

PROJECT, PROGRAMME AND PORTFOLIO MANAGEMENT (P3M)



Arke Ltd



Thank you
for your interest in
Arke – how can
we help **you**?

We simplify complexity to enable better strategic decisions.

Arke is a small independent SME consultancy based in Wiltshire. We provide our clients with independent and objective Research, Strategic Analysis & Decision Support services. Whether it's with strategic, complex, novel technology options or tough organisational challenges, we help you to make the right decisions.

Our mission is to make a difference – to our clients, our community and each other. We pride ourselves on delivering outstanding analysis expertise for our clients. We instil our values of being collaborative, innovative and agile in all our projects. This underpins our approach of working in partnership with our clients to fully understand all challenges and to determine how we can provide high quality, pragmatic, tailored, sustainable solutions.

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ABOUT US

We understand the benefit of experience, creativity and new ways of thinking.

Our highly professional team consists of people at all stages of careers from graduates through to recognised industry experts. This ensures we create teams that provide our clients with the right blend of knowledge and experience, innovation and challenging thinking.

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OUR TEAM



We made our reputation providing cost engineering and evidence-based decision support across Defence. As we have grown, we have expanded to support our clients across the public and private sectors with our **Cost, Decision Support, P3M, Business Analysis, Modelling and Simulation, Technology Design, Sustainability, Futures and Stakeholder Communications** services.

We work for UK and overseas public and private sector organisations. We have considerable experience of working with all tiers of Government departments and agencies, enabling our clients to get the best from novel and disruptive technology, maximising the value of research and better understanding barriers to change.

We have assessed options for satellite communications capability and technology. We have provided cost and benefits analysis delivering digital business and capability change in open systems architectures, communications systems and technologies. We have provided planning and analysis services for the development of novel technology concepts such as adoption of networked architectures, Edge processing and AI.

Our demonstrable track record of delivering responsive and innovative cloud and digital projects across our service catalogue has ensured we are a trusted supplier that offers high value for money for our clients.



If you need help to understand your challenges, assess your options and provide you with all the evidence you need to make the right decisions, please get in touch.

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AN OVERVIEW OF OUR SERVICE

Arke is an experienced provider of project, programme and portfolio management (P3M) and controls services across a wide range of client challenges.

We recognise the importance of efficiency and effectiveness for our clients, along with knowing when and how to challenge the status quo. Our service is delivered in an adaptable and flexible way so that we reliably generate the operational improvements our clients need.

Our tailored service provides a comprehensive approach to guide your initiatives. Through close collaboration, our team of skilled P3M professionals can partner with you to provide the essential expertise, frameworks, methodologies and resources to tackle the specific set of challenges you may encounter.

We specialise in working within highly regulated industries and complex organisations, which in combination attract a large number of interdependencies between their teams and stakeholders. Our experience is often focused on new and disruptive technologies, from large complex assets to fast paced technologies and software, including Cloud technology – often in combination. We provide this support across government and particularly to Defence and the Home Office.



Our service offerings include:

- **P3M Methods:** Project, programme and portfolio management using a variety of methods (e.g. waterfall, agile, hybrid, Lean)
- **Project Standards:** Project Assurance, Quality Management
- **Project Controls:** Risk, schedule, cost, Project Controls Management
- **Project Baselining and Commencement:** Assumptions, Planning
- **Benefits:** Benefits mapping, assessment, measurement, management and realisation
- **Business Case Support** including options formation and analysis particularly using HMT Green Book best practice.

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We work with you to understand your goals and design and deliver a uniquely tailored solution that provides you with the outputs and benefits you need to achieve them.

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Recent examples include:

Project Controls Support to Deliver Innovation:

Arke supported a high-profile Innovation Portfolio created to accelerate research, scale innovation and speed up business processes, with the aim of delivering new capabilities to combat emerging threats. We provided pragmatic Project Controls Management, ensuring an Agile approach was enabled, while satisfying the needs of the client. We provided the organisation and structure that underpinned the project successfully meeting its goals. Our work as part of this team was nominated for an Improvements award as a recognition of the vital contributions made to the programme, while the wider programme won the Team Innovation Award within the 2023 Defence Acquisition and Project Delivery Awards.

