical; and
- provides an objective review of the project that is both independent of the sponsoring business and the delivery organisation.

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

[1. The Mythical Man-Month, Frederick Brooks, 1975/1995]