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Helping you deliver on time, on budget and with the right results!



Developing your own in-house Project Management System.

I have worked with many organisations helping develop project management capability of their staff.

This has included developing project management systems (PMS) for staff to use on projects. A PMS is a written document which gives guidance (some mandatory) to staff on how to manage and deliver projects within their organisations.

Project Agency has reviewed many of these PMS's and has developed a quick and practical method – *The Template Approach* – to producing a customised project management system. Firstly though what are the benefits of having a PMS? These include:

- **providing guidance** for staff at all levels of the organisation on how to manage and deliver projects effectively
- **greater project success** - research from KPMG shows that those organisations that “keep to the rules” have a higher project success rate than those who have no such system
- providing a **common language** for all staff to use ensuring there are no misinterpretations
- providing **common forms (templates)** for use across projects
- **ensuring risks are identified** and clearly acted upon
- **better estimating** and assessment of project resources
- providing **tools with wide application** – across projects as well as with business as usual activities

Developing a PMS involves a change in the way people operate – at the project management level, the senior management level at the stakeholder level and at the strategic level. It is imperative therefore that you take these (and other) groups along with you; my approach does this.

I have developed a simple process for organisations to own and manage its own PMS. It can be modified to fit your unique circumstances. You have and own your own PMS. This will provide you with the basis for ensuring that current and future projects are delivered consistently and to an agreed standard.

The following pages describe a process for developing your PMS.

Stages in the development of a PMS for your organisation

Stage 1	Agree with chosen project sponsor the project objectives and outcomes required by the organisation. Document and put onto a PID, obtaining formal sign off
Stage 2	Internal action; identify stakeholders from within the business to help create your own unique PMS. We suggest around 20 key people
Stage 3	Hold 1 st stakeholder workshop (2 hours) where we explain the role of those selected
Stage 4	Individuals answer questions based around the written PMS – focussing on the appropriateness to your business
Stage 5	I collate all the answers to questionnaires
Stage 6	I distribute the answers from the questionnaires to stakeholders
Stage 7	2 nd stakeholder workshop (2 hours) where we identify priorities which will contribute to Version 1 of the written PMS
Stage 8	I produce agreed Version 1 of the PMS including project management templates
Stage 9	<ul style="list-style-type: none"> <input type="checkbox"/> I and my colleagues from Project Agency design training for the PMS <input type="checkbox"/> Internal activity; you identify those people who need to be trained – focus here are those people engaged in key organisational projects
Stage 10	Roll out project management training

See flowchart on the next page.

Please contact me on the number below for further information.

