Programme Management

Objective

To provide end-to-end programme management services that ensure the successful planning, coordination, execution, and delivery of strategic initiatives aligned with organisational goals.

Scope of Work

1. Programme Initiation

- Stakeholder Engagement: Identify key stakeholders and establish a framework for ongoing communication and involvement.
- Programme Mandate: Develop a comprehensive mandate outlining objectives, scope, governance structure, and high-level timelines.
- Governance Setup: Establish a Programme Management Office (PMO) or governance structure to oversee programme execution, reporting, and decision-making.

2. Strategic Planning and Alignment

- Needs Assessment: Conduct a thorough needs assessment to identify organizational priorities and strategic objectives.
- Programme Roadmap: Create a high-level roadmap aligning projects and workstreams with strategic goals and business benefits.
- Resource Planning: Allocate resources efficiently to ensure the availability of skills, budgets, and tools necessary for success.

3. Programme Execution

- Mobilisation: Establish the initial programme team, structure, processes, tools, reporting and governance.
- Project Integration: Coordinate individual projects to align with programme objectives, timelines, and interdependencies.
- Risk and Issue Management: Identify risks and issues, develop mitigation strategies, and facilitate proactive resolutions.
- Quality Assurance: Implement quality management practices to ensure all projects deliver high-quality outcomes.

4. Monitoring and Reporting

- Performance Tracking: Establish KPIs and performance metrics to monitor progress against planned objectives and deliverables.

- Reporting: Produce regular status reports and dashboards for stakeholders, highlighting achievements, risks, and corrective actions.
- Change Control: Manage changes to scope, schedule, and resources through a formalized change control process.

5. Benefits Management

- Benefits Identification: Define measurable benefits aligned with the programme's strategic objectives.
- Benefits Realization Plan: Create a benefits realisation plan outlining how benefits will be achieved, measured, and sustained over time.
- Benefits Tracking: Monitor and report on benefits throughout the programme life cycle and beyond.

6. Programme Closure

- Handover and Transition: Ensure smooth handover of deliverables to operational teams and other stakeholders.
- Lessons Learned: Conduct a thorough review to identify successes, challenges, and improvement opportunities for future programmes.
- Final Reporting: Produce a comprehensive closure report summarizing programme outcomes, achieved benefits, and stakeholder feedback.

Deliverables

1. Programme Mandate and Governance Framework
2. Programme Roadmap and Resource Plan
3. Risk and Issue Management Plans
4. Status Reports, Dashboards, and Change Requests
5. Benefits Realization Plan and Tracking Reports
6. Programme Closure Report

Timeline

Programme timelines vary widely based on the strategic scope, typically ranging from three months to multiple years.

Pricing

Pricing is based on the programme's complexity, duration, and resource requirements. It can be offered as a fixed-price, time-and-materials, or hybrid model.

Success Criteria

- Strategic alignment and delivery of programme goals
- Effective risk, issue, and change management
- High stakeholder engagement and satisfaction

- Realization of planned benefits and efficient resource utilization

Key Stakeholders:

- Programme Sponsors
- Senior Management
- Governance Boards
- Project Managers and Workstream Leads
- Technical and Financial Teams
- End Users (internal and external) and Other Impacted Teams

Quality Assurance:

- Regular stakeholder reviews to validate programme alignment
- Peer and independent quality reviews to ensure consistency, accuracy, and completeness