

Best Practice

Service: Consulting
Solution Suite: Project Management
Best Practice: Project Quick Starts



Overview

AMS deploys solutions based on customized industry and experiential best practice. Our team of executive level consultants will work with your organization to craft the best implementation of any service, solution suite and correlating best practice. This holistic approach to creating business solutions will render high value ROI, continuity and embedded value.

AMS has designed the Project Quick Starts Suite in order to help clients achieve more efficiency when kicking off Project Management initiatives. Each tool has been crafted to allow for consultant/client involvement during the critical phases of a project life-cycle. This collaborative approach produces real-time knowledge transfer and sustainable results. More importantly, our clients benefit from the deliverables far beyond the scope of the joint effort. In many cases clients are able to establish best practice and leverage it on future initiatives. The Quick Starts Suite is a hybrid consulting, coaching and mentoring activity that produces immediate and repeatable success. AMS clients ranging from Fortune 100's to Government Agencies have benefited from these tools.

Quick Start Communicator is designed to help the project team establish a refined communication plan early in the process. Delivered in a workshop format to new project teams or existing teams needing guidance, the program is designed to help team members work more productively together, develop a communication protocol, reporting procedures, define roles and responsibilities, and more.

Quick Start Trainer is a unique program, customized to your organization, that offers targeted guidance to executives, managers and staff members. This training and consulting program will orient all three groups to the benefits and challenges of operating in a project management environment.

Quick Start Planner is designed to focus the momentum of the team in the right direction. Delivered in a workshop format to new project teams or existing teams needing guidance, the program is designed to help team members work more productively together, address critical issues that cause project dysfunction, and assist in synergizing people, process and technology.

QUICK START COMMUNICATOR

Ask any project leader and they will tell you that communication around project issues is one of the key elements creating anxiety on a project. In fact, statistics show that communication is one of the leading contributors to project failure. Unclear or missing communications can lead to project uncertainty, late deliverables, poor quality, resource overload and ultimately, project failure. There are myriad reasons for this: lack of clearly defined roles and responsibilities, lack of commitment, lack of accountability/personal responsibility and lack of clarity around project goals and objectives. Most of these breakdowns can be addressed in the planning process with the clear definition of project communication. Project communication is a process, one which can be managed based on a refined execution plan.

Our Quick Start Communicator is designed to help the project team establish a refined communication plan early in the process. Delivered as a one - three day workshop to new project teams or existing teams needing guidance, the program is designed to help team members work more productively together, develop a communication protocol, reporting procedures, define roles and responsibilities, and more. The process helps address critical issues that cause project dysfunction, and assist in synergizing people and process.

The Advanced Management Services, Inc. Project Management Quick Start Communicator is part of our easy to implement Quick Start suite of products. Designed to help an organization jump start the communications aspects of a new or troubled project by facilitating a communications planning session with the core project team, its goals are to enhance project communication, understanding, and in turn, personal accountability.

Our senior consultants will work on-site with the core project team to create a workable plan for refining communication objectives. In one - three days of intensive activity, the team will:

- Define clear roles and responsibilities
- Establish a communication protocol
- Review project plan, goals, objectives and milestones
- Create or refine reporting tools and protocols
- Review lessons learned and case studies from prior projects for communication breakdowns
- Optional - conduct communication workshop for extended team members

QUICK START TRAINER

Project management cannot be successful without clear understanding and support from all levels of the organization. This program helps create awareness around your organization's project management goals. It helps companies to create and deliver a consistent message regarding project management.

Designed for companies that have just begun to explore the benefits of project management, the Advanced Management Services, Inc. Project Management Quick Start Trainer is a unique program, customized to your organization, that offers targeted guidance to executives, managers and staff members. This training and consulting program will orient all three groups to the benefits and challenges of operating in a project management environment. Our approach focuses on process and people, which provides individuals with not only project management skills, but the people management competencies so crucial to success.

The Advanced Management Services, Inc. Project Management Quick Start Trainer is part of our easy to implement Quick Start suite of products. It includes the following seminars:

- **Senior Management/Executives:** The executives in your organization will receive a one day orientation on project management. This workshop will discuss current industry best practices in project management, aligning projects with the company's strategic, operational and tactical objectives, how to effectively develop a projectized organization, and functions of a project office.
- **Project Managers/Managers:** The managers in your organization, or the individuals who will function as project managers, will attend a two day hands-on seminar designed to introduce them to the tools and techniques of project management. They will learn about project initiation, planning, implementation, control and close, and be exposed to tools such as the Project Overview Statement, critical path, network diagrams, estimating techniques, Gantt charts and more.

Staff Members: Front line staff members will attend a one half day workshop designed to explain the concepts of project management, how initiatives will be implemented within their organization, how they will be affected, and what they can do to ensure project success. In addition, they will be exposed to the concepts of team-based project management and the beliefs and norms necessary to succeed.

QUICK START PLANNER

Adequate project planning is one of the most critical elements of project management, yet one of the most overlooked. In an effort to *just get the work done*, many teams rush forward into the project without completing the proper front end planning work. Down the road, this can lead to project uncertainty, late deliverables, poor quality, resource overload and ultimately, project failure.

Our Quick Start Planner is designed to focus the momentum of the team in the right direction. Delivered as a three day workshop to new project teams or existing teams needing guidance, the program is designed to help team members work more productively together, address critical issues that cause project dysfunction, and assist in synergizing people, process and technology.

The Advanced Management Services, Inc. Project Management Quick Start Planner is part of our easy to implement Quick Start suite of products. It is designed to help an organization jump start a new or troubled project by facilitating an interactive planning session with the project manager, team, stakeholders and sponsors.

Our senior consultants will work on-site with the project team to create a workable plan for accomplishing project objectives. In three days of intensive activity, the team will:

- Agree upon project scope, success criteria and major deliverables
- Develop team roles and responsibilities
- Arrive at consensus on key decisions and action items
- Create a schedule driven by an accurate work breakdown structure, dependencies, resource availability and realistic dates
- Assess project risk and develop a plan to mitigate it
- Take away planning skills that can be applied on future projects

AMS can customize any best practice to fit your organizational needs.