

Comet Business Global Solutions Ltd.

Project Management & PMO support

Service Definition

Project management is one of the key practice areas for delivering on Time, Quality and Budget. We can provide you with a certified Project Manager to lead your project, and set up a Project Management Office to support your Project Management function. We can also work with your client projects and save you cost.

Service Features

The main features of this solution include:

- Certified Scaled Agile 5.1 Project Manager
- Certified Information Privacy Managers (CIPM)
- Certified Information Security Managers (CISM)
- Certified PRINCE2 Project Managers
- Certified Information Risk Managers
- Risk Management, maturity assessment, delivery assurance and benefits delivery
- Gathering requirements, solution design, setting up delivery teams, setup change boards, strategic change delivery and interim tactical solutions
- Management of the full, end to end, delivery and testing/deployment/release capability
- Scalable service that provides pragmatic features and costs
- Management of resources across multiple jurisdictions and time-zones if required
- Project delivery that is fit for purpose of the clients needs
- Range of Project Management service levels or PMO support resources to support all business transformation and technology initiatives
- Setting up project blueprints and execution methodology using a range of methodologies such as Agile, Lean, SCRUM, or a combination of them
- Execution using a range of technology from Excel, MS-Project, JIRA, Kanban, SCRUM boards, etc.,
- Experienced in setting up and running a PMO function
- Experienced in setting up Working Groups, driving communications and ensuring tasks are delivered to agreed timelines
- Experienced in defining Key Performance indicators that can feed into Return on Investment metrics for Client or Board reports
- Experience in planning, execution, delivery, and BAU function to ITIL standards
- Areas covered are Technology delivery, full-scope application design, development, delivery, Infrastructure delivery, Regulatory compliance programmes etc.,
- Technical & Business change transformation projects
- Manage all team sizes from couple of resources to large team sizes
- Report upto C-Level stakeholders
- Training and coaching on best use of processes, methods and standards

Deliverables

Deliverables for this service include one or more of the following:

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- Initiation: Project Strategy, Charter, Stakeholder maps, partial business case
- Plan: Plans, Delivery framework, full business case, Project Work plan, Requirements Document, Stakeholders register, RAID (Risk, Issues, Actions, Dependencies) Log, Communications plan, Training Plan, Acceptance criteria, Work Breakdown structures, forecast/budget, KPI definitions
- Execution & Control: Status reports, Meeting Notes / Action Items, Communication, Project Change Request / Change Control, Go-Live Sign Off / Final Project Acceptance
- Project closure: Lessons Learned, Project Closure, notifications & handover to BAU

Service Levels Features

We can tailor the number of days/service packages to suit the client's needs. We can even manage your suppliers and ensure due diligence and quality checks are incorporated into delivery. We can combine this service with the GDPR implementation or Security implementation service. Please contact us for more details.