



Project Assurance Services



Summary

The pace and complexity of change is increasing and the need for organisations to be able to successfully deliver, on time, to budget and to the right level of quality, is essential and reliant upon getting the governance and controls right.

The Covid19 crisis has brought this into even sharper focus and consequently many organisations have had to pause and significantly delay many important projects and programmes.

Whilst disruptive, these delays do offer a unique opportunity to review the health of projects and identify and address issues before restarting.

Illuminet can offer clients a range of 5 Project Assurance independent services, covering the whole project lifecycle, to help ensure the investment in change is effective:

Project Full Health Check

Project NED (Non-Exec Director) Steering

Quality Project Gateway Review & Challenge

Post Project Review

Lite Project Health Check



Approach

Each service has been tailored to be sized based on the scale and complexity of each project, based on a 'T-Shirt' sizing approach (Small, Medium, Large) as a blended view.

Whatever the size and complexity of the project, we have an option that will enable you to receive an independent review. Depending upon the service and option selected the service will include onsite or remote support and the outputs will vary from a written report to a comprehensive presentation to key stakeholders.

In all cases you will be receiving the expertise of a trusted Illuminet team member or consultant with a strong background in successfully delivering similar size and complexity projects.



Service Menu

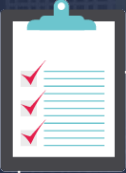
No.	Service Description	Purpose	Deliverables	Size	Duration	Price*
1	Project Full Health Check (Deep Dive) Independent Senior Practitioner (full-time) Interview key Stakeholders & Project Manager Review documentation, objectives, governance, reports Evaluate the current status	Project is struggling or falling behind or concerns about the wellbeing of a Project, to ensure it is fit for purpose.	Comprehensive report (observations & recommendations) Presentation to stakeholders	S	2 weeks	£10,000
				M	3 weeks	£15,000
				L	4 weeks	£20,000
2	Project NED (Non-Exec Director) Steering Independent Director Practitioner Pre-reading and preparation Providing an external viewpoint and experience	Stakeholder constraints (accountability or experience) impeding progress or impacting delivery negatively.	Active participation at a Steering Committee (appropriate challenges) Notes / feedback	M/L	1 day	£1,500
3	Quality Project Gateway Review & Challenge Independent Senior Practitioner Pre-reading and preparation Providing an external viewpoint & experience	When projects need rigour and quality through the use of gateway reviews at a more detailed level	Gateway Meeting active participation (questions, advice and support) Notes / feedback	M/L	1 day	£1,350
4	Post Project Review Independent Senior Practitioner Interview key Stakeholders and Project Manager Review documentation / objectives Evaluate outcomes against planned deliverables	Lessons need to be learned for the future from mistakes or missed opportunities.	Comprehensive report (observations & recommendations) Presentation to stakeholders	M	2 weeks part-time	£3,750
				L	3 weeks part-time	£5,000
5	Lite Project Health Check (MOT+) Independent Practitioner Remote interaction with Project Manager & PMO Review documentation and reports	When projects need assurance that the key documentation, governance and approach is fit for purpose.	SWOT analysis with Top 5 recommendations to address strengths, weaknesses, opportunities and threats	S	1 week part-time	£2,500**
				M	2 weeks part-time	£3,750**

*All prices exclude reasonable travel expenses (if applicable) plus VAT.

** Discounts available up to 20% for multiple orders.

Mobilisation of 1-2 weeks is dependent upon approved POs and client prerequisites being completed.

Project Assurance- Compare the Options



	Project Full Health Check	Health Check Lite (MOT)	Quality Project Gateway Review and Challenge	Project NED Steering	Post Project Review
Money back guarantee	●	●	●	●	●
Comprehensive Report (tailored to the deliverables of the offering)	●	●	●		●
Contributes to the green initiative (tree planting)	●	●			●
Due diligence checks and balances against deliverables versus requirements	●	●			●
Presentation to Stakeholders and Sponsor	●				●
Illuminet Representative	Senior Practitioner	Practitioner	Senior Practitioner	Director Practitioner	Senior Practitioner
Available for Large Projects	●		●	●	●
Available for Medium Projects	●	●	●	●	●
Available for Small Projects		●			

Lite Project Health Check (MOT+)

Project MOT, Service and Direction.

Ensure your project is fit for purpose and ready to head in the right direction at a good speed. Our Health Check minimises the risk of unexpected deviations from agreed timescales, costs and quality.

From £2,500 with up to 20% discount for multiple reviews.

STEP 1

Discovery

Client provides:

- High level overview of project
- Details of key stakeholders
- Schedule meetings with Project Manager and other key stakeholders
- Identification and provision of key documents

illuminet.co/project-delivery

STEP 2

Analysis

Illuminet analyses the key project content / artefacts including:

- Client standards for all projects
- Client governance – reporting & meetings
- Project definition / initiation
- Project plan and outcomes
- Budget vs. spend / forecast
- Status reports & minutes
- Key project logs – Risks / Actions etc.

STEP 3

Validation

Once the documentation has been reviewed Illuminet interviews the key stakeholders to clarify and validate.

Key stakeholders:

- Project Manager
- Service/Operations
- PMO
- Sponsor

STEP 4

Insight

Findings will be a succinct appraisal, with insights on how to optimise the project.

Report Structure:

- Exec Summary
- Insights

SWOT analysis against governance, artefacts, cost, time and quality:

- Top 5 Strengths
- Top 5 Weaknesses
- Top 5 Opportunities
- Top 5 Threats

Appendices:

- People Interviewed
- Documents reviewed

Benefits

These services provide Senior Stakeholders with an independent assessment, providing key information on which to decide whether or not to continue with a project, including whether all deliverables have been completed on plan, the ongoing project viability, key information on what commitment is required to move to the next stage.



This approach will minimise the risk of unexpected deviations from agreed timescales, costs and quality.

We believe these service offerings provide great value and flexibility to our clients with independent expertise on demand.

We are confident we can add value through this Project Assurance Service. As such, if our capability fails to deliver to expectations, we will put it right and if we are not successful, we will of course honour our money back guarantee and not charge for that specific piece of work.