Rapid Procurement:

Arke was parachuted into a high-profile programme, which was moving at pace to meet an emerging capability requirement. Our Programme Management support enabled the team to progress from Strategic Outline Case to Full Business Case and procurement within six months. This project is now being used to help transform business practices within our client's wider Portfolio. It was crowned Defence & Security Project of the Year for the swift and innovative work to deliver capability at pace.

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OUR SERVICE IN DETAIL

Programme Management

To navigate the intricacies of large-scale change initiatives effectively, it's crucial to align projects against overall programme strategic objectives to optimise resource allocation, mitigate risks and maximise benefits realisation. Programme Management involves coordinating multiple related projects and business-as-usual (BAU) activities to deliver strategic outcomes and benefits for the organisation.

We adopt a benefits-driven approach to programme management to deliver a cohesive framework for planning, executing and controlling programmes, ensuring alignment with organisational objectives and stakeholder expectations. Using our experience in tools such as Microsoft Project (MSP), Primavera P6 and Active Risk Manager (ARM), we ensure alignment of your organisational objectives and expectations, facilitate coordinated execution and benefits realisation across initiatives.

Our outputs enable you to manage complexity, optimise resource utilisation and realise synergies across projects. By driving successful programme delivery, you'll accelerate the achievement of strategic goals and enhance organisational performance, unlocking benefits not available from managing projects individually.

Portfolio Management

Portfolio Management is a strategic approach that allows you to optimise your organisation's investment in projects and programmes to achieve your overarching objectives. Our Portfolio Management solutions empower you to make strategic decisions with confidence.

We deliver a structured framework for selecting, prioritising and managing a portfolio of initiatives in alignment with strategic goals and resource constraints. Our support in the delivery of a structured portfolio approach will provide you with a holistic view of your project portfolio, enabling informed decision-making, resource allocation and risk management to maximise value delivery and drive success within your organisation.

These outputs empower our clients to strategically allocate resources, balance risk and return and adapt to changing market conditions, fostering resilience and competitiveness.

Project Management

Delivering change initiatives within your organisation requires appropriate skills and methodologies to manage them, ensuring they stay on track and in line with expectations. Project Management involves the strategic application of bespoke knowledge, skills, tools and techniques to achieve project objectives within defined scope, schedule, budget and quality parameters.

Our skilled project managers have significant experience of working on complex projects and within challenging environments. This experience allows them to provide you with the expertise and proficiency required to oversee project initiation, planning, execution, monitoring and closure processes, ensuring successful project delivery aligned with your stakeholders' expectations.

In working with you, we empower you to attain project goals, exceed client expectations and foster ongoing enhancement in your project management methodologies.





Agile Project Management

We recognise that traditional waterfall project management may not always align with the complexities of your projects. Agile Project Management is an iterative and adaptive approach to managing projects, focusing on delivering value to clients through incremental development and continuous feedback.

Our Agile Project Management support will allow you to deliver enhanced flexibility, transparency and collaboration by breaking projects into small, manageable increments called iterations or 'sprints'. This allows you to provide your stakeholders with regular demonstrations of working software/ prototypes, more frequent engagement and the ability to adapt to changing requirements and priorities.

Our outputs will empower you to accelerate project delivery, improve stakeholder satisfaction and foster innovation and responsiveness in the dynamic environments you operate in.

Project Assurance

Project Assurance is a proactive approach to ensuring that projects adhere to organisational standards, policies and best practices throughout the project lifecycle. This is crucial for maintaining consistency and quality across project deliverables.

Our dedicated teams work with you to deliver impactful recommendations and corrective actions, within comprehensive assurance reports, to enhance project quality governance and performance. We deliver independent reviews, audits and assessments to verify project compliance, identify improvement areas and mitigate risks.

Our outputs instil confidence in your stakeholders, promote transparency and mitigate project risks, ultimately safeguarding the success of your projects and delivering value to your organisation. By ensuring adherence to standards and best practices, you'll enhance project governance, quality and performance, driving successful project outcomes.

Project Controls

Complex projects, programmes and portfolios demand effective oversight. Project Controls encompasses the processes and tools used to plan, monitor and control project activities, resources and outcomes to ensure project success. This involves establishing baseline plans, monitoring progress and managing changes effectively throughout the project lifecycle.

Our experienced teams deliver robust project controls methodologies, performance metrics and reporting mechanisms to track progress, manage risks and mitigate deviations from the project plan. We provide real-time insights, dashboards and forecasts to enable informed decision-making and proactive intervention.

