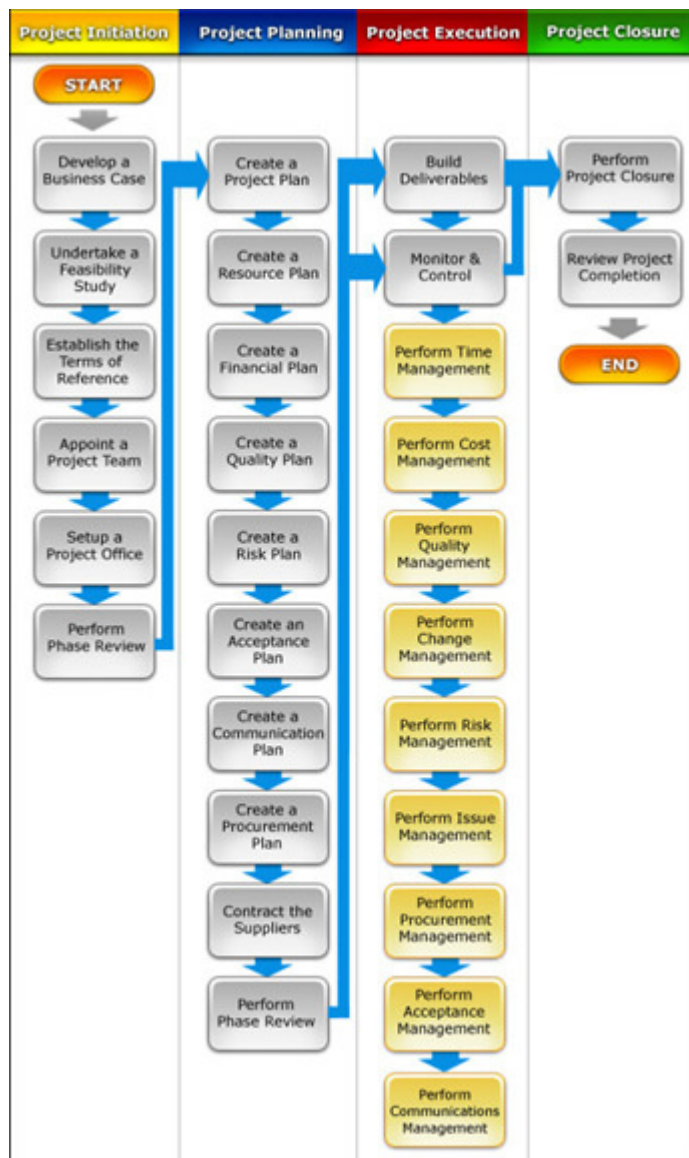


# Proposal

## PMO For You



# Proposal for your company PMO

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## Robert Llewellyn Profile

Operating across Europe, the Middle East and Australia since 1997, Robert Llewellyn has helped small, medium and global blue-chip organisations to plan, manage and deliver projects, programmes and set up project and programme offices.

The practice is led by Rob Llewellyn and supported by specialist associate consultants in the areas of project and programme management, project offices and technical writing.

Partnerships are held with leading UK and USA management consulting organisations.

## Client List

Robert Llewellyn's extensive international client list includes:

- PIPC, Abu Dhabi, UAE
- Injazat, Abu Dhabi, UAE
- DMA, Abu Dhabi, UAE
- ADSIC, Abu Dhabi
- du, Dubai, UAE
- EDS, Lytham-St.Annes, United Kingdom
- Atos Origin, Riyadh, Saudi Arabia
- Ministry of Interior, Riyadh, Saudi Arabia
- DHL, Prague, Czech Republic
- Avaya, Brussels, Belgium
- O2, London, United Kingdom
- WSTL, Perth, Australia
- Openwave, Copenhagen, Denmark
- Blueskyfrog, Perth, Australia
- NT Government, Darwin, Australia
- BiblioTech, London, United Kingdom
- Motorola, Swindon, United Kingdom & Germany

Robert Llewellyn – Project and Programme Management Consulting

Tel: +420.608.931.117

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Web: [www.robert-llewellyn.net](http://www.robert-llewellyn.net)

# Sample PMO Solution

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Robert Llewellyn will provide you with a PMO solution consisting of a PMBOK methodology, document templates and processes. The operations of the PMO will be clearly defined and online access\* to all processes and templates will be available to up to 50 users at your company.

A hosted online project management solution will provide senior executives with a web based Project Dashboard. It will also provide a web based Project Planner, Time Tracking, Expense Tracking, Risk, issue and Change Management, Project Reporting and Project management.

Version controlled Document storage will also be provided with secure access to users from anywhere.

