



## Ensuring Project & business Success

### Disclaimer

NB: The information presented here does not represent a formal dispatch of rules or laws from Knowledge Hemispheres. The guide was developed from research conducted and is not legally binding. Views expressed here are not representative of the organisation: Knowledge Hemispheres Ltd. For each project we strongly recommend legal advice is sought to verify use of any material being considered.

### Document Purpose

The following document has been developed to outline best practice suggestions for recovering and ensuring project success. This is an example of typical quick reference guides available for some of Knowledge Hemispheres Project Technique Courses. Each element is further developed with practical examples and typically break-out sessions to derive collaborative solutions.

### 20 steps to help ensure Project and Business Success

At this stage these suggestions are based on initial discussions and evaluation of immediate needs.

1. Identification and evaluation of gaps between actual performance to date versus stated project requirements/timeline and recommendation of actions necessary to resolve issues while retaining existing programs/applications where possible.
2. Develop a recovery strategy project schedule.
3. Identify resource requirements Vs capacity. In parallel assess suitability of current utilisation / performance measures.
4. Review reporting procedures
5. Review critical members of the team and understand their personal drivers and goals.
6. Identify individuals that may require personal coaching.
7. Discover reasons for possible over intellectualising problem areas
8. Review Project Assurer & Project board testing policies and recommend fast-track procedures (if required)
9. Develop a peer-based review system
10. Review Change control documentation and process.
11. Use the following criteria to ensure that all project processes are achieving their objectives: Synergy, Efficiency, Effectiveness, Competitiveness (Market requirement check) and project test User needs.
12. Review format of weekly status reporting
13. Use the 'essential few and the big picture' approach to help prioritise project issues.
14. Use 'SPIE' – Survey, Prioritise, Implement and Evaluate technique to improve the plan for each of the current critical project tasks.
15. Run 'snap shot' workshops to assimilate project information and direction.
16. Review current project documentation, its suitability and develop effective reporting.
17. Review risk plans daily – develop positive solutions and communicate them.
18. Review 3<sup>rd</sup> party contracts and possible liabilities –
19. Review current best practice and ensure updating and discipline to review repositories
20. Conduct effective team briefings including upper and cascade management approaches.