Our outputs empower you to standardise project controls practices, improve data accuracy and achieve greater predictability and control over project outcomes. By optimising project delivery efficiency and effectiveness, you'll minimise cost and schedule overruns and enhance stakeholder confidence in project outcomes.

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Project Controls Management

Projects, programmes and portfolios demand effective management of delivery timelines, risks and opportunities. Project Controls Management is a comprehensive approach to overseeing and optimising project controls processes and activities to maximise project performance and deliverables. It encompasses establishing baseline plans, monitoring progress and managing changes effectively to ensure project success.

Our skilled teams offer you tailored project controls frameworks, methodologies and systems to establish baseline plans, monitor progress and manage changes effectively. We are able to provide you with real-time insights, dashboards and forecasts to allow you to undertake informed decision-making and proactive intervention.

Our services empower your organisation to standardise project controls practices, improve data accuracy and achieve greater predictability and control over project outcomes. By optimising project delivery efficiency and effectiveness, you'll minimise cost and schedule overruns and enhance stakeholder confidence in project outcomes.

Quality Management

Quality management focuses on ensuring that project deliverables meet or exceed the defined standards, requirements and expectations of stakeholders. It involves implementing processes and methodologies to prevent defects, verify compliance and continuously improve project performance.

Our dedicated teams offer robust quality management plans, inspection reports and quality metrics to monitor and maintain project quality throughout the project lifecycle. We ensure adherence to standards, identify areas for improvement and drive continuous quality enhancement.

Our services enable your organisation to enhance client satisfaction, reduce rework and defects and build a reputation for delivering high-quality products and services. By focusing on quality, you'll improve project outcomes, increase stakeholder confidence and drive long-term success.

Risk and Opportunity Management

Risk and Opportunity Management involves identifying, assessing and managing both threats and opportunities that may impact your project objectives. Effective risk and opportunity management is essential in the delivery of complex projects within challenging environments.

Our team of experienced P3M professionals provide you with an effective risk and opportunity management approach, including the delivery of risk assessments, impact analyses and risk response plans to minimise negative impacts and maximise positive outcomes.

Our outputs enable you to mitigate project risks, exploit opportunities for innovation and growth and improve decision-making and resilience in uncertain environments.



Scheduling and Planning

Scheduling involves creating, maintaining and optimising project schedules to ensure timely completion of project activities and milestones. Our schedulers deliver schedule development, resource allocation and critical path analysis to identify schedule constraints and dependencies.

This effective scheduling service provides you with high quality project schedules, Gantt charts and milestone trackers to visualise project timelines and monitor your progress against planned milestones.

Our outputs empower you to effectively communicate project schedules and drive project success. Enhanced stakeholder engagement, improved transparency and alignment with project goals ensure timely delivery and achievement of strategic objectives.

Timelining

Timelining is the process of creating visual representations of project timelines and milestones to communicate project schedules effectively. We deliver a tailored level of timeline creation, formatting and presentation service to create clear and concise project/programme/portfolio timelines to allow your stakeholders to easily understand timescales, risk and opportunities associated with delivery.

Our work will provide you with clearly formatted project timelines, milestone trackers and progress updates to facilitate communication and decision-making.

The outputs our teams produce will enable you to improve stakeholder engagement, enhance transparency and ensure alignment with project objectives and deadlines.

Assumptions Management

Assumptions Management involves identifying, documenting and validating assumptions made during project/programme/portfolio planning and execution to mitigate risks and uncertainties. It ensures that critical assumptions are identified, assessed and addressed proactively.

Our expert teams offer robust processes for identifying, documenting and validating key assumptions. We ensure that assumptions are thoroughly analysed, monitored and managed throughout the project lifecycle, enabling informed decision-making and risk mitigation.

Our services empower you to prevent costly delays and setbacks by proactively managing risks associated with key assumptions. By validating assumptions and ensuring their alignment with project objectives, you'll enhance stakeholder confidence, improve decision-making and drive project success.



Benefits Realisation

Benefits realisation is the practice of ensuring that benefits are derived from outputs and outcomes. It involves identifying, planning, measuring and tracking benefits from the start of the programme or project investment until realisation of the last projected benefit.