## **Robert Llewellyn will:**

1. Conduct PMO As-Is Analysis
2. Establish PMO roles & responsibilities
3. Provide comprehensive online repository of PMI based processes
4. Provide comprehensive online repository of customisable project templates
5. Implement a Project Management system
6. Provide solution to deliver online dashboard reports to upper management
7. Define PMO operations
8. Set up hosted web based project management solution
9. Establish project status reporting templates for upper management
10. Provide project documentation storage solution
11. Establish online risk management database solution
12. Implement lessons learned database
13. Implement risk & issue database
14. Conduct PMO training workshop (PMO Staff)
15. Conduct PMO stakeholder workshop (PMs & Senior Executives)

Robert Llewellyn will provide professional services from its location in central Europe. Two two-day visits to your company are included in the proposal.

\* The assumption is that your company has its own web server available.

# Methodology Toolkit

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The methodology toolkit will help your company improve its PMO by giving you the processes, tools and templates you need to influence the success of projects within the organization. By improving the success of projects, your company's PMO will quickly build a reputation for adding value.

To help your company achieve this, Robert Llewellyn offers an entire methodology for projects. It will help your company to improve project success rates, by setting out a best practice framework for delivering projects successfully. This framework describes how to complete every phase, activity and task within the Project Life Cycle and it's based on the worldwide project management standards: PMBOK (PMI) and Prince2 (UK OGC).

As well as helping your company boost project delivery, the solution will also help you run your Project Office day-to-day, by implementing:

## Processes

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All processes required for managing time, cost, quality, change, risk and issues are defined in depth.

## Standards

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In adopting the Project Life Cycle and Work Breakdown Structure, your company will put in place best practice standards based on the worldwide standards: PMBOK and Prince2.

## Tools

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More than 1000 content pages, templates, processes, tables, diagrams, checklists, examples, sample forms and practical examples will be provided.

## Methodology

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A complete framework for delivering projects, detailing every phase, activity & task in the Life Cycle.

## Reporting

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A suite of project reports are included to help your company monitor and control the progress of projects within the organization.

## Terminology

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A glossary of terms will help your company promote the use of common terminology.

## Mentoring Material

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It will be easy to mentor staff in project management, as the solution provides all of the knowledge, content and documentation needed to advise, train, mentor and guide teams in best practice.

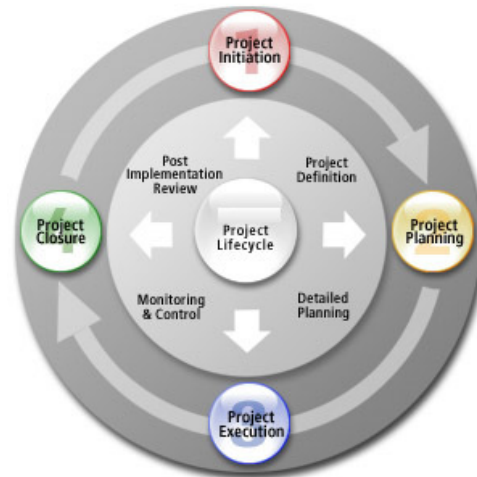
# Templates

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We will deliver project management templates to save your company resources time and effort, as no one will ever have to create project deliverables from scratch. Whether you need to create a business case, control change or manage risk, the Template Toolkit we will provide will help your company do it quickly and efficiently.

**Templates will cover the full project life cycle**

- Initiation
- Planning
- Execution
- Closure



## Initiation Templates

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Project management templates which help you initiate projects by defining the business case, undertaking a feasibility study, completing a project charter, recruiting the project team and setting up a Project Office. The following initiation templates are included:

- Business Case
- Feasibility Study
- Project Charter
- Job Description
- Project Office Checklist
- Phase Review Form

## Planning Templates

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After defining the project and appointing the project team, you are ready to enter the detailed Project Planning phase. This involves creating a suite of planning documents to help guide your team through the Project Life Cycle. The following Planning project management templates are included:

- Project Plan
- Tender Management Process
- Resource Plan
- Statement of Work
- Financial Plan
- Request for Information
- Phase Review Form
- Procurement Plan
- Quality Plan
- Request for Proposal
- Risk Plan
- Supplier Contract
- Acceptance Plan
- Tender Register
- Communications Plan

## Execution Templates

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Execution is the phase within which the deliverables are physically built and presented to the customer for final acceptance. While each deliverable is being constructed, a suite of management processes are undertaken to monitor and control the deliverables being output by the project. These processes include managing time, cost, quality, change, risks, issues, suppliers, customers and communication. The following Execution project management templates are included:

- Time Management Process
- Issue Management Process
- Timesheet Form
- Issue Form
- Issue Register
- Risk Form
- Risk Register
- Risk Management Process
- Timesheet Register
- Cost Management Process
- Procurement Management Process
- Expense Form
- Purchase Order Form
- Expense Register
- Quality Review Form
- Quality Register
- Acceptance Register
- Change Management Process
- Change Request Form
- Project Status Report
- Change Register
- Communications Register
- Communications Process
- Phase Review Form
- Procurement Register
- Quality Management Process
- Acceptance Management Process
- Acceptance Form

## Closure Templates

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Project Closure involves releasing the final deliverables to the customer, handing over project documentation to the business, terminating supplier contracts, releasing project resources and communicating project closure to all stakeholders. The last remaining step is to undertake a Post Implementation Review to identify the level of project success and note any lessons learned for future projects. To help you through these critical closure steps, the following comprehensive document templates are provided:

- Project Closure Report
- Post Implementation Review

# Processes

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Each project process that we will provide will describe the procedures which your company Project Managers would take to manage an element of the project. For instance, the Risk Management Process will describe how to identify, review, mitigate and monitor project risks more effectively. It also describes the roles and responsibilities of each team member, when taking part in project risk management.

In addition to providing a comprehensive set of project procedures, for every project management process you will find an example which gives you a complete practical example of that project process, for a sample project.

Robert Llewellyn will provide the following project management processes:

- Project Management Process
- Time Management Process
- Cost Management Process
- Quality Management Process
- Change Management Process
- Risk Management Process
- Issue Management Process
- Tender Management Process
- Procurement Management Process
- Acceptance Management Process
- Communications Management Process

# Web Based Software

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The Web Based Project Management Software we will provide to your company is totally unique. With its intuitive dashboard, planner and reporting, your company staff will be able to manage projects like the most effective organizations. Resources can login from anywhere and at anytime to see the status of your company projects in real time. It is probably the world's smartest Web Based Project Management Software.

## **Save time and hassle**

The ability to monitor and control delivery is every Project Manager's challenge. your company Project Managers, PMO staff and senior management can easily monitor projects though the charts provided by the Web Based Software, allowing the appropriate person to take action when needed to keep projects on track. By using the intelligent dashboard, you will save time and hassle managing projects.

## **Quickly create plans**

Project planning is very easy with this Web Project Management Software. Fully integrated with Microsoft Project, your company's new tool allows PMO staff and PMs to create project plans in a snap. All of the core MS Project features are included to help create detailed project plans quickly.

## **Produce better reports**

Reporting will be simple with the report generator provided in the Web Based Project Management Software. You can report on the status of projects, group of projects or entire portfolio at the click of a button. Then save your reports in PDF format, print or email.

## **Improve your success**

Outstanding project managers use outstanding Web Based Software. Using our solution you will have all of the information at your fingertips to get the job done. It will empower your company with the right tools to achieve success.

## **Data Security**

The solution we offer provides a scalable architecture that includes full redundancy, so if one server goes down then another server immediately picks up the workload. This is probably the most secure and reliable platform in the world of online project management.



## Web based Project Dashboard

Every Project Manager wants to know if their projects are on track. Using this intelligent Project Dashboard, you can view the health of your projects online. With stunning charts and tables, this Project Dashboard will help you keep projects on track at all times.



## Web based Project Planner

Creating Project Plans will be easy. The Project Planner offers you all of the Microsoft Project features for managing tasks, and much more. You can build a new task list, schedule your tasks, allocate resources and monitor progress.

## Web based Time Tracking

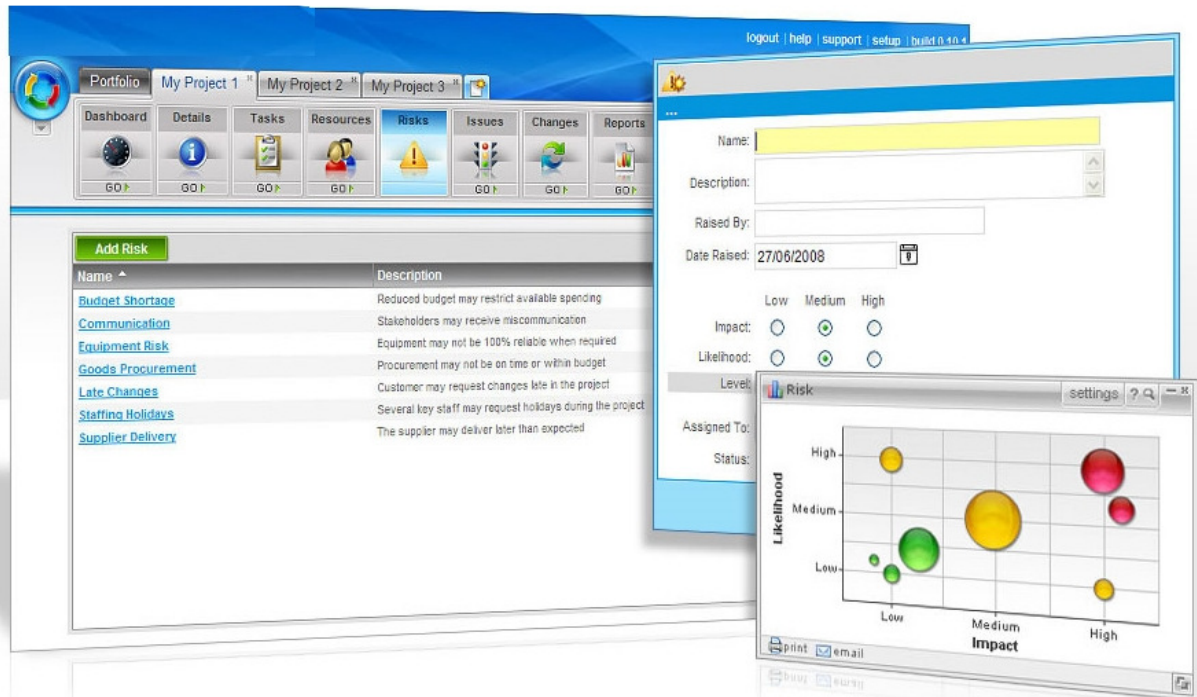
Time Tracking Software to complete Timesheets online is available. Users login and fill-in their timesheets. Project dashboards, plans and reports will automatically be updated with Timesheet information.

## Web based Expense Tracking

Monitor project expenses with this Expense Tracking Software. You can track any type of expense such as people, materials, equipment and office expenses. As you enter each expense, the Project Dashboard tells you whether you're still under budget.

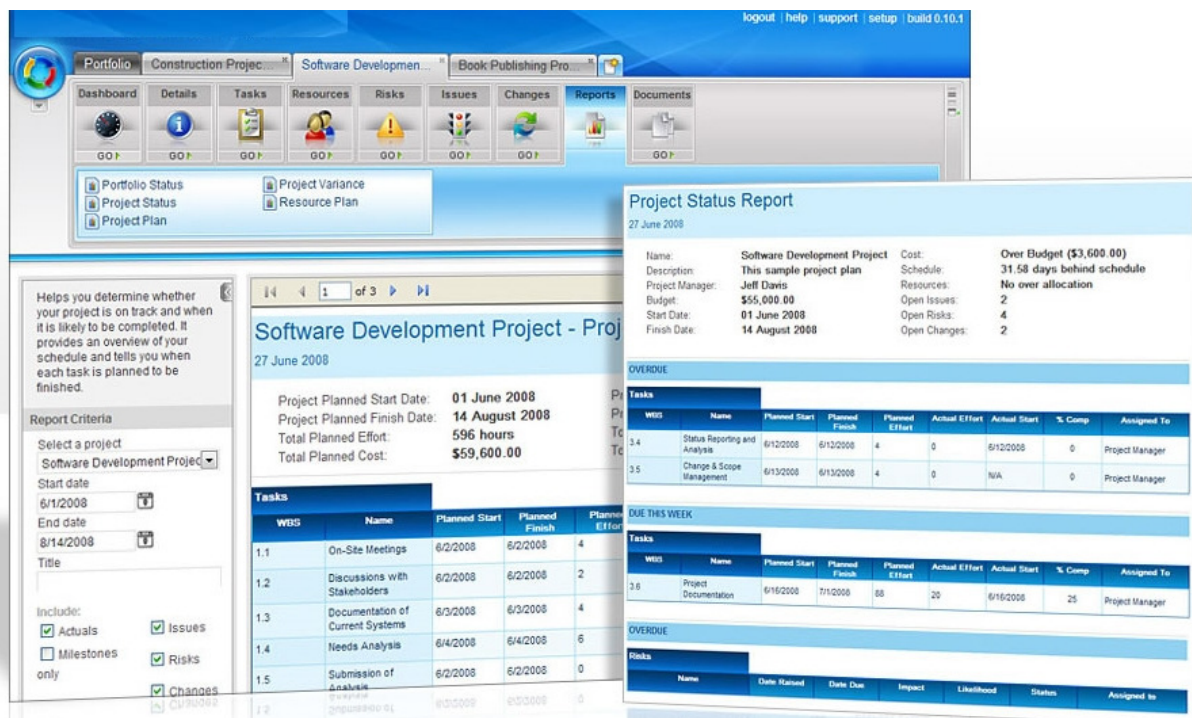
## Web based Risk, issue and Change Management

To succeed in project management, you need to manage risks, issues and changes carefully. The solution we can provide to your company allows you to track them day-by-day, so that you can quickly resolve them before they impact on deadlines.



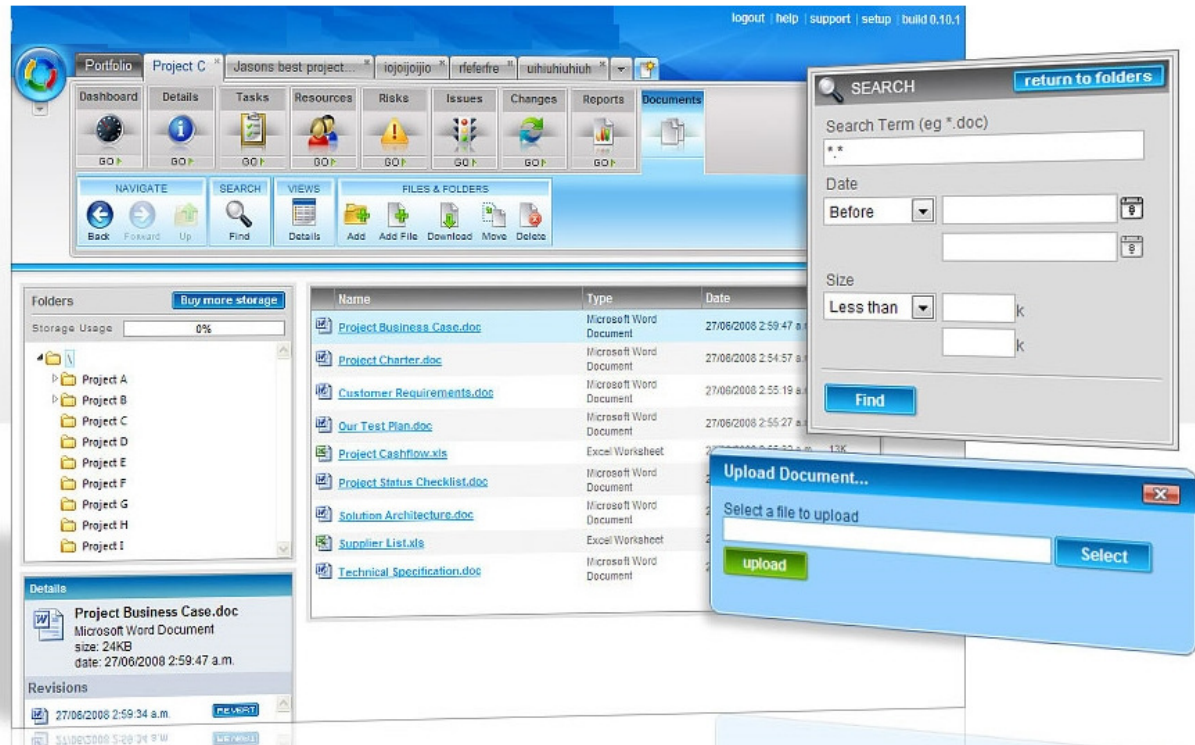
## Web based Project Reporting

It will be easy to create weekly Project Status Reports. Just select the report you want to run, choose your Project Reporting period and click "View" to run the report across your projects. You can also print and export professionally designed reports, to send to team members and senior management.



## Web based Document Storage

Upload all files, documents, forms, templates and reports into this project management software so that it becomes your central document store. You can save as many documents as you wish and access them from anywhere, anytime.



## Web based Project Management

Because it's Web Based Project Management Software, your entire team can track their projects online. Everyone can login to enter their Timesheets, Expense forms and update their Project Plans, from anywhere in the world.

## Data Security

We know the value of your data. That's why we've partnered with Liquid Web one of the world's most secure and reliable hosting platforms. By partnering with Liquid Web, we can provide you with fast, secure and reliable performance for our Project Management Software at all times.

Our solution offers a scalable architecture that includes full redundancy, so if one server goes down then another server immediately picks up the workload. This is probably the most secure and reliable platform in the world of online project management.

- Data backed up continuously, every minute of every day
- Data secured with 128 bit secure certificates
- Independent Microsoft SQL database
- No usernames or passwords are kept in written or offline form
- No personal or credit card details are stored
- The only access to servers is by remote controlled desktop