# Project Excellence Toolkit

Deliver consistently. Communicate clearly. Build repeatable client success.

## 🎯 Overview

The Project Excellence Toolkit helps consulting firms build the internal systems that drive strong delivery, great client experience, and long-term relationships. Perfect for teams looking to reduce chaos and scale quality.

## 🧭 Scope of Work

1. Delivery Model & Roles

* Define core delivery stages and activities
* Clarify internal roles and responsibilities
* Map to common engagement types

1. Project Workflow Assets

* Develop kickoff and wrap-up checklists
* Create project plan starter templates
* Standardize meeting and communication rhythms

1. Client Feedback & Risk Handling

* Implement feedback loop mechanisms
* Identify common delivery risks
* Define escalation and change control process

## 📄 Deliverables

* Delivery Roles & Stages Map
* Kickoff & Wrap-Up Templates
* Client Feedback Loop Toolkit
* Optional: Delivery coaching or ops support

## ⏱️ Level of Effort & Timeline

* 10–16 hours over 1–2 weeks

## 💡 Ideal For:

* Firms looking to scale delivery beyond the founder
* Teams who want to reduce delivery risk and increase consistency
* Consultancies moving into higher-stakes or multi-stakeholder projects