Benefits realisation is the common thread between programme and project delivery and successful change management. Using a benefits realisation approach ensures maximum value from the investment in change.

Our team's benefits realisation approach would help you identify the benefits and most importantly, to select how the benefits can be measured so that it is possible to show that they have been reached.

We can then compare the new results to the current situation as it is today or at the start of the project to measure the success of the project.

Project Planning

Project Planning entails defining project objectives, scope, timelines, resources and risks to ensure successful execution. It involves aligning goals with strategic objectives, identifying stakeholders, establishing governance and creating detailed plans.

Our teams deliver tailored services including thorough assessments, clear objectives, detailed schedules, risk mitigation and effective communication. We ensure alignment with organisational goals throughout the project lifecycle.

Our services yield improved outcomes, increased efficiency, reduced risks and enhanced stakeholder satisfaction. With clear objectives, well-defined plans and proactive risk management, you'll achieve project goals effectively, driving long-term success.

Benefits Analysis

Benefits analysis is used to evaluate the effectiveness of the programme or project in realising the proposed benefits as outlined in the business case.

Arke's benefits analysis is the initial activity we do to understand what benefits the client wants, why and how. This allows us to plan how to meet their benefits need. The 'how' becomes us picking from our benefits toolkit to create a project / workplan that designs, delivers, maintains and monitors benefits in a way that meets the requirement.



Benefits Assessment

Benefits assessment evaluates the effectiveness of the programme or project in realising the proposed benefits as outlined in the business case.

Our teams compare planned costs and benefits with actual costs and benefits to allow an assessment of the overall value for money of the programme or project. As well as capture and document any lessons learned - identifying aspects of the project which have affected benefits either positively or negatively and making recommendations for future projects.

Our services reveal opportunities for increasing the yield of benefits of the programme or project, making recommendations on actions required for these to be achieved and ensuring funding is spent where it can make the biggest impact to Defence.

Benefits Mapping

Benefits mapping is a technique of visual representation of the links between overall business goals and project deliverables. It shows what the true value and benefits of a certain project really are whilst highlighting sometimes complex interdependencies. By taking project goals and depicting them in a visual manner, a benefits map makes those goals easy to understand and simple to track as the project progresses.

Our experts will provide you with a clearly formatted benefits map. This will provide you with the evidence to why a certain program or project should be implemented. As the success of the project will be measured by the delivered benefits, the benefits map will indicate whether a project is worth undertaking in the first place.

Benefits Management

Benefits management involves identifying, planning, measuring and tracking benefits from the start of the programme or project investment until realisation of the last projected benefit.

Benefits management is the common thread between programme and project delivery and successful change management. Using a benefits management approach ensures maximum value from the investment in change.

Our team's benefits management approach helps you identify the benefits and most importantly, to select how the benefits can be measured so that it is possible to show that they have been reached.

We can then compare the new results to the current situation as it is today or at the start of the project to measure the success of the project.

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Benefits Measurement

Benefits measurement is the practice of ensuring that benefits are derived from outputs and outcomes. It involves identifying, planning, measuring and tracking benefits from the start of the programme or project investment until realisation of the last projected benefit.

Benefits measurement is the common thread between programme and project delivery and successful change management. Using a benefits measurement approach ensures maximum value from the investment in change.

Our team's benefits measurement approach will help you identify the benefits and most importantly, to select how the benefits can be measured so that it is possible to show that they have been reached.

We can then compare the new results to the current situation as it is today or at the start of the project to measure the success of the project.

Benefits Management Strategy

A Benefits Management Strategy is an organisational level document that sets out the policy, approach methods and processes for benefits management. It involves identifying, planning, measuring and tracking benefits from the start of the programme or project investment until realisation of the last projected benefit.

Benefits management is the common thread between programme and project delivery and successful change management. Using a benefits management approach ensures maximum value from the investment in change.

Our team provide you with an effective benefit management strategy, including the identification of benefits aligned to strategic objectives, benefit mapping techniques and benefit processes.

Our outputs empower you to focus on the ultimate outcomes of any investment and proactively put in place a framework to manage and realise benefits, driving the change and helping to retain focus on the end goals.

Business Case Development

A business case provides justification for undertaking a project, programme or portfolio. It evaluates the benefit, cost and risk of alternative options and provides a rationale for the preferred solution. They also ensure the investment case remains relevant and viable to the point of delivery and beyond.

Our expert team, working with you, will develop strong and deliverable business cases matched to your governance and approvals processes. Beyond that we can manage and update your business cases throughout the project or programme's life so that they remain aligned to your objectives and can reliably support key decision making.



Business Case Support

A business case provides justification for undertaking a project, programme or portfolio. It evaluates the benefit, cost and risk of alternative options and provides a rationale for the preferred solution. They also ensure the investment case remains relevant and viable to the point of delivery and beyond.

Our expert team, working with you, will support the development and delivery of business cases matched to your governance and approvals processes. We also manage and update your business cases throughout the project or programme's life so that they remain aligned to your objectives and can reliably support key decision making.

Options Analysis

Options Analysis identifies options and recommends the best ones for decision makers, by performing an objective assessment of each of their merits and disadvantages to determine the best fit for the decisions at hand.

We have significant experience in helping our clients with evidence-based decision making when confronted with a set of options. Our experts develop assessment criteria and accompanying modelling suites to robustly assess the effectiveness of candidate technology, platforms, business or systems options. This includes selecting from a range of assessment techniques and a range of assurance, best practice and policy regimes.

Lean

Lean methodology focuses on reducing waste and improving efficiency in the interest of providing more value to your clients. It is a set of practices and principles aimed at the optimization of business processes. The two overarching pillars of lean thinking are continuous improvement and respect for people.

Our expert team will use the five principles of Lean Methodology (value identification, value stream mapping, efficient workflow, pull system, improvement) to optimise your business processes, improve efficiency and provide more value.

Our expert application of Lean methodology will support you to create as much value for your clients as possible, while simultaneously fostering an efficient workplace that values respect and teamwork.

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To find out more about
how we can help you
please contact:

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And visit our website: www.arkeltd.co.uk

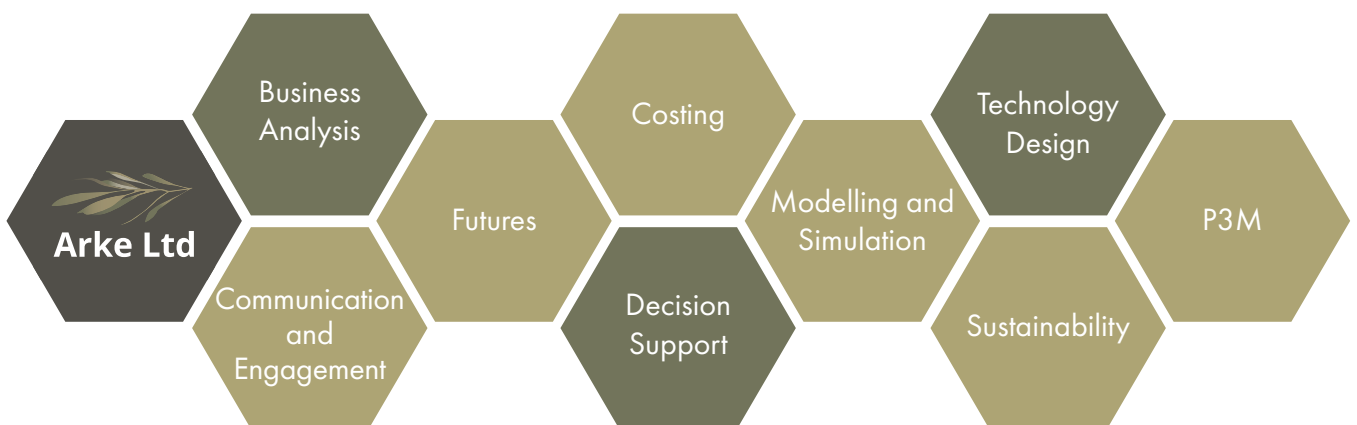
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Company Accreditations

We are ISO9001 and ISO14001 compliant. We hold Cyber Essentials + and hold a Silver Award in the Armed Forces Covenant Employer Recognition Scheme.

Social Value

We are committed to the creation of social value through all aspects of our operations. As members of the Arke family, all staff are invited to engage and be part in the creation of social value as an integral part of their working life. We aim to create positive value for our clients and our community in all we do.



Arke offers a range of services to help you make the right decisions
Details of all our services can be found by simply using the G-Cloud search facility.